



PORT of OLYMPIA

November 20, 2018

Report of the Citizens Advisory Committee *Commission Meetings Sub-Committee*

Summary

On March 20, 2018, the Port of Olympia Citizens Advisory Committee (POCAC) was tasked to critique the regular meetings of the Port of Olympia to see what or if there are improvements that could be implemented to potentially shorten the meetings while still providing transparency in the Port Commission's actions.

The goal of the sub-committee was to come up with recommendations for shortening the average length of Port Commission meetings using best practices with input from stakeholders.

The sub-committee reviewed Port meeting from the past three (3) years. During that time there were 31 Port meetings that exceeded 2-hours. The sub-committee chose to study the agenda and reviewed video only for the nine (9) meetings that exceeded 3-hours.

Sub-Committee

A Commission meetings sub-committee was established, which is comprised of the following POCAC members and Port Staff for 2018:

POCAC Members: Chair Meren Gadman, Gigi McClure, and Deborah Pattin

Port Staff Liaisons: Jeri Sevier, Director of Administrative Services and Jessie Bensley, Executive and Commission Coordinator

Scope of Work

1. Evaluate current Port Commission meetings via the recorded videos;
2. Interview each Commissioner on the Commissioner's thoughts/input;
3. Interview other citizens that regularly attend Port Commission Meetings for input;
4. Interview Port staff that regularly attend Port Commission meetings for input;
5. Review other city meetings in the local area (Lacey, Olympia, Tumwater, etc.);
6. Review other Port meetings of similar size (Port Angeles, Grays Harbor, Bellingham, Anacortes, etc.)
7. Recommend agenda improvements (change in line up, change in presentations, etc.)

Methods Used for this Report

1. Common questions were used for each interview.

2. Those interviewed were current Port Commissioners, Port of Olympia staff and a citizen that has shown an interest in Port business (Attachment 2).
3. Review of Port of Olympia Commission Resolution 2018-06, Article V & VI (Attachment 3).
4. Agendas from other public entities were gathered, analyzed, and compared to Port of Olympia commission agendas (Attachment 4).

Recommendations

1. The Port Commission should re-adopt Roberts Rules of Order, the standard guide for public meetings, as its own guide for the conduct of meetings.
2. Limit initial public comment to three (3) minutes for each citizen and keep the total time for public comment to 30 minutes.
3. Commissioners should simply thank the citizen for their comments. If Commissioners think the public comment may generate a future agenda item, staff should retain contact information to follow-up on the concern.
4. Be prepared to remove and/or table agenda items if a large number of citizens attend a meeting.
5. To hear as many of the public as possible, allow additional public comment at the end of the regular meeting.
6. Commissioners should meet regularly with the Executive Director to discuss upcoming agendas.
7. Set time parameters for each agenda item. Presenters may set time limit, if not met, table for next meeting. Include staff presentation time, as staff presentations are pre-briefed at a work session.
8. Agenda packets should be finalized, distributed and posted on the Port's website one week in advance, giving adequate time for review and meeting preparation. If not in on time, agenda item will be added to next meeting. Last minute agenda amendments and additions should only be done for urgent needs.

9. Prepare for Port Commission meetings ahead of time. Ask questions of staff prior to day of the commission meeting.
10. Table Commissioner reports if meeting runs long and limit Commissioner reports to three (3) minutes per Commissioner.
11. Keep Port Commission meeting to two (2) hours, move any unfinished business to another meeting. Require a majority vote to agree to extend meeting beyond the scheduled two (2) hours.
12. During public comment for action and advisory items, Commissioners should only thank the public for comments, leaving any topics of concern by the public to be discussed among the Commissioners.

Conclusion

The recent trend for the past three (3) years shows fewer meeting exceeding 2-hours. The sub-committee reviewed past Port Commission meeting cycles and discovered when meetings exceed 2-hours, the primary drivers that triggered meeting times over 2-hours were last minute agenda changes with topics not discussed at work sessions, excessive public comment beyond the allotted 30 minutes, lengthy responses by Port Commissioners to public comment, and Port Commission open discord.

The last-minute changes that occurred within 24 hours resulted in the Commissioners and staff being unable to adequately prepare and discuss information at the Port Commission meetings.

Agenda items can create a lot of public discord, public comment, and Commissioner debate. These topics are easily identifiable in advance. Agendas should be crafted in a way to allow the meetings to remain on schedule. This could be accomplished by tabling less urgent topics to the next meeting.

Discussion and discovery are important in a public forum, but Port Commissioners need to ensure a discussion is taking place in the appropriate setting, be it work session or regular commission meeting.

Commissioners need to recognize there will be actions that will not have 100% support amongst the Port Commission. If consensus is not going to happen the vote needs to be taken and move on with respect for each other's differences and everyone's time in accordance with **Resolution 2016-02 Commission Code of Conduct** (Attachment I).

Attachment 1

Resolution 2016-02

PORT OF OLYMPIA COMMISSION RESOLUTION 2016-02

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION AMENDING RESOLUTION 2015-19 ADOPTING A COMMISSION CODE OF CONDUCT

WHEREAS, on November 9, 2015, the Port of Olympia Commission adopted Resolution 2015-19 adopting a Commission Code of Conduct governing Commission conduct and values; and

WHEREAS, the Commission now desires to amend Article V (Fiduciary Responsibility) of the previously adopted Code of Conduct;

NOW, THEREFORE, BE IT RESOLVED that the Port of Olympia hereby amends Article V (Fiduciary Responsibility) to the Code of Conduct Resolution 2015-19 as set forth below, which amendment shall be effective upon adoption. All other provisions of the Code of Conduct Resolution 2015-19 shall remain unchanged and remain in full force and effect.

ARTICLE V Fiduciary Responsibility

Our fiduciary responsibility is embodied in our daily activities and decisions to be the best stewards of Port resources. We strive to create and maintain positive, respectful relationships with the public and with Port of Olympia staff, and to be responsible ambassadors for the Port. We recognize that our fiduciary responsibility to the Port must be exercised in a manner consistent with our duties and obligations as elected officials.

We recognize and acknowledge that a majority vote of the Commission is a decision of the Commission. Once a vote of the Commission is taken, we as individual Commissioners will abide by the majority's decision. Notwithstanding, nothing in this resolution is intended to preclude the Commission from reconsidering a previously decided issue should circumstances change or newly presented information warrant Commission reconsideration. We further demonstrate fiduciary responsibility by making every reasonable effort to fully consider all costs and benefits of every proposal before the Port to the best of our abilities.

ADOPTED by the Port Commission of the Port of Olympia this 25th day of January, 2016.

Attachment 2

Port Interviews

Port of Olympia Staff interviews

1. **Recognizing that the Port Commission has important public business to conduct and complete, what would be your suggestions for shortening the length of commission meetings?**

Set timeline on agenda. Limit response time of Commissioners to public comment. Commissioner reports, limit time and scope of comment to current work. Staff presence only attend if presenting information. Commissioners should be prepared and ready to vote, information is discussed well in advance. Have a unified response to some issues, stop working independently.

2. **What is a reasonable length of time for a Port Commission meeting to adequately conduct the business at hand?**

2 hours maximum. Possibly add time limits to the agenda like the work sessions. Not the best use of staff when Commissioners are not sticking to guidelines.

3. **Are staff reports given to Commissioners prior to commission meetings? Are they required to be in by a time deadline?**

Scheduling is done 2-3 months in advance. A week before the meeting and updates Monday before the meeting. There is a one on one with the Executive Director to assist with covering the agenda prior to the Port meeting if needed.

4. **What policies or procedures are the Commissioners required to work with? Do they receive training or participate in retreats?**

There is some training available.

Commissioner E.J. Zita discussion 5/16/18

1. **Recognizing that the Port Commission has important public business to conduct and complete, what would be your suggestions for shortening the length of Commission meetings?**

Agenda setting meetings prior to Commissioner meetings. Clarified purpose of work sessions with staff and directors. The cause of long meetings is due to lack of discussion between

Commissioners prior to public meetings. Lack of information between Commissioners, staff and directors.

Never surprise the public, the process is all messed up and we want to avoid liability.

Wants to use Thursday work session as agenda setting. Has previously recommended agenda setting meetings, but another Commissioner didn't agree. Believes that the agenda is working fine. Have to make sure the public is never surprised. They feel the process is flawed transparency is needed. This helps avoid liability for the port.

2. What is a reasonable length of time for a Port Commission meeting to adequately conduct the business at hand?

Meeting time of 1.5 hours works when work sessions happen.

Advisory and Action to work sessions rather than at meeting, 1.5 hours should be able to address everything.

If work sessions were used effectively, the Commissioner meetings would go faster. Does not want to limit public comment in any way.

3. Are staff reports giving you adequate information to be informed about agenda items? If not, how could the reports be improved to allow you to be more effective?

Overall happy with agenda. Agenda should be correct for public. When others change agenda the last minute this results in information not being correct for public.

Thinks the Executive Director report is not effective. Just presents "feel good" stuff. Should be last on agenda. Restrict staff to only one report per meeting. If information isn't given at the work session, there isn't time to ask questions and share information with the public. Doesn't think commission had input for RFP; it was just "blasted out" and commission not informed. Consultant selected without input of entire staff (mentioned public records request). Feels Finance and Real Estate are really good. Marina Terminal: loaders were a problem. Spending without authority a problem.

4. How do you prepare for meetings? Read reports ahead of time? Individually or with other Commissioners during work sessions? Meet with staff or Director? How often and when do you meet?

Do not make decisions behind the scenes, do not spend without authority. Did not find answer from this specific question.

5. What agenda adjustments/meeting procedures did the Commission try that didn't work? Any agenda items you would like to eliminate from Commission meetings or move to work sessions?

Overall happy with agenda, likes agenda order. Port Director report is unnecessary and just for public relation purposes. Likes the Commissioner reports, worthwhile information. If meeting is running late, Commissioner reports could be eliminated. Would rather not set time limits on agenda items, would like to have work session twice a month. Would like more public comment opportunity

without limits. Very unhappy with Visioning Program, feels Commissioners were not included. Would like to permanently include Honor Statement for Tribes. Take all the public comments no matter how long it takes (WPPA recommends we allow everyone the opportunity to speak). Add Tribal Honor Statement. Work sessions twice a month on Thursdays. No limit on public comment. Would like to see the Tribal Honor statement added as a standing agenda item.

Commissioner Joe Downing discussion 5/17/18

1. Recognizing that the Port Commission has important public business to conduct and complete, what would be your suggestions for shortening the length of commission meetings?

Better agenda management, know which items are controversial and plan accordingly to adjust the agenda. Develop a resolution for special meetings.

Having different public comments sections (tied to agenda topics?) Allow time for more discussion/fewer items for agenda where there are controversial issues. Use special meetings.

2. What is a reasonable length of time for a Port Commission meeting to adequately conduct the business at hand?

3 hours max, adjourn at 3-hour mark or a certain point on the agenda.

Entertain a motion to adjourn if the meeting appears to go over time limit and table other actions until a later date.

Would like to see more PR business not less, Executive Director comments are good and show positive actions at the Port. This information should be up front, not at the end of meeting.

3. Are staff reports giving you adequate information to be informed about agenda items? If not, how could the reports be improved to allow you to be most effective?

Staff reports are well done.

More on the Commissioners than the staff to get the information in generally our information is submitted by Thursday at 3:30 and then you get 3 days to review except on days when there is a work session then you must use the weekend to review.

No suggestion for the staff, as information is provided more than a week out.

It's the Commissioner's responsibility to get the info to the staff, not the other way around.

4. How do you prepare for meetings? Read reports ahead of time? Individually or with other Commissioners during work sessions? Meet with staff and Director? How often and when do you meet?

Read reports over weekend, email directors and staff Monday (day of public meeting) with any questions.

Meet every few weeks with Executive Director. Get with staff when they are available when needed.

- 5. What agenda adjustments/meeting procedures did the Commission try that didn't work? Any agenda items you would like to eliminate from Commission meetings or move to work sessions?**

Limit public comment. Likes reports given, very useful and good public relations when Executive Director gives report of the Port. Commissioner would not support permanent agenda item of the Tribal Honor Statement, this is not Port business and he feels this is a Port business meeting. Remove ability to add and subtract items during Monday meeting. Follow the format of the work sessions and assign time limits to each section of the agenda.

Commissioner Bill McGregor discussion 5/23/18

- 1. Recognizing that the Port Commission has important public business to conduct and complete, what would be your suggestions for shortening the length of commission meetings?**

Would be willing to try a time limit on agenda items. Maybe look at length of time of staff reports, shorten if possible.

Prepare for meeting ahead of time. Prevent short notice of topics. Get commission packet on Wednesday instead of Thursday or Friday as there is not enough time to review the information and get question asked and answered. Give staff questions prior to the Monday meeting that you wish to ask.

Packets are not getting out in time, due to late arriving material. Suggest if items are presented late, or at the actual meeting, that they be tabled.

- 2. What is reasonable length of time for a Port Commission meeting to adequately conduct the business at hand?**

2 hours.

If there is more to cover, table for another meeting. Or set agendas so there isn't too much on agenda.

- 3. Are staff reports giving you adequate information to be informed about agenda items? If not, how could the reports be improved to allow you to be most effective?**

Staff reports are very well done and timely.

The calendar is prepared 3 months in advance by the staff and Commissioners have this information. Agenda items can be spread over time. Very rare that anything is that pressing.

- 4. How do you prepare for meetings? Read reports ahead of time? Individually or with other Commissioners during work sessions?**

Meet with staff and director. Read reports and ask questions for clarification if needed.

How often and when do you meet?

Meetings scheduled and attended weekly with Executive Director. Executive Director was very accommodating with Commissioners to meet weekly. Email directors and staff if any questions. Likes at least 3-4 business days prior to meetings to prepare. Feels everyone should come prepared to keep timely.

5. What agenda adjustments/meeting procedures did the Commission try that didn't work? Any agenda items you would like to eliminate from Commission meetings or move to work sessions?

There is no meeting training for Commissioners, this may help with procedure and to keep timelier. Possibly eliminate reports for past meetings, include what is coming up. Set time limits and guidelines for Commissioners to give report statements. Feels the Tribal Honor Statement is not necessary and not part of the public business meeting for the Port of Olympia.

Table actions if Monday meeting goes too long. Read the white paper to respond to questions rather than ask the question again. Thank the staff for their responses and then give response to public that was provided by the staff. Get proposed agenda by Wednesday before Monday meeting.

Citizen interview

1. Recognizing that the Port Commission has important public business to conduct and complete, what would be your suggestions for shortening the length of commission meetings?

The agenda should budget the Commission's time and the Chair should enforce the time limitations. Set time limit on agenda items. Only one public comment period and when it is exhausted, others who wish to comment should do so in writing.

2. What is a reasonable length of time for a Port Commission meeting to adequately conduct the business at hand?

Two- and one-half hours.

3. Any agenda items you would like to eliminate from Commission meetings? Any agenda items you would like to see added to Commission meetings?

Commissioner sponsored agenda items should be limited to one per meeting and that opportunity for such items should rotate among the Commissioners. Legal, Executive Director and Commissioner Reports should be combined into one agenda item at end of meeting.

Attachment 3

Resolution 2018-06, Article V & VI

ARTICLE V

Order of Business

- A. Regular meetings will ordinarily follow the below prescribed format:
1. Call to Order;
 2. Pledge of Allegiance;
 3. Approval of Agenda, including request for Agenda additions or deletions;
 4. Approval of Minutes;
 5. Special recognition (if needed);
 6. Special reports (if needed, for individual warrants over \$200,000.00);
 7. Litigation Report (at second regular Monday meeting of every month only);
 8. Public comment;
 - a. Commission statement on nature of public comment;
 - b. General public comment period;
 - c. Commissioner response to public comment (optional);
 9. Agenda action items;
 - a. Staff presentations, if needed;
 - b. Commissioner discussion;
 - c. Action by motion, vote, or resolution;
 10. Agenda action items – OTHER (matters brought for action without prior advisory);
 - a. Staff presentation, if needed;
 - b. Public comment;
 - c. Commissioner discussion;
 - d. Action by motion, vote, or resolution;
 11. Agenda advisory items;
 - a. Staff presentations, if needed;
 - b. Public comment (on all advisory items);
 - c. Commissioner discussion;

- d. Commissioner response to public comment (optional);
 - 12. Consent Calendar;
 - a. Warrants and vouchers;
 - b. Other consent items;
 - 13. Continued public comment, if needed;
 - 14. Commissioner response to public comment period, if needed (optional);
 - 15. Commissioner Reports;
 - 16. Executive Director's Report;
 - 17. Other business (during this period, Commissioners may also raise new issue(s) and request to add such issue or issues to a future work session agenda or to send the issue or issues to the POCAC for review), and;
 - 18. Future meeting announcements;
 - 19. Adjourn.
- B. The Commissioners may agree to change the order of business set forth above at any time.
- C. All proceedings of the Commission will be by consensus, motion, or resolution recorded in minutes and books maintained for that purpose, which shall be publicly available.

ARTICLE VI

Guidelines for Public Comment at Meetings

- A. General Procedures: The following general procedures are applicable to all types of public comment at Commission meetings.
- 1. Sign-In Procedures: The Port will provide a sign-in sheet for those who wish to provide general comment at regular Commission meetings. The sign-in period for public comment will begin when the public meeting space opens and will close when the meeting is called to order. Commenters must provide their real name on the sign-in sheet in order to be called, and may not wear face masks to address the Commission.
 - 2. Use of Electronic Media During Public Comment: Commenters may use electronic media (such as presentations or video) to present information to the Commissioners during the public comment period at regular Commission meetings, subject to the following limitations:
 - b. Electronic media to be used during public comment must be related to Port business.

c. Commenters must abide by the three (3) minute time limit when using electronic media, and should select and edit presentations accordingly. Commenters may not yield some or all of their allotted three (3) minutes so as to result in a longer presentation time for another commenter.

d. In order protect the integrity of Port information systems, electronic media or a link to internet-based information must be e-mailed to the Commission Coordinator at *CommissionCoordinator@portolympia.com* no later than noon on the day of the Commission meeting where the electronic media is to be used. To be accepted for presentation, email submissions must include (i) the name of the individual who will be providing public comment; (ii) the author of the electronic media being submitted; and (iii) a brief description of the content of the electronic media.

e. Commenters may not use jump drives, external drives, or other direct connection to Port information systems to present electronic media to the Commission during public comment. Links to internet-based information must be accessible using the Mozilla FireFox web browser. The Port will not be responsible for resolving compatibility issues related to electronic media submitted for public comment.

f. The Commission Coordinator will review all timely submitted electronic media prior to the Commission meeting to determine that the content is functional and viewable. Prior to the meeting, the Commission Coordinator will provide the President with a report identifying the electronic media submittals received, if any. The report will include the commenter's name, the author of the electronic media, and the brief description of content provided with the submittal.

g. The President will enforce the above guidelines and shall be allowed to preclude commenters from using electronic media that fails to comply with submittal guidelines, guidelines for public comment, or otherwise contains information unrelated to Port business.

3. Limitations on Use of Public Comment for Campaigning or Advertising:
No person may use public comment periods for the purpose of campaigning or promoting a campaign, whether for an election or ballot proposition. In addition, no person may use public comment periods for the purpose of commercial advertising. These limitations do not prevent or preclude any person addressing the Commission from expressing views or opinions over matters related to the Port's business or within the Commission's jurisdiction. In addition, these limitations do not prohibit individuals or organizations from promoting public events.

4. Comments to be Directed to Commission; Commission Response:
Comments should be directed to the Commission as a whole. In order to hear as many people as possible, the Commission will refrain from responding to individual statements until all public comment has been taken, or at the end of the allotted time for public comment, as applicable.

5. Courtesy: All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

B. Procedures for General Public Comment: The Commission will allow general public comment on issues related to Port business at regular Commission meetings, subject to the following procedures:

1. The general public comment period held at the beginning of the meeting will be limited to 30 minutes;

2. Each commenter will be allowed three (3) minutes for individual comment; and commenters may not yield some or all of the allotted three (3) minutes so as to result in a longer comment period for another commenter;

3. If there are more than ten (10) commenters who wish to make public comments during the general public comment period, then the Commission reserves the right to defer such additional general public comment to proceed with meeting business, and instead hold an additional general public comment period prior to the conclusion of the meeting;

4. The subject of public comments not directed to a specific agenda item or items must be related to Port business, and;

5. The President will enforce these requirements and shall be allowed to curtail any individual public comment that exceeds allotted time, is beyond the reasonable scope of Port business, is overly repetitive or lengthy, or includes disruptive behavior as defined in Section VI-D below.

C. Procedures for Public Comment on Advisory and Action-Other Items: The Commission shall also provide separate public comment periods during the meeting for advisory and action-OTHER items appearing on the meeting agenda. These comment periods shall be subject to the general procedures set forth above as well as the following:

1. Each commenter shall be allowed three (3) minutes for individual comments; and commenters may not yield some or all of the allotted three (3) minutes so as to result in a longer comment period for another commenter; and

2. The President shall be allowed to curtail any individual public comment that exceeds allotted time, is beyond the scope of the subject agenda item, is overly repetitive or lengthy, or includes disruptive behavior as defined in Section VI-D below.

D. Disruptive Behavior: Disruptive behavior includes speaking beyond the allocated time limit, preventing members of the public from hearing or viewing the discussion of the Commission, whether by standing or holding a banner or sign in a manner that obstructs view of or passage through the meeting room, and speaking in a volume louder than low, conversational tone when not recognized by the President for public comment.

Attachment 4

Other Example Agendas

TUMWATER CITY COUNCIL

****AMENDED AGENDA****

***Tumwater City Hall
Council Chambers
555 Israel Rd. SW, Tumwater, WA 98501***

***Tuesday, April 3, 2018
7:00 P.M.***

- 1. Roll Call**
- 2. Flag Salute**
- 3. Additions to the Agenda**
- 4. Special Items:**
 - a. ****Item Removed****
 - b. *Proclamation: Equal Pay Day, April 10, 2018*
 - c. *Proclamation: Bicycle Commuter Month, May 2018*
- 5. Public Comment: (for discussion of items not having a public hearing on tonight's agenda)**
- 6. Consent Calendar:**
 - a. *Approval of Minutes: Regular Meeting, March 20, 2018; Worksession, March 13, 2018*
 - b. *Payment of Vouchers (Ursula Euler)*
 - c. *Acceptance of Work: 70th Avenue Water & Sewer Extension Project (John Norman)*
 - d. *Barnes Lake Management District (LMD) 2018 Work Plan & Budget (Dan Smith)*
 - e. **Resolution No. R2018-010**, *Adoption of the Comprehensive Financial Policies (Ursula Euler)*
 - f. *Interlocal Agreement for Cooperative Law Enforcement & Mutual Aid Amendment No. 1 (Jon Weiks)*
 - g. *Sapp Road Island Annexation: Notice of Intention to Commence Annexation Proceedings (David Ginther)*
 - h. *Tree Board Appointment of Dennis Olson (Pete Kmet)*
 - i. **Ordinance No. O2018-011**, *Amending Tumwater Municipal Code Section 3.36.030 Cumulative reserve fund (Ursula Euler)*
- 7. Public Hearings:**
 - a. **Resolution No. R2018-009**, *Fireworks Measures – Proposition No. 1 (John Doan)*

8. Council Considerations: None

9. Committee Reports:

- a. Public Health & Safety Committee (Tom Oliva)
- b. General Government Committee (Joan Cathey)
- c. Public Works Committee (Neil McClanahan)
- d. Budget and Finance Committee (Pete Kmet)

10. Mayor/City Administrator's Report

11. Councilmember Reports

12. Any Other Business

Americans with Disabilities Act (ADA) accommodations provided upon request, with reasonable, adequate notice.

All regularly scheduled Tumwater City Council meetings are telecast live on Tumwater Television, Channel 26 (Comcast), and are re-broadcast as follows: on Thursdays following the Council meetings at 7 p.m.; on Tuesdays and Thursdays of the following week at 8 a.m. and 7 p.m. Meetings are available to view online at <http://tumwatertv.tctv.net/>. To view a videotape of a particular Council meeting, contact the Clerk's Office at (360) 754-4130.

**Meeting Agenda
Olympia City Council
Tuesday, April 10, 2018 7:00 PM Council Chambers**

1. ROLL CALL

1.A ANNOUNCEMENTS

1.B APPROVAL OF AGENDA

2. SPECIAL RECOGNITION

2.A 18-0346 Special Recognition - American Legion Officer of the Year 2016 and 2017

2.B 18-0343 Special Recognition - Proclamation Recognizing Equal Pay Day

Attachments: [Proclamation](#)

2.C 18-0349 Special Recognition - Olympia March for Our Lives Organizers and Approval of a Resolution for Common Sense Gun Safety

Attachments: [Resolution](#)

3. PUBLIC COMMUNICATION

(Estimated Time: 0-30 Minutes) (Sign-up Sheets are provided in the Foyer.)

During this portion of the meeting, citizens may address the City Council regarding items related to City business, including items on the Agenda. In order for the City Council to maintain impartiality and the appearance of fairness in upcoming matters and to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Council in these three areas: (1) on agenda items for which the City Council either held a Public Hearing in the last 45 days, or will hold a Public Hearing within 45 days, or (2) where the public testimony may implicate a matter on which the City Council will be required to act in a quasi-judicial capacity, or (3) where the speaker promotes or opposes a candidate for public office or a ballot measure.

Individual comments are limited to three (3) minutes or less. In order to hear as many people as possible during the 30-minutes set aside for Public Communication, the City Council will refrain from commenting on individual remarks until all public comment has been taken. The City Council will allow for additional public comment to be taken at the end of the meeting for those who signed up at the beginning of the meeting and did not get an opportunity to speak during the allotted 30-minutes.

COUNCIL RESPONSE TO PUBLIC COMMUNICATION (Optional)

4. CONSENT CALENDAR

(Items of a Routine Nature)

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City Council Meeting Agenda April 10, 2018

4.A 18-0366 Approval of March 27, 2018 City Council Meeting Minutes

Attachments: [Minutes](#)

4.B 18-0364 Approval of an Appointment to the Planning Commission to Fill a Vacancy

Attachments: [Baxter Application and Resume](#)

4.C 18-0326 Approval of an Appointment to the Heritage Commission to Fill a Vacancy

Attachments: [Henley Application](#)

4.D 18-0264 Approval to Restore the Percival West Public Restroom to Seasonal

Operating Hours and Close the Olympia/Franklin Portable Restroom

[Public Restroom Map](#)
[Best Practices Chart](#)

Attachments:

4.E 18-0341 Approval of a Resolution to Accept a Funding Board Project Agreement with the Washington State Recreation and Conservation Office for the Woodruff Sprayground Project

[Resolution Agreement](#)

Attachments:

4.F 18-0344 Approval of a Resolution Authorizing an Inter-fund Loan for Fire Vehicle Funding

Attachments: [Resolution](#)

4.G 18-0355 Approval of a Resolution Approving the Terms and Conditions of an Attorney Engagement and Contingency Fee Agreement to Pursue the City's Claims for Opioid Misuse, Abuse and Over-Prescription

[Resolution Agreement](#)

Attachments:

4. SECOND READINGS (Ordinances)

4.H 18-0288 Approval of an Ordinance Authorizing Acceptance of Drebeck Investments, LLC's Right-of-Way Dedication Donation

[Ordinance Deed Map](#)

Attachments:

4. FIRST READINGS (Ordinances)

4.J 18-0325 Approval of an Ordinance Creating a Fund for the Home Fund

Attachments: [Ordinance](#)

4.K 18-0327 Approval of Ordinance Amending Ordinance 7118 (Operating Budget)

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City Council Meeting Agenda April 10, 2018

Attachments: [Ordinance](#)

4.L 18-0329 Approval of Ordinance Amending Ordinance 7119 (Capital Budget)

Attachments: [Ordinance](#)

4.M 18-0328 Approval of Ordinance Amending Ordinance 7120 (Special Funds)

Attachments: [Ordinance](#)

5. PUBLIC HEARING

5.A 18-0272 Public Hearing on the Draft 2017 Storm and Surface Water Plan

[UAC Letter of Support](#)
[Link to Draft 2017 Plan and Appendices](#)
[2017 Draft Storm and Surface Water Plan Summary Booklet](#)

Attachments:

5.B 18-0254 Public Hearing on a Utility Easement Located Under a Building on the Southeast Portion of Block 7, Lots 3,4,5 and 6, Swan's Addition, Vol. 1 of Plats, Page 37

[Resolution](#)

[Release of Easement](#)

Attachments:

6. OTHER BUSINESS - None

7. CONTINUED PUBLIC COMMUNICATION

(If needed for those who signed up earlier and did not get an opportunity to speak during the allotted 30 minutes)

8. REPORTS AND REFERRALS

8.A COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS

8.B CITY MANAGER'S REPORT AND REFERRALS

9. ADJOURNMENT

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please contact the Council's Executive Assistant at 360.753.8244 at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.

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MEETING AGENDA
PORT OF BELLINGHAM BOARD OF COMMISSIONERS
TUESDAY, APRIL 3, 2018 – 4:30 p.m.
CONFERENCE ROOM – HARBOR CENTER BUILDING
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON

Port of Bellingham Mission Statement: To promote sustainable economic development, optimize transportation gateways, and manage publicly owned land and facilities to benefit Whatcom County.

3:30 OPEN PUBLIC MEETING AND IMMEDIATELY RECESS TO CLOSED EXECUTIVE SESSION

The purpose of the executive session will be to discuss potential litigation pursuant to RCW 42.30.110(1)(i). The session is expected to last one hour.

4:30, RECONVENE PUBLIC MEETING, ROLL CALL

PUBLIC COMMENT PERIOD - Out of respect for everyone who attends the Commission meeting, the public comment period may be limited to 15 minutes total. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing.

CONSENT AGENDA

- A. Approve the [minutes](#) of the March 20, 2018 Regular Commission meeting.
- B. Approve [Modification of Lease and Concession Agreements](#) between the Port of Bellingham and the following Rental Car Companies: Avis, Budget, Hertz, and Ean Holdings LLC.
- C. Authorize the Executive Director to execute [Amendment No. 7](#) to the Professional Services Agreement (PSA) with Wilson Engineering for Waterfront District survey support and drafting services.
- D. Authorize the Executive Director to execute a [Professional Services Agreement](#) (PSA) with Tinnea & Associates to provide corrosion mitigation engineering services for the Blaine Harbor Breakwater.
- E. Approve a [Modification of Lease](#) between the Port of Bellingham and Bellingham Aviation Services LLC located at the Bellingham International Airport.
- F. [Approve a Lease](#) between the Port of Bellingham and the State of Washington, Office of the State Auditor, Suite 211 at the Bellwether Building, 11 Bellwether Way, Bellingham, Washington.
- G. Authorize the Executive Director to [apply for and accept a grant](#), from Department of Natural Resources (DNR) for reimbursement of 90% costs associated with disposal of derelict vessel.

ACTION ITEMS

1. [Approve a Commercial Lease](#) between the Port of Bellingham and Lakeside Marine, Inc. for premises at 801 Harris Avenue, Fairhaven Marine Industrial Park, (FMIP) Building 1.
2. Authorize the Executive Director to [purchase Truck Scales](#) for the Bellingham Shipping Terminal, pursuant to Resolution No. 1369.
3. Authorize the Executive Director to execute a [Professional Services Agreement](#) (PSA) with TranspoGroup USA, Inc. for traffic engineering services for the Fairhaven Boat Launch Railroad Crossing Modifications.
4. Authorize the Executive Director to execute a [Sole Source Justification and contract](#) with Airside Solutions, Inc. for the Airfield Lighting Control and Monitoring System.

5:30 PUBLIC COMMENT PERIOD - Out of respect for everyone who attends the Commission meeting, the public comment period may be limited to 15 minutes total. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing.

OTHER BUSINESS

ADJOURN

For citizens with special needs, the Port of Bellingham Harbor Center Conference Room is fully accessible. For additional accommodations, please call the Port of Bellingham at (360) 676-2500 at least four (4) business days in advance of the meeting.

ADVISORY COMMITTEE MEETING SCHEDULES

MARINA ADVISORY COMMITTEE – Tuesday, April 10, 2018 at 6:00 p.m., Commission Chambers, Harbor Center Building, 1801 Roeder Avenue, Bellingham

TECHNICAL AIRPORT ADVISORY COMMITTEE (TAAC) - Thursday, May 10, 2018, at 9:30 a.m. ARFF Conference Room, 2005 W. Bakerview Road Bellingham International Airport.

BELLINGHAM INTERNATIONAL AIRPORT ADVISORY COMMITTEE (BIAAC) – Thursday, May 10, 2018, at 5:00 p.m., ARFF Conference Room, 2005 W. Bakerview Road Bellingham International Airport.

Port of Port Angeles
COMMISSION BUSINESS MEETING
April 10, 2018 at 9:00am
AGENDA

I.CALL TO ORDER / PLEDGE OF ALLEGIANCE

II.EARLY PUBLIC COMMENT SESSION (total session up to 20 minutes)

III.APPROVAL OF CONSENT AGENDA

A.Special Commission Meeting Minutes – March 27, 2018 (pg. 1-8)

B.Vouchers in the amount of \$656,797.13 (pg. 9)

IV.PLANNING

A.Marine Terminal Stormwater Treatment Advertise for Bids (pg. 10-12)

V.PROPERTY

No Items

VI.MARINAS

No Items

VII.AIRPORTS

No Items

VIII.OTHER BUSINESS

A.Deletion of Accounts Receivable from Records (pg. 13-14)

IX.PUBLIC COMMENTS SESSION (total session up to 20 minutes)

X.ITEMS NOT ON THE AGENDA

XI.NEXT MEETINGS (pg. 15)

A.April 23, 2018 – Special Commission Meeting

B.May 8, 2018 – Regular Commission Meeting

XII. UPCOMING EVENTS

A. Olympic Logging Conference – April 25-27, 2018, Victoria, BC

B. WPPA Spring Meeting – May 9-11, 2018, Vancouver, WA

XIII. BROWN BAG LUNCH AND OPEN DISCUSSION WITH THE COMMISSION (*time permitting*)

XIV. EXECUTIVE SESSION The Board may recess into Executive Session for those purposes authorized under Chapter 42.30 RCW, the Open Public Meetings Act.

XV. ADJOURN

RULES FOR ATTENDING COMMISSION MEETING

- Signs, placards, and noise making devices including musical instruments are prohibited.
- Disruptive behavior by audience members is inappropriate and may result in removal.
- Loud comments, clapping, and booing may be considered disruptive and result in removal at the discretion of the Chair.

RULES FOR SPEAKING AT A COMMISSION MEETING

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda or when recognized by the Chair.
- Time allotted to each speaker is determined by the Chair and, in general, is limited to 3 minutes.
- Total time planned for each public comment period is 20 minutes, subject to change by the Chair.
- All comments should be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- Speakers should not comment more than once per meeting unless their comments pertain to a new topic they have not previously spoken about.
- In the event of a contentious topic with multiple speakers, the Chair will attempt to provide equal time for both sides.

Future Agenda Items –Commission Meeting

4/10/18 Commission Meeting

9:00am

April 23, 2018 (Special Commission Meeting)

- Clean Marina Update

Upcoming Events/Announcements

- AFRC Board of Director Meeting Dates
 - June 13, 2018 9am-12pm Sheraton Hotel Portland Airport
 - August 2-3, 2018 Eagle Crest Redmond, OR
 - October 3-4, 2018 TBD
 - December 12, 2018 2-5pm meeting, 5-7pm holiday reception Sheraton Hotel Portland Airport
- Olympic Logging Conference – April 25-27, 2018, Victoria, BC
- WPPA Spring meeting – May 9-11, 2018, Vancouver, WA

Future

- Sea Scouts
- Emergency Preparedness
- Governance: Employee Handbook and resolutions

Future Joint Meetings

- Clallam County
 - 4/30/18 at 11:00am at the County
 - 7/30/18 at 11:00am at the Port
 - 10/29/18 at 11:00am at the County
- 2018 Other Joint Meetings
 - Clallam County EDC Executive Board
 - City of PA
 - City of Sequim
 - City of Forks
 - Clallam County PUD
 - Lower Elwha Klallam Tribe
 - Jamestown S’Klallam Tribe
 - Port of Port Townsend

LACEY CITY COUNCIL AGENDA
JUNE 14, 2018
7:00 P.M.
420 COLLEGE STREET, LACEY CITY HALL

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE

2. APPROVAL OF AGENDA & CONSENT AGENDA ITEMS*

- A. Council meeting minutes of May 24, 2018.
- B. Council worksession minutes of May 17, 2018.
- C. A motion to approve payment of claims, wages, and transfers for 5/17/2018 through 6/5/2018.

** Items listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

3. PUBLIC RECOGNITIONS AND PRESENTATIONS:

- A. Recognition of Helen Spalding for Library Board Service (*Mayor Ryder*)
- B. Thurston County Relay for Life (*Stephanie Sams, Thurston County Relay for Life*)

4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA*

*The City Council will allow comments under this section on items **NOT** already on the agenda. Where appropriate, the public will be allowed to comment on agenda items as they are addressed during the meeting.*

5. PUBLIC HEARING:

6. PROCLAMATION:

7. REFERRAL FROM PLANNING COMMISSION:

8. REFERRAL FROM HEARINGS EXAMINER:

9. RESOLUTIONS:

10. ORDINANCES:

11. MAYOR'S REPORT:

12. CITY MANAGER'S REPORT:

- A. Long Lake Beach Rules Update (*Jennifer Burbidge*)
- B. 2018 Street Overlay Program Award (*Scott Egger*)
- C. Annual TBD Report (*Scott Egger*)

13. STANDING GENERAL COMMITTEE

- A. [Land Use \(5.22\)](#)
- B. [General Government \(5.22\)](#)

14. OTHER BUSINESS:

15. BOARDS, COMMISSIONS, AND COMMITTEE REPORTS:

- A. Mayor Andy Ryder:
 - 1. Mayors' Forum
 - 2. Thurston Chamber Shared Legislative Committee
 - 3. Transportation Policy Board (TPB)
- B. Deputy Mayor Cynthia Pratt:
 - 1. Joint Animal Services Commission (JASCOM)
 - 2. LOTT
 - 3. Olympic Region Clean Air Agency (ORCAA)
- C. Councilmember Rachel Young
 - 1. Economic Development Council (EDC)
 - 2. Health & Human Services Council (HHSC)
 - 3. Thurston Thrives
- D. Councilmember Lenny Greenstein
 - 1. Emergency Medical Services (EMS)
 - 2. TCOMM911
 - 3. Thurston County Law & Justice
- E. Councilmember Jason Hearn:
 - 1. Lodging Tax Advisory Committee (LTAC)
 - 2. Olympia-Lacey-Tumwater Visitor & Convention Bureau (VCB)
 - 3. Thurston County Coalition Against Trafficking (TCCAT)
- F. Councilmember Michael Steadman:
 - 1. Lacey South Sound Chamber
 - 2. Solid Waste Advisory Committee (SWAC)
- G. Councilmember Carolyn Cox
 - 1. Community Action Council
 - 2. Intercity Transit (IT)
 - 3. Thurston Regional Planning Council (TRPC)
 - 4. Ad Hoc Committee on Homelessness and Affordable Housing

16. ADJOURN