



**Commission Special Meeting / Work Session
November 7, 2022**

2:30 p.m.

Percival Plaza – Olympics Room
626 Columbia Street NW, Suite 1B
Olympia, Washington 98501

The meeting agenda is available on the Port of Olympia website as of November 3, 2022.
<http://www.portolympia.com/commission>

The public may join the meeting from computer, tablet or smartphone at:

<https://us02web.zoom.us/j/88526616430>

Or Telephone: 1 253 215 8782

Webinar ID: 885 2661 6430

Please note that the Zoom link changes for each meeting.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Budget Presentation – Commission Review – Matt Peach, Finance Director
4. Commission Response to Public Inquiry and Public Comment
5. Upcoming Topics – Sam Gibboney, Executive Director
6. Adjourn

Port of Olympia Mission

Create economic opportunities by connecting Thurston County to the world by air, land & sea.



COMMISSION MEETING

<u>BRIEFING DATE/TIME:</u>	November 07, 2022
<u>DEPARTMENT:</u>	Executive
<u>STAFF CONTACT:</u>	Matt Peach, Finance Director Telephone: 360.528.8004 Email: mattp@portolympia.com
<u>TOPIC:</u>	2023 Draft Preliminary Operating Budget and Capital Investment Plan
<u>PURPOSE:</u> <i>Check all that apply</i>	<input checked="" type="checkbox"/> Information only <input type="checkbox"/> Decision needed <input type="checkbox"/> Follow up from previous briefing
<u>BACKGROUND & OVERVIEW:</u>	
<p>Staff and Commission discussion regarding the 2023 Draft Preliminary Operating Budget and the Capital Investment Plan. In the review, we will cover the following:</p> <ul style="list-style-type: none">• 2023 Budget Assumptions• 2023 Professional Services and Travel Costs• Non Operations (Commission & Other Non-Ops)• Questions & Comments	
<u>DOCUMENTS ATTACHED:</u>	
<ul style="list-style-type: none">• PowerPoint Presentation	
<u>AFFECTED PARTIES:</u>	
Thurston County Citizens	
<u>COMMISSION RECOMMENDATION:</u> <i>Commission Discussion, Deliberation and Direction</i>	
Advisory Only	



2023 BUDGET AND CAPITAL INVESTMENT PLAN

November 7, 2022

Sam Gibboney, Executive Director
Matt Peach, Finance Director

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AGENDA

- Review Budget Assumptions
- Review Professional Services, Training, Meeting and Development Costs
- Review Legal Fees
- Review Tax Levy

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BUDGET ASSUMPTIONS

AIRPORT, NEW MARKET & CLEANWATER CENTRE

- New land development restricted until 2024 (HCP completion)
- Lease rate increases consistent with lease provisions
- 100% occupancy of hangar & building leased space
- New project revenue at Cleanwater Center in 2023
- Airport operations slight increase over 2022
- Increased staff salary and G&A allocations

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O/S PROFESSIONAL SERVICES

AIRPORT, NEW MARKET & CLEANWATER CENTRE

Airport O/S Professional Services - \$101,910

- **Airport Master Plan** – Update
- **Security**
- **IT Services**
- **Engineering Services**
- **USDA Wildlife Control**
- **Airshow Photography**
- **Appraisals**– New Market/Cleanwater Centre combined
- **Legal Services**

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT

AIRPORT, NEW MARKET & CLEANWATER CENTRE

Training, Travel, Meetings & Employee Development - \$7,800

- **Conferences** – WAMA, WSCAA, WPPA & WSAA
- **Mileage**
- **Meetings**
- **Certification Training, Skills Training, Safety Training**

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BUDGET ASSUMPTIONS

MARINA, BOATWORKS & FUEL DOCK

- Permanent Moorage & Boatyard activity consistent
- Crude oil costs continue impacting fuel & guest boating activity
- Inflation impact operational, maintenance, insurance, & contract expenses
- Service, security, upkeep, & infrastructure maintenance critical for Swantown operations
- Moorage Rates in Thurston County below average market rates for Puget Sound
- Marina Rates adjustments, at a minimum, need to match inflation. See - Resolution No. 2010-17 Rates and Fees

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O/S PROFESSIONAL SERVICES

MARINA, BOATWORKS & FUEL DOCK

Swantown's O/S Professional Services - \$298,747

- **Security** – Allied Security, PDK Door Access, Milestone Security Cameras
- **Janitorial Services** – Apex Cleaning
- **Safety Services** – Stanley Systems, Commercial Fire Protection, USDA Wildlife Services
- **Monitoring Systems** – Sylogist Fuel Monitoring, Marine Sync dock electrical
- **On-Call Services** – Electrical, Plumbing, HVAC, Compressor servicing, Auto Repair
- **Temp Services** – Summer Staff, Department of Corrections
- **Inspections** - Ecology, Fire Marshal, Crane, Travel Lift, Fuel Dock Line Pressure Test, Fuel Tank, ORCAA, Pressured Vessel Testing, Asbestos/Lead Paint, etc.
- **Engineering** – Skillings (Asset Assessments, Estimates, Project Planning)
- **Legal Services**

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT

MARINA, BOATWORKS & FUEL DOCK

Training, Travel, Meetings & Employee Development - \$14,125

14 Swantown Staff, 4 Departments

- **Supervisor/Lead Training** – Coaching, Communication, Leadership, Team Building
- **Hazardous Material Training** – Hazwoper, Respirator/Fitting
- **Safety Training** – AMI Safety Series, L&I Safety Training, First Aid/CPR
- **Technical Training** – Dock Electrical Seminars, Marina/Dock training series, Travel Lift & Equipment Training
- **Customer Service & Conflict Resolution Training**
- **Conferences** – PCC & NMTA- Marina & Boatyard Conference
- **Department Lead & Staff requests**

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BUDGET ASSUMPTIONS

MARINE TERMINAL

- Ship Count: 26 Ships
 - 20 Log vessels
 - 3 General Cargo vessels
 - 3 Livestock Vessels

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O/S PROFESSIONAL SERVICES

MARINE TERMINAL

Marine Terminal O/S Professional Services - \$1,540,464

- **Terminal Admin** (Software Licenses, Subscriptions, IT Fees Etc)
- **Outside Professionals Services** – Terminal Cargo Ops –Engineering For Projects, Grants- Consultants etc.
- **Janitorial Services**
- **LONGSHORE SERVICES** – Vessel & Cargo Operations Labor from ILWU. Varies on the quantity and type of cargo operations projected
- **Legal Svc** – Special Projects – Legal Services for contracts or special projects
- **Injuries-Damages** – Terminal Admin
- **Terminal Security**
- **Security Supplies**

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT MARINE TERMINAL

Training, Travel, Meetings & Employee Development - \$37,000

- **Meetings Expense (Clients, etc)**
- **Travel Expense** – Breakbulk Conference
- **Employee Development Terminal Admin**
- **Employee Development Terminal Maintenance**

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INITIATIVES & GOALS REAL ESTATE AND BUSINESS DEVELOPMENT

- New Market Industrial Campus Option Agreement Implementation/Leases
- Cleanwater Property Marketing
- Destination Waterfront / Project Feasibility
- Planning support for Marine Center Building (Admin & Marina)
- Strategic portfolio analysis for future opportunities

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O/S PROFESSIONAL SERVICES

REAL ESTATE & BUSINESS DEVELOPMENT

Real Estate's O/S Professional Services - \$80,000

- **Security/Patrol**
- **Real Estate Commissions**
- **Appraisals**
- **Design/Planning Misc**
- **Legal Services**

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT

REAL ESTATE & BUSINESS DEVELOPMENT

Training, Travel, Meetings & Employee Development - \$7,000

- **Conferences**
- **Mileage**
- **Meetings**
- **Certification Training, Skills Training, Safety Training**

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O/S PROFESSIONAL SERVICES

GENERAL & ADMINISTRATIVE

Admin O/S Professional Services - \$322,000 (Executive, Finance, IT & Admin Services)

- **Lobbyist** – Federal and State
- **Legal Services**– Contract Legal
- **Audit**– WA State Auditor's Office
- **IT**– Admin Contract, Software Support
- **Professional Services**– Workplace Culture, Financial Statement Review, HR Support

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT

GENERAL & ADMINISTRATIVE

Training, Travel, Meetings & Employee Development - \$61,600

9 Admin Staff, 4 Departments

- **Meetings**– Coaching, Communication, Leadership, Team Building
- **Technical Training** – Leadership Development Academy (Port wide), Job Specific Training
- **Conferences** – WPPA – various Conferences
- **Travel** – Mileage, Hotel, Airfare
- **Department Lead & Staff requests**

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O/S PROFESSIONAL SERVICES

COMMUNICATIONS, MARKETING & GOVERNMENT AFFAIRS

Communications, Marketing & Gov't Affairs O/S Professional Services - \$80,000

- Videographer, Photographer, Graphic Designer
- Interim communication support, Refreshed Communication Plan
- General

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT

COMMUNICATIONS, MARKETING & GOVERNMENT AFFAIRS

Assumptions:

- Marketing and Outreach Coordinator – 3 Conferences/Trainings
- Executive Services Director – 1 Conference/Training
 - Travel (for training):
 - Round Trip Mileage Reimbursement (500 miles x IRS rate)
 - Hotel (2 nights x \$200/night)
 - Meals (3 x \$50)
 - Employee Development:
 - Conference Registration Fees and On-Line Training Courses
 - 2/3rds of 2022 Budget + 7% Inflation
 - Memberships:
 - E.g. Public Relations Society, International Association of Public Participation, etc.
 - Meetings
 - With Stakeholders and Partners

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O/S PROFESSIONAL SERVICES PUBLIC WORKS & PLANNING

Public Works & Planning O/S Professional Services - \$70,000

- Capital Investment Planning Support
- Project/Bid Support
 - Bid Cost Estimates, Bid Documents/Plans Prep, Project Management, etc.

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT PUBLIC WORKS & PLANNING

Assumptions:

- Contract & Grant Administrator – 4 Conferences/Trainings
- Capital Assets Senior Manager – 4 Conferences/Trainings
- Executive Services Director – 1 Conference/Training
 - Travel (for training):
 - Round Trip Mileage Reimbursement (500 miles x IRS rate)
 - Hotel (2 nights x \$200/night)
 - Meals (3 x \$50)
 - Employee Development:
 - Conference Registration Fees and On-Line Training Courses
 - Memberships:
 - E.g. American Public Works Association – WA Chapter, National Institute of Government Procurement, Planning Association of Washington
 - Meetings
 - Port Sponsored/Lead Stakeholder and Partnership Collaboration

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O/S PROFESSIONAL SERVICES ENVIRONMENTAL*

Environmental- \$200,000

- Zero Emissions Feasibility/Assessment (Fleet, Buildings, Infrastructure)
- Sustainability Plan
- General
 - Assessments, Remediation Needs, Unknowns, Project Management, etc.

* Not associated with Budd Inlet

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT ENVIRONMENTAL

Assumptions:

- Environmental Project Manager – 4 Conferences/Trainings
- Executive Services Director – 1 Conference/Training
 - Travel (for training):
 - Round Trip Mileage Reimbursement (500 miles x IRS rate)
 - Hotel (2 nights x \$200/night)
 - Meals (3 x \$50)
 - Employee Development:
 - Conference Registration Fees and On-Line Training Courses
 - Memberships:
 - E.g. American Public Works Association – WA Chapter
 - Meetings
 - Port Sponsored/Lead Stakeholder and Partnership Collaboration

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O/S PROFESSIONAL SERVICES

CASCADE POLE

Cascade Pole- \$240,000

- Integrated Planning Grant (Fully Grant Funded)
- Cascade Pole Facility Assessment
- General
 - Assessments, Remediation Needs, Unknowns, etc.

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT

CASCADE POLE

Assumptions:

- Cascade Pole Site Manager – 4 Conferences/Trainings
 - Travel (for training):
 - Round Trip Mileage Reimbursement (500 miles x IRS rate)
 - Hotel (2 nights x \$200/night)
 - Meals (3 x \$50)
 - Employee Development:
 - Conference Registration Fees and On-Line Training Courses
 - Memberships:
 - E.g. American Public Works Association – WA Chapter
 - Meetings
 - Port Sponsored/Lead Stakeholder and Partnership Collaboration

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O/S PROFESSIONAL SERVICES COMMISSION

Commission O/S Professional Services - \$322,000 (Executive, Finance, IT & Admin Services)

- **Contracts** – EDC, VCB Olympia and Beyond, Thurston Chamber
- **Legal Services**– Contract Legal
- **Policy Support**
- **Video Production**

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TRAINING, MEETING AND EMPLOYEE DEVELOPMENT COMMISSION

Training, Travel, Meetings & Employee Development - \$34,350

- **Meetings**– Public Meetings, Strategic Planning
- **Technical Training**
- **Conferences** – WPPA – various Conferences
- **Travel** – Mileage, Hotel, Airfare

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2022 LEGAL FEES BREAK DOWN

BY PROVIDER AND BY SPECIAL PROJECT, THRU SEPTEMBER, 2022

By Provider:

Chmelik, Sitkin & Davis (Labor, Conflict of Interest)	\$ 57,041
Law, Lyman, Daniel, Kamerrer & Bogdanovich (Personnel)	\$ 12,920
Law Office of Richard L. Hughes (General Counsel)	\$ 107,562
Phillips Burgess (Real Estate, Public Records)	\$ 49,371
Schwabe, Williamson & Wyatt (Maritime)	\$ 2,925

By Special Project:

Collective Bargaining	\$ 31,333
Commissioner Conflict of Interest	\$ 19,005
Employee Complaint	\$ 31,877
L&I Investigation	\$ 8,548

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2022 LEGAL FEES BREAK DOWN

BY DEPARTMENT, THRU SEPTEMBER, 2022

Department:

• 012 New Market Industrial Campus	\$11,574
• 030 Marine Terminal	\$12,806
• 040 Stormwater Treatment Facility (MT)	\$ 728
• 068 Lacey Commerce Business Center	\$ 8,732
• 080 Executive (Includes 2201, 2203, 2004)	\$91,411
• 081 Commission (Includes 2202)	\$66,350
• 084 Environmental	\$ 6,441
• 088 Administration	\$11,395

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TAX LEVY

CALCULATED PROPOSED AMOUNT

		1% + Const. Incr.
2022 levy amount		\$ 7,124,012
Increase on prior year levy	1%	71,240
Levy increase for new construction		135,347
Administrative Refund Re-Levy		7,945
Increase in value of State Assessed Property		-
Banked Capacity		255,000
Proposed 2023 tax levy		\$ 7,593,544
Increase (Decrease)		\$ 469,532
2023 Preliminary Assessed Valuation	\$60,377,557,540	
2023 Millage Rate (calculated)		\$ 0.1258
2022 Millage Rate		\$ 0.1507

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TAX LEVY USES

USES, IN ,000s

2023 BUDGET

Tax Levy	\$	7,339
Banked Tax Levy	\$	255
Grant Revenue	\$	1,424
Total Revenues	\$	9,018
Uses of Taxes:		
Principle & Interest Expense, Debt		(4,605)
Environmental Expense:		
Cascade Pole		(606)
Environmental Administration		(1,375)
Budd Inlet Remediation		(2,158)
Community Events		(56)
Public Amenities		(290)
Harbor Patrol		(33)
Small Cities		(40)
Capital Project Funding		-
Special Projects:		(75)
Election Costs		(300)
Commission Expense		(568)
Membership and Partner Costs		(137)
Total Use of Taxes	\$	(10,243)
Net Levy Funds	\$	(1,225)
Additional Cash Required	\$	1,225

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COMMISSION MEETING

<u>BRIEFING DATE/TIME:</u>	November 7, 2022
<u>DEPARTMENT:</u>	Executive
<u>STAFF CONTACT/TITLE:</u>	Sam Gibboney Telephone: 360.528.8001 Email: Samg@portolympia.com
<u>TOPIC:</u>	Commissioner Response to Public Inquiry and Public Comment
<u>PURPOSE:</u> <i>Check all that apply</i>	<input checked="" type="checkbox"/> Information only <input type="checkbox"/> Decision needed <input type="checkbox"/> Follow up from previous briefing
<u>BACKGROUND & OVERVIEW:</u>	
<u>DOCUMENTS ATTACHED:</u>	
▪ Power Point Presentation	
<u>SUMMARY & FINANCIAL IMPACT:</u>	
<u>AFFECTED PARTIES:</u>	
<u>OPTIONS WITH PROS & CONS:</u>	
<u>ENVIRONMENTAL CONSIDERATION:</u>	
<u>STAFF RECOMMENDATION:</u>	

<u>COMMISSION RECOMMENDATION:</u> <i>Commission Discussion, Deliberation and Direction</i>
<u>NEXT STEPS/TIMEFRAME:</u> <i>Based on the Commission's recommendation, describe the next steps required in order to bring this item to conclusion. Include the time frame for each step.</i>
<u>Conclusion:</u> <i>Review Commissions recommendation with next steps and time frames. Include when the board should expect to see this issue before them again, along with the expected date of final outcome.</i>



PUBLIC INQUIRY COMMISSION RESPONSE TO PUBLIC COMMENT

NOVEMBER 7, 2022
SAM GIBBONEY
EXECUTIVE DIRECTOR

1

Discussion Items

Requested by Commissioner Evans Harding

- Public inquiry process
- Commission response to public comments

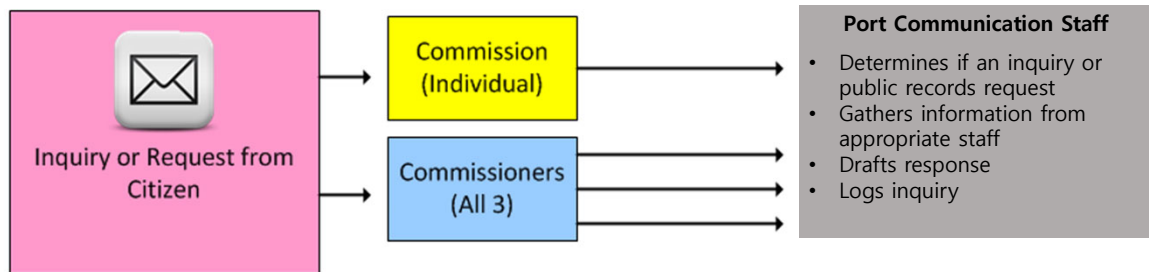
2



2

Inbound Communications

Inbound Practice



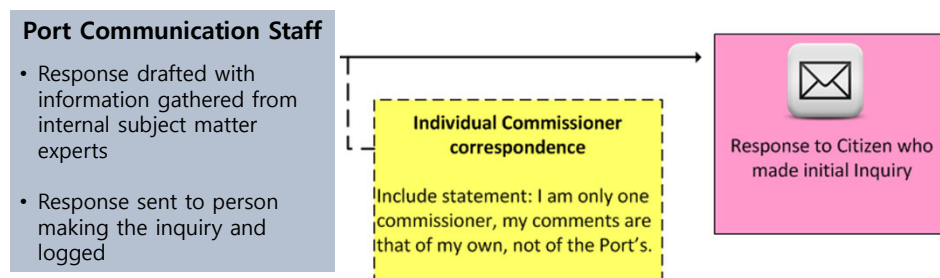
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3

Outbound Communications

Outbound Practice



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4

Commission Rules Resolution

Public Comment

- Resolution 2022-09 *Commission Rules*
- Resolution 2022-03
 - Removed "Commission Response to Public Comment" from Article V

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Commission Discussion

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Inquiries Comment Log for 2022

DAN: GS50-01-09, retain for 3 years after comments has been answered then destroy (formerly known as the “Inquiry Log”)

IL 2022-## Received Date Response Date(s) Requester's Name Email/Address/Phone	Topic: Staff that responded: Response: <i>***Only comments received via inquiries@portolympia.com are documented here</i>
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IL 2022-01 5 January 2022 5 January 2022 Kevin Krall kkraill@ci.olympia.wa.us	Topic: Crosswalk Beacon at Marine Dr. and Olympia Ave. My Name is Kevin Krall, Traffic Operations Supervisor with the City of Olympia. There is a crosswalk beacon crossing Marine Dr. at Olympia Ave. To my understanding, this was installed with half being funded by City of Olympia, and the other half by the port. we have a maintenance issue i need to discuss withy someone at the Port of Olympia. could you email me the contact for the person I need to talk to, or they can call me at 360-753-8151. Thank you very much. Kevin Krall Staff that responded: Jennie Foglia-Jones Response: Kevin, Thank you for your email dated January 5 regarding the crosswalk beacon at Marine Drive and Olympia. I'm including Lisa Parks, Capital Investments, Planning & Environmental Programs Director in this email. Lisa is the best person to respond to your request. You should be hearing from her soon. Thank you.
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Received Date Response Date(s) Requester's Name Address	Topic: Staff that responded: Response: <i>Only comments received via inquiries@portolympia.com are documented here</i>
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<p>IL 2022-02</p> <p>4 January 2022</p> <p>13 January 2022</p> <p>Steve Boessow</p> <p>traplive@gmail.com</p> <p>360-688-8609</p>	<p>Topic: Trails</p> <p>I live on Olympia's Eastside and work downtown. My walks frequently take me along the trails between Tom's Outboard and KGY radio station. I was recently told that the trails are closed after dusk. So my 5:00 PM walk is not allowed. Is this true? We also occasionally use Northpoint to watch stars and planets on clear nights. Is that also not allowed? We have lived in Olympia since before the marina was built and this is the first I've ever heard of closures on the trails.</p> <p>Please let me know when and where I can walk.</p> <p>Thank you, Steve Boessow traplive@gmail.com (360) 688-8609</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Mr Boessow, Apologies for not responding earlier. I've been out of the office.</p> <p>The walking trails don't have a set closure time, however Port security does request non-swantown tenants to leave after sundown to help reduce security matters.</p> <p>I have requested our Sr. Harbor Manager let me know if there is something we can do to allow you to walk the trails without being asked to leave. I will follow up soon.</p> <p>Thank you.</p>

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<p>IL 2022-03</p> <p>29 January 2022 2 February 2022 Hemanth Ande HemanthAnde@gmail.com</p>	<p>Topic: Port Plaza Tower 360 Cam request as a Showcase to our city</p> <p>Hi Port of Olympia and City of Olympia,</p> <p>I am summer resident of Olympia WA and love our beautiful city , I was wondering if there is a citizens comments section where we can request if our Port plaza in partnership with the City could consider a City Panoramic live cam (Seattle Space needle 360 or Experience Westport WA WorldWideWeb.experiencewestport.com/live-westport-webcam WorldWideWeb.spaceneedle.com/webcam/ Please directly go to those websites)</p> <p>Reasons for Port Plaza Tower being the best location for this.</p> <ol style="list-style-type: none"> 1. Great spot to have a panoramic view of Capital & Capital lake and the bay , Olympics & view of Mt Rainier.) 2. Great way to improve and showcase a great artsy downtown and walk friendly city improving downtown business along with interactive virtual experience. <p>I miss our waterfront when I am not in Olympia and wish I could have a virtual view to keep me close to the beautiful city.</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Hemanth Ande, Thank you for your email dated January 29 regarding a Port Plaza tower camera. We appreciate your idea and will be bringing it to our IT team for review and analysis.</p> <p>Thank you.</p>
<p>IL 2022-04</p> <p>8 February 2022</p>	<p>Topic: General</p>

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8 February 2022 Jennifer Crooks jncrooks@comcast.net	<p>I am working on an article for Thurston Talk about the Jacaranda Restaurant. It was created in 1964 and burned down in 2002. It was later replaced by Anthony's Hearthfire Grill. The restaurant was also known as Stefan's, Ebbitide Inn and Genoa's. Does the Port have any photos I could use for this article? This would include interior and exterior shots of the restaurant or even aerial views. My deadline to turn in the article is next Monday, February 14. Thank you! Jennifer Crooks</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Ms. Crooks, Thank you for your comment dated February 8 regarding a request for photos of the Jacaranda. I will look to see what images we have and put them together in a dropbox link for you. Thank you.</p> <p>Additional Response:</p> <p>Jennie followed up with a DropBox link.</p>
<p>IL 2022-05</p> 24 January 2022 2 February 2022 Michael Scott empeescottesquire@gmail.com	<p>Topic: Centennial Celebration</p> <p>I've just moved from CA to Olympia in the past few months, but was shocked to see NOTHING on your calendar to indicate ANY Centennial Celebration for the Port of Olympia this year What gives?</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Mr. Scott, Thank you for your email dated January 24 regarding the Port's Centennial celebration. Port staff have been working hard to plan several items to celebrate our centennial. We will begin to put items out via social media, ads, and presentations around town earlier in the year. However, our main celebration season will kick off with our first Summer Nights at the Port event on July 23. Please stay tuned for more throughout the year.</p>

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	Thank you
IL 2022-06 4 February 2022 4 February 2022 Paul Douglass paul.douglass@douglasslogistics-inc.com	Topic: Warehouse/Storage Request Hello, I am Paul Douglass with Douglass Logistics, Inc. We need the support of your warehouse/storage to perform cross-docking operation Do you take delivery of packages Do you accept pick up We need a space of size 5 x 10 or 10 x 10. Kindly get back to me with the cost of these and note that we would be making payment monthly for the cost of any services incurred. I look forward to reading from you to proceed. Best Regards, Staff that responded: Conley Booth Response: Conley Booth called on February 4, 2022.
IL 2022-07	Topic: Port's Executive Director

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4 February 2022 4 February 2022 Jan Banevich JANEVICH@msn.com	Hello, I just have a quick question. Would you please tell me what the Executive Director's base and/or total salary is per year? Not including benefits. Thank you. Jan Banevich Staff that responded: Jennie Foglia-Jones Response: Ms. Banevich, Thank you for your email dated February 4 regarding Executive Director Sam Gibboney's 2022 salary. Ms. Sam Gibboney received a 3 percent increase to her pay by a vote of the Port Commission at the December 14, 2021 Commission meeting. She will earn \$191,227 in 2022. Thank you.
IL 2022-08 14 February 2022 14 February 2022 Jim Lard jim.lard13@gmail.com	Topic: Wifi Good morning, I was wondering if it would be possible if Greg and I could get the wi-fi password so we can use it while we're on longshore safety boat duty. Thank You very much for your time and continuous service to us . Staff that responded: Jennie Foglia-Jones Response: Hey Jim, I've sent this to IT. We should have a wifi code for you shortly.
IL 2022-09	Topic: Inquiry

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14 February 2022 14 February 2022 Christina Holowaty C.holowaty@hotmail.com	Hi there, I am looking to get more info about a building in Lacey. Thank you, Christina Staff that responded: Jennie Foglia-Jones Response: Ms. Holowaty, Thank you for your email dated February 14 regarding our Lacey properties. I have forwarded your email to our real estate department. You should be hearing from someone soon. Thank you.
IL 2022-10 12 March 2022 13 March 2022 Thomas Germain teamherosquad@gmail.com	Topic: Retail Space? Hi I was wondering if you had any mixed use spaces that could be used for a retail store. Staff that responded: Jennie Foglia-Jones Response: Mr, Germain, Thank you for your email dated March 12 regarding retail space. I have included our real estate team on this email. You should be hearing from someone soon. Thank you
IL 2022-11 15 March 2022	Topic: Port of Olympia Citizens Advisory Committee status inquiry To Whom It May Concern,

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15 March 2022 Margaret Dryfus peggyldreyfus@gmail.com	<p>Are there no longer POCAC meetings? Your website shows agendas through November 16, 2021, and nothing since then. When may we expect to see these meetings begin again? If POCAC has been dissolved, there should be an announcement to that effect on the website.</p> <p>https://portolympia.com/commission/citizen- advisory-committee/pocac-meeting-agendas/#elf_11_Lw</p> <p>Please advise our community about the status of this committee.</p> <p>Margaret Dreyfus</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Ms. Dreyfus,</p> <p>Thank you for your email dated March 15 regarding the status of the Port of Olympia's Citizen Advisory Committee (POCAC).</p> <p>The POCAC does still exist, however, they are on hold awaiting Port Commission direction for the year.</p> <p>Thank you.</p>
<p style="text-align: center;">IL 2022-12</p> 19 March 2022 20 March 2022 John Daly johnpdaly@comcast.net	<p>Topic: Helipad at KGY</p> <p>Please consider all of us already in JBLM helicopter flight path. The noise is loud / disruptive / annoying & you can't get away from it. It's imposed on us citizens but not equally. We don't need need additional noise pollution entirely for recreational purposes. Thank you. John Daly</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Mr. Daly,</p> <p>Thank you for your email dated March 19 regarding a helipad at the KGY location.</p> <p>Your comments have been logged and shared.</p> <p>Thank you.</p>

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<p>IL 2022-13</p> <p>19 March 2022 20 March 2022 Roger Wilson rogerwilson21@comcast.net</p>	<p>Topic: The KGY Property</p> <p>Right to the point: while the Port might, I don't think the public is better served to have more helicopter flights and concomitant noise. The current flights from Glacier Aviation-helicopters and donut circling small air planes, along with Army and Homeland Security helicopter flights is more than enough. Is the Glacier proposal really the best use for recently available and valuable property?</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Mr. Wilson, Thank you for your email dated March 19 regarding the KGY property. Your comments have been logged and shared. Thank you</p>
<p>IL 2022-14</p> <p>14 February 2022 16 March 2022 Carla Wulfsberg Cwulf@comcast.net</p>	<p>Topic: Request for recorded Port Commission meetings to be made available on Thurston Community Media cable television</p> <p>Port Commissioners,</p> <p>On several occasions this year, each of you has stated your interest to increase transparency at the Port in order to provide the public with information critical for citizen involvement.</p> <p>Recorded Port Commission meetings currently available on the internet at the Port's website are a valued source of public education. However, those recorded meetings have the potential for reaching a much larger audience in Thurston County via cable television. In the past, Port Commission meetings were cablecast on what was then Thurston Community Television (TCTV). Deborah Vinsel, Executive Director of Thurston Community Media (TCMedia - new name, same organization), explained to me a couple of weeks ago that if Port Commissioners make the request, TCMedia would, at no cost to the Port, schedule recorded Port Commission meetings to be broadcast two or three times a week on either Channel 3 or Channel 26. Your recorded meetings would run during the week or weeks between live Port meetings. Ms. Vinsel explained that</p>

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	<p>scheduling Port meetings would have no impact on the TCMedia workload. They welcome the opportunity to offer the public greater access to the Port.</p> <p>As you may know, TCMedia is a non-profit organization that, among other services, contracts with local governments to record and cablecast their public meetings. Thurston County Commission meetings, Tumwater City Council meetings, and the City of Olympia Council meetings are currently recorded and made available by TCMedia on cable TV channels 3 or 26. About four or five years ago, the Port of Olympia ended their contract with TCMedia and purchased their own recording equipment. TCMedia would have continued to broadcast the recorded Port meetings, but, according to Ms. Vinsel, TCMedia was unable to get access to the Port's recordings due to a technical issue with the recorded files.</p> <p>I would like to ask the Port Commission to contact Deborah Vinsel with a request to broadcast recorded Port Commission meetings and work sessions on TCMedia channels. As a public service, you would be offering citizens, who currently have access to basic cable in Thurston County, an opportunity to learn about the Port commensurate with what is offered by other local governments. Not only would this provide increased Port transparency, but Port Commission meetings available on television would potentially reach new audiences throughout Thurston County.</p> <p>Please send your request to Deborah Vinsel, dvinsel@tcmmedia.org</p> <p>Thank you, Carla Wulfsberg Tumwater</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Ms. Wulfsberg, Thank you for your email dated February 14 regarding airing the Port Commission meetings on TCTV. Thank you for your patience as we worked with TCTV to determine the most effective way to make this happen.</p>
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	<p>TCTV will begin airing our meetings on both channels 3 and 26 later this month. Once they provide the airing schedule we will add it to the commission section on the port's website.</p> <p>Thank you for your suggestion.</p>
<p>IL 2022-15</p> <p>23 March 2022</p> <p>24 March 2022</p> <p>Jon Ceazan</p> <p>jdceazan@gmail.com</p>	<p>Topic: Meeting Video</p> <p>Hi,</p> <p>I would like to view the March 14 Commission meeting video, but it is not available on the Port web site. February 28 and March 21 are there but no March 14. Is there a problem?</p> <p>Thanks in advance for your prompt response.</p> <p>Jon Ceazan</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Mr . Ceazan,</p> <p>Thank you for your email dated March 23 regarding the March 14, 2022 Commission meeting video.</p> <p>We did have technological issues and the meeting did not record. Zoom was unable to assist in the recovery of the recording.</p> <p>The meeting minutes will be the only record of the meeting. We anticipate the commission approving the minutes in one of the upcoming meetings.</p> <p>We understand this isn't the expectation and we apologize for the technological issues.</p>

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<p>IL 2022-16</p> <p>25 March 2022</p> <p>25 March 2022</p> <p>Carla Wulfsburg</p> <p>cwulf@comcast.net</p>	<p>Topic: Port Commission Video Recordings on TC Media</p> <p>Hello Ms. Folia-Jones,</p> <p>I understand a schedule has been created for the Port Commission meetings to be broadcast on two channels at TC Media. The TC Media website offers the dates and channels with links to the March 21 Commission meeting.</p> <p>However, I am unable to find any listing of these broadcasts on the Port's website. Would you kindly assist me to find the schedule on the Port's website? If it has not yet been posted, I am requesting that it be posted soon.</p> <p>Thank you,</p> <p>Carla Wulfsburg</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Ms Wulfsberg</p> <p>You will find the TC Media airing information listed in the "Commission Meeting Videos" section of the Commission page.</p> <p>https://portolympia.com/commission/</p> <p>Thank you</p> <p>Additional Email:</p> <p>Hello Ms. Foglia-Jones,</p> <p>Apologies for the earlier inquiry. I finally found the Port Commission meetings on TC Media channels listed on the Port's website. They did not show up in the Port's website search function, however.</p> <p>Thank you for providing those broadcast dates and times. This is a valuable service to the community.</p>
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	Sincerely, Carla Wulfsberg
IL 2022-16 30 March 2022 30 March 2022 Ocean mirrorflower@gmail.com	<p>Topic: Port property inquiry</p> <p>Hello, I'm a disabled novelist and long time Olympia resident. I'm curious about the radio station building that is at the tip of North Point next to Anthony's Hearthfire Grill. According to county records the port owns it. I'm wondering if the port would be interested in selling the building to me so that I could use it as a writing studio? Let me know who in the department I can talk to about such a proposal. Thank you very much!</p> <p>-ocean</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Ocean, Thank you for your email dated March 26 regarding the KGY radio station building located on the Port's NorthPoint property. I have included our real estate team in this email. You should be hearing from someone soon.</p> <p>Thank you.</p> <p>Additional Response:</p> <p>Hi Ocean,</p> <p>We are sorry but the building is on a ground lease owned by another party and is unavailable.</p>

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	Thanks, Allyn
IL 2022-17 18 March 2022 5 April 2022 Margaret Dreyfus peggyldreyfus@gmail.com	<p>Topic: Port Vision 2050</p> <p>Please let me know, what is the status of Vision 2050? It looks like surveys were done, and then everything came to a halt at the end of the summer of 2019. Is there an immediate plan to resurrect this visioning project? I prefer an email response, please.</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response: Ms. Dreyfus, My apologies for such a delayed response. I have been out of the office for a couple weeks.</p> <p>Thank you for your question regarding the status of Vision 2050. The Port of Olympia Commission adopted the Port Vision 2050 plan in August of 2019 after an 18-month public input process. This plan has 10 goal areas and 59 actions. The Port is currently working toward accomplishing these items, understanding the full plan implementation was designed to take 30 years. Destination Waterfront is a perfect example of the Vision 2050 plan being moved forward. One of the action items was related to the development of the Swantown Marina uplands. The Port conducted a public process to get more details related to what the citizens would like to see on the waterfront.</p> <p>You can find the Vision 2050 process here: https://www.portolympia2050.org/ Read the full Vision 2050 plan here: https://portolympia.com/wp-content/uploads/2021/01/Port-Vision-2050-Action-Plan-Resolution-1.pdf You can read more about Destination Waterfront here: https://portolympia.com/about-us/planning/destination-waterfront-development/</p>

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	Thank you.
IL 2022-18 5 April 2022 5 April 2022 Joseph Mabey jmabey@scotindustries.com	Topic: FTZ 216 – Lewis County Hello Port of Olympia, I am looking for more information on the Free Trade Zone #216. Specifically, two subjects: <ol style="list-style-type: none"> 1. Companies that are approved to store material as part of a FTZ (pre-customs storage/bonded warehouse). 2. Process of qualifying for FTZ status for a facility located in Lewis county. Staff that responded: Jennie Foglia-Jones Response: Mr. Mabey, Thank you for your interest in FTZ #216. Currently, FTZ #216 does not have any general-purpose sites established. All sites are designated to a specific company and their intended use. FTZ #216 utilizes the Alternative Site Framework (ASF) making for quicker and easier activation ability. More information can be found here: https://www.trade.gov/how-to-apply If you'd like to discuss this with our team further, please reach out to Allyn Roe, Business Development & Real Estate Director at AllynR@portolympia.com or 360-528-8012. Thank you.
IL 2022-19	Topic: Volunteer Program

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13 April 2022 13 April 2022 Jay Sundt sundtjay@gmail.com	Hi there, my name is Jay Sundt and I applied for the Harbor Patrol Volunteer Program a few weeks ago but haven't heard back from the Port as of yet. I was wondering about the status of my application. What are the next steps in this process so that I can join this volunteer program?. Staff that responded: Tracy Aga Response: Tracy Aga responded to Mr. Sundt.
IL 2022-20 26 April 2022 27 April 2022 Tim Koehler tkoehler71@gmail.com	Topic: What are the trailers What's all the white 53foot trailers going in and out by the old port warehouse hauling? We see them on our daily walk by there. Tim Staff that responded: Jennie Foglia-Jones Response: Mr. Koehler, Thank you for your email dated April 26 regarding the trailers you are seeing on the marine terminal. The trailers going in and out of the Port's warehouse are carrying the rice that was discharged from the Morning Orchid vessel. These trailers are headed to various local Costco stores. Thank you.
IL 2022-21 6 May 2022 7 May 2022	Topic: Remote meeting attendance Hello, Will the Port of Olympia be yielding to the requests of the public to allow for remote viewing of Port Meetings and sessions, as well as physical attendance? Agencies and public entities all over the region are allowing for

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JJ Lindsey jhawk@gglbbs.com	<p>this, including the City of Olympia. Access is important to our community, as it should be down there at the Port, and there are still many, many people who cannot venture out into public meetings due to their health status and the still very spreading Omicron and mutating Covid virus.</p> <p>This is the new normal....will the Port be responsive to it's public, as are our other entities? Please provide me with an update... Thank you~ JJ Lindsey</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Jan, Thank you for your email dated May 6 regarding remote access to Port of Olympia Commission meetings.</p> <p>We understand making our meetings remotely accessible is of high importance to the public. It is a priority for us as well.</p> <p>Our audio/video equipment required upgrades to make a remote option available. We will be testing our equipment this week and will make the feature available as soon as it is ready.</p> <p>Thank you</p> <p>Jennie Foglia-Jones Sr Manager of Communications, Marketing & Government Affairs</p>
IL 2022-22 22 May 2022 23 May 2022	<p>Topic: Warehouse/Storage Request</p> <p>Port Staff, In an effort to access the May 9, 2022 Port agenda today, I received the message from your website: “Error Invalid backend configuration. Readable volumes not available.”</p>

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Carla Wulfsberg cwulf@comcast.net	<p>Please explain how I might obtain complete past agendas to Port meetings with all the documentation including slide presentations.</p> <p>In addition, while viewing the May 9 video, there is a terrible reverberation in the audio. It makes it nearly impossible to hear clearly what is being said. Are you aware of this technical problem? It is quite unacceptable. I ask that you remedy this situation as soon as pose so the public can clearly hear what is being said while watching a Commission meeting video in the future.</p> <p>Thank you, Carla Wulfsberg Tumwater</p> <p>Staff that responded: Jennie Foglia-Jones</p> <p>Response:</p> <p>Ms. Wulfsberg, Thank you for your email dated May 22 regarding a website error and May 9, 2022 Commission meeting audio issues.</p> <p>The website errors regarding the agenda viewing have been resolved as of earlier this morning. We are aware of the audio concerns you raise regarding the May 9, 2022 Commission meeting. Unfortunately, parts of our audio/visual system were not working correctly during the meeting. We were unaware of the issue until after the meeting ended. Unfortunately, we are unable to remedy the issue with the sound at this time. The minutes of the meeting will be posted as soon as they are approved by the Commission. Thank you.</p>
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