



Serving All of Thurston County
Commission Meeting
Monday, January 9, 2023
5:30 PM

Percival Plaza - Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of January 4, 2023.
<https://www.portolympia.com/commission>

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

<https://us02web.zoom.us/j/83311811431>

or Telephone: 1 253 215 8782

Webinar ID: 833 1181 1431

Please note that the Zoom link changes for each meeting.

Written public comments may be submitted to commissioncoordinator@portolympia.com by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment.
For those listening by phone, press *9 if you wish to raise your hand and provide comment.

Individual public comments are limited to 3 minutes per person.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution Article VI.

- Comments should be directed to Commission: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- 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.

- F. Consent Calendar

- 1. Bills and Vouchers for November, Batch 44-47.5

Port of Olympia Mission

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

G. Pending Issues or Business

1. CACC Letter
2. Marine Center: Thomas Architecture Contract Amendment No. 3
3. Marine Center: MIG Architecture Contract
4. FAA Land Release

H. Action Calendar

1. None

I. Action/Other Calendar

1. Election of Officers
2. Commissioner Committee Assignments
3. Yearly Commission Meeting Calendar – Lisa Parks, Executive Services Director
4. Resolution 2023-01 Surplus Property Disposal Dollar Limit – Lisa Parks, Executive Services Director
5. Thurston Regional Planning Council Letter – Rudy Rudolph, Operations Director
6. Public Comment

J. Advisory Calendar

1. State Legislative Issues and Strategy – Lisa Parks, Executive Services Director and Bruce Beckett, The Beckett Group
2. Third Quarter Financial Results – Matt Peach, Finance Director
3. Crossroads Strategies Agreement Amendment No. 1 – Lisa Parks, Executive Services Director
4. Public Comment on Advisory Items

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Adjourn

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING, Batch # 44-47.5
November

GENERAL FUND

COMPUTER PREPARED	497,627.29
BOND ACCOUNT PAYMENTS	
VOIDED WARRANT(S) / ELECTONIC PAYMENT(S)	(5,575.26)
PAYROLL	
ELECTRONIC PAYMENTS	204,590.81

TOTAL GENERAL FUND WARRANTS, BOND ACCOUNT WARRANTS & ELECTRONIC PAYMENTS:	<u>696,642.84</u>
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General Fund Warrants Issued: 085873-086042
Electronic Payments Issued: 000968-000983
Bond Account Warrants Issued:
Payroll Warrants Issued:
Voided Warrant(s): 085900, 085913 & 085867
Voided Electronic Payment(s):

We the undersigned Board of Commissioners of the Port of Olympia, Olympia Washington, do hereby authorize the issuance of the warrants described above.

Total Warrants: \$696,642.84

Warrants over \$200,000:

Charles Iyall, Commission President

Amy Evans, Commission Vice President

Sam Gibboney, Executive Director

Joe Downing, Commission Secretary

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
November

Batch #:
47.5

WARRANTS ISSUED:

WARRANT NUMBERS:

COMPUTER PREPARED issued partial week ending 11/30/22

COMPUTER PREPARED

Voided Warrant(s) week 43 ending 10-28-2022

Zero Checks

085867

010047

-
(3,455.26)

PROJECTS:

COMPUTER PREPARED

Voided Warrant(s)

-
-

ELECTRONIC PAYMENTS:

ACH NUMBERS:

Electronic Payments, issued partial week ending 11/30/2022

COMPUTER PREPARED

Voided Warrant(s)

000979-000983

68,492.71

TOTAL WARRANTS

\$ 65,037.45

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Matt Peach, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
November

Batch #:
47

WARRANTS ISSUED:

COMPUTER PREPARED issued week ending 11/25/22
COMPUTER PREPARED
Voided Warrant(s)
Zero Checks

WARRANT NUMBERS:

086041-086042

1,855.19

-

PROJECTS:

COMPUTER PREPARED
Voided Warrant(s)

-

-

ELECTRONIC PAYMENTS:

Electronic Payments, issued week ending 11/25/22
COMPUTER PREPARED
Voided Warrant(s)

ACH NUMBERS:

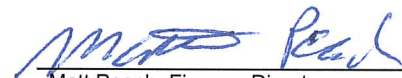
000978

27,561.32

TOTAL WARRANTS

\$ 29,416.51

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Matt Peach, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
November

Batch #:
46

WARRANTS ISSUED:

COMPUTER PREPARED, Issued week ending 11/18/22
COMPUTER PREPARED
Voided Warrant(s)
Zero Checks

WARRANT NUMBERS:

086003-086040

73,772.72

PROJECTS:

COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:

Electronic Payments, issued week ending 11/18/22
COMPUTER PREPARED
Voided Warrant(s)

ACH NUMBERS:

000973-000977

59,344.74

TOTAL WARRANTS

\$ 133,117.46

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Matt Peach, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
November

Batch #:
45

WARRANTS ISSUED:

COMPUTER PREPARED, Issued week ending 11/11/22
COMPUTER PREPARED
Voided Warrant(s)
Zero Checks

WARRANT NUMBERS:

085929-086002

154,715.80

PROJECTS:

COMPUTER PREPARED
Voided Warrant(s)

-
-

ELECTRONIC PAYMENTS:

Electronic Payments, issued week ending 11/11/22
COMPUTER PREPARED
Voided Warrant(s)

ACH NUMBERS:

000970-000972

30,602.19

TOTAL WARRANTS

\$ 185,317.99

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Matt Peach, Finance Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
November

Batch #: 44

WARRANTS ISSUED:	WARRANT NUMBERS:	
COMPUTER PREPARED issued partial week ending 11/04/22		267,283.58
COMPUTER PREPARED	085873-085928	
Voided Warrant(s)	085900 & 085913	(2,120.00)
Zero Checks	010046	

PROJECTS:
COMPUTER PREPARED
Voided Warrant(s)

ELECTRONIC PAYMENTS:	ACH NUMBERS:	
Electronic Payments, issued partial week ending, 11/04/22		<u>18,589.85</u>
COMPUTER PREPARED	000968-000969	
Voided Warrant(s)		

TOTAL WARRANTS	<u>\$ 283,753.43</u>
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RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Matt Peach, Finance Director

COVER MEMO

Briefing Date/Time: January 9, 2023

Staff Contact/Title: n/a

Subject: Election of Officers

Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

At the first meeting of each year, the Commission elects officers for that calendar year. The appointments are effective immediately and continue until the first meeting of the following year. The appointments to be filled include: Commission President, Commission Vice President, and Commission Secretary.

As outlined in the Commission's Rules Resolution, the President presides over all meetings, signs documents on behalf of the Commission, meets with the Executive Director to review agendas and meeting materials, and authorizes issuance of notices of Commission meetings. The Vice President carries out the President's duties during his/her absence, as needed; and the Secretary ensures the minutes, motions and resolutions adopted by the Commission are recorded.

In 2022, the officers were as follows:

Commission President – Commissioner, Bob Iyall

Commission Vice President – Commissioner, Amy Evans Harding

Commission Secretary – Commissioner, Joe Downing

Documents Attached:

PowerPoint Presentation

ELECTION OF OFFICERS

JANUARY 9, 2023

1

Commission Officers

- Appointed annually at the first meeting
- Effective immediately upon approved motion
- Positions to be filled:
 - **President** – presides at meetings, signs documents, sets agendas with ED, etc.
 - **Vice President** – performs duties of President when he/she is absent
 - **Secretary** – ensures staff is preparing minutes, motions and resolutions, as adopted



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2023 Commission Officers

Suggested Motion...

"I move to appoint the following Port of Olympia Commission officers to serve during calendar year, 2023:

- Commissioner _____ as President;*
- Commissioner _____ as Vice President; and*
- Commissioner _____ as Secretary"*

COVER MEMO

Briefing Date/Time: January 9, 2023
Staff Contact/Title: n/a
Subject: Commissioner Committee Assignments
Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

At the beginning of each year, the Commission traditionally assigns a Commissioner to represent the Port at various councils and boards. The attached document includes two tables, one showing the assignments from calendar year 2022 and a second, blank version of the positions that need to be filled. Staff is prepared to fill in the appropriate Commissioner name for each Entity/Group/Board during the Commission discussion of assignments at the meeting.

Documents Attached:

Committee Assignments Tables

PowerPoint Presentation

2022 Commissioner Assignments

Entity/Group/Board	Scheduled Meeting	Commissioner
Visitors Convention Bureau (VCB)	Monthly 3 rd Tuesday 3:30 PM	Commissioner Evans Harding
Thurston County Chamber	Monthly 2 nd Wednesday 11:30 AM	Commissioner Downing
Transportation Policy Board	Monthly 2nd Wednesday 7:00 AM	Commissioner Evans Harding
Solid Waste Advisory Committee	Monthly 1st Wednesday at 10:00 AM	Commissioner Downing
Tenino Chamber	Monthly 3rd Wednesday 11:30 AM	Commissioner Downing
Economic Development Council	Monthly 4th Wednesday 12:00 PM	Commissioner Downing
Yelm Chamber	Monthly 2nd Tuesday 11:30 AM	Commissioner Iyall
Lacey Chamber	Monthly 1st Wednesday 11:30 AM	Commissioner Iyall
Makers Space	Monthly 2nd Tuesday at 4:00 PM	Commissioner Evans Harding
Thurston Regional Planning Council	Monthly 1 st Friday 8:30 AM	Commissioner Iyall
Capital Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	Commissioner Downing
Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	Commissioner Iyall
Tumwater Chamber	Monthly 3rd Wednesday at 11:30 PM	Commissioner Evans Harding
Grand Mound Rochester Chamber	Monthly 1st Wednesday at 12:00 PM	Commissioner Evans Harding
STEDI (South Thurston Econ. Dev. Initiative)	Monthly 3 rd Friday 8 am	Commissioner Evans Harding
Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	Commissioner Iyall
Joint Base Lewis McChord Community Connector Program Representative	Scheduled As Needed	Commissioner Iyall

Proposed 2023 Commissioner Assignments

Entity/Group/Board	Scheduled Meeting	Commissioner
Visitors Convention Bureau (VCB)	Monthly 3 rd Tuesday 3:30 PM	
Thurston County Chamber	Monthly 2 nd Wednesday 11:30 AM	
Transportation Policy Board	Monthly 2nd Wednesday 7:00 AM	
Solid Waste Advisory Committee	Monthly 1st Wednesday at 10:00 AM	
Tenino Chamber	Monthly 3rd Wednesday 11:30 AM	
Economic Development Council	Monthly 4th Wednesday 12:00 PM	
Yelm Chamber	Monthly 2nd Tuesday 11:30 AM	
Lacey Chamber	Monthly 1st Wednesday 11:30 AM	
Makers Space	Monthly 2nd Tuesday at 4:00 PM	
Thurston Regional Planning Council	Monthly 1 st Friday 8:30 AM	
Capital Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	
Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	
Tumwater Chamber	Monthly 3rd Wednesday at 11:30 PM	
Grand Mound Rochester Chamber	Monthly 1st Wednesday at 12:00 PM	
STEDI (South Thurston Econ. Dev. Initiative)	Monthly 3 rd Friday 8 am	
Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	
Joint Base Lewis McChord Community Connector Program Representative	Scheduled As Needed	



2023 Commission Committee Assignments

JANUARY 9, 2023

1

2022 Commission Committee Assignments

Entity/Group/Board	Scheduled Meeting	Commissioner
Visitors Convention Bureau (VCB)	Monthly, 3 rd Tuesday 3:30 PM	C. Evans Harding
Thurston County Chamber	Monthly, 2 nd Wednesday 11:30 AM	C. Downing
Transportation Policy Board	Monthly, 2 nd Wednesday 7:00 AM	C. Evans Harding
Solid Waste Advisory Committee	Monthly, 1 st Wednesday at 10:00 AM	C. Downing
Tenino Chamber	Monthly, 3 rd Wednesday 11:30 AM	C. Downing
Economic Development Council	Monthly, 4 th Wednesday 12:00 PM	C. Downing
Yelm Chamber	Monthly, 2 nd Tuesday 11:30 AM	C. Iyall
Lacey Chamber	Monthly, 1 st Wednesday 11:30 AM	C. Iyall
Makers Space	Monthly, 2 nd Tuesday at 4:00 PM	C. Evans Harding
Thurston Regional Planning Council	Monthly, 1 st Friday 8:30 AM	C. Iyall
Capitol Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	C. Downing
Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	C. Iyall
Tumwater Chamber	Monthly, 3 rd Wednesday at 11:30 PM	C. Evans Harding
Grand Mound Rochester Chamber	Monthly, 1 st Wednesday at 12:00 PM	C. Evans Harding
STEDI (South Thurston Econ. Dev. Initiative)	Monthly, 3 rd Friday 8 am	C. Evans Harding
Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	C. Iyall
JBLM Community Connector Program Representative	Scheduled As Needed	C. Iyall

2



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Suggested Motion

"...move to approve Commission Committee Assignments for calendar year 2023 as follows..."

Entity/Group/Board	Scheduled Meeting	Commissioner
Visitors Convention Bureau (VCB)	Monthly, 3 rd Tuesday 3:30 PM	
Thurston County Chamber	Monthly, 2 nd Wednesday 11:30 AM	
Transportation Policy Board	Monthly, 2nd Wednesday 7:00 AM	
Solid Waste Advisory Committee	Monthly, 1st Wednesday at 10:00 AM	
Tenino Chamber	Monthly, 3rd Wednesday 11:30 AM	
Economic Development Council	Monthly, 4th Wednesday 12:00 PM	
Yelm Chamber	Monthly, 2nd Tuesday 11:30 AM	
Lacey Chamber	Monthly, 1st Wednesday 11:30 AM	
Makers Space	Monthly, 2nd Tuesday at 4:00 PM	
Thurston Regional Planning Council	Monthly, 1 st Friday 8:30 AM	
Capitol Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	
Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	
Tumwater Chamber	Monthly, 3rd Wednesday at 11:30 PM	
Grand Mound Rochester Chamber	Monthly, 1st Wednesday at 12:00 PM	
STEDI (South Thurston Econ. Dev. Initiative)	Monthly, 3 rd Friday 8 am	
Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	
JBLM Community Connector Program Representative	Scheduled As Needed	

3



3

COVER MEMO

Briefing Date/Time: January 9, 2023

Staff Contact/Title: Lisa Parks, Executive Services Director, 360.528.8020,
lisap@portolympia.com

Subject: Yearly Commission Meeting Calendar

Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

Consistent with Article IV, Section A of the Rules Resolution, the Commission is to adopt a calendar of its regular meetings at the first meeting of year, or as soon as possible. Attached is a proposed annual Commission meeting schedule identifying the regular meetings and work sessions for calendar year 2023.

Documents Attached:

2023 Commission Meeting Schedule

PowerPoint Presentation

Staff Recommendation:

Staff is recommending the Commission review and adopt the 2023 Commission Meeting Schedule, as presented.



Board of Commissioners

2023 Commission Meeting Schedule

Regular Meetings are scheduled on the second and fourth Monday at 5:30 PM except as specifically identified below.

Work Sessions are scheduled on the third Monday at 2:30 PM except as specifically identified below.

January

Monday, January 9, Commission Meeting
Tuesday, January 17, Work Session
Monday, January 23, Commission Meeting

February

Monday, February 13, Commission Meeting
Tuesday, February 21, Work Session
Monday, February 27, Commission Meeting

March

Monday, March 13, Commission Meeting
Monday, March 20, Work Session
Monday, March 27, Commission Meeting

April

Monday, April 10, Commission Meeting
Monday, April 17, Work Session
Monday, April 24, Commission Meeting

May

Monday, May 8, Commission Meeting
Monday, May 15, Work Session
Monday, May 22, Commission Meeting

June

Monday, June 12, Commission Meeting
Tuesday, June 20, Work Session
Monday, June 26, Commission Meeting

July

Monday, July 10, Commission Meeting
Monday, July 17, Work Session
Monday, July 24, Commission Meeting

August

Monday, August 14, Commission Meeting

September

Monday, September 11, Commission Meeting
Monday, September 18, Work Session
Monday, September 25, Commission Meeting

October

Monday, October 9, Commission Meeting
Monday, October 16, Work Session
Monday, October 23, Commission Meeting

November

Monday, November 13, Commission Meeting
Monday, November 20, Work Session
Monday, November 27, Commission Meeting

December

Monday, December 11, Commission Meeting

2023 COMMISSION MEETING SCHEDULE

JANUARY 9, 2023

LISA PARKS

EXECUTIVE SERVICES DIRECTOR

1

2023 Commission Meeting Schedule

Establish Annual Schedule of Regular Meetings & Work Sessions

Benefits:

- Transparency and predictability for the public
- Anticipates/accommodates holiday scheduling

Suggested Motion...

*"...I move to approve the 2023 Commission Meeting
Schedule as presented."*

2

2

COVER MEMO

Briefing Date/Time: January 9, 2023

Staff Contact/Title: Lisa Parks, Executive Services Director, 360.528.8020,
Lisap@portolympia.com

Subject: Resolution 2023-01 Surplus Property Disposal Dollar Limit

Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

RCW 53.08.090 authorizes a port commission to sell and convey its personal and real property through two different methods. The primary determining factor for which method to use is a dollar value threshold of the property to be sold and conveyed, with higher valued items requiring more individual scrutiny and additional, specific actions by the Commission. The dollar value limit is set on an annual basis by a Resolution that also authorizes the Executive Director to sell and convey property below that value after providing the Commission with an itemized list of the items and certifying that everything on the list is below the value established.

The RCW sets the initial dollar value threshold for individual items at \$10,000, although there is another provision allowing that figure to be adjusted annually based on an inflationary factor. It has been the Port's general practice to annually implement this authorized inflationary factor when adopting the annual Surplus Property Disposal Dollar Limit Resolution. For 2023, the calculated dollar value threshold, based on the rate of inflation for property taxes, as established by the Washington State Department of Revenue, is \$20,681.00.

The Port of Olympia's *Surplus Property Policy #125* further restricts the property to be sold under the authorization of the annual dollar limit value to only *personal* property, specifically excluding *real* property from being disposed of through this annual process. Staff will be compiling the list of personal property under the proposed value of \$20,681.00, and will be presenting the list, and the Executive Director's written certification that listed items are no longer needed for Port purposes, to the Commission later this year, likely within the first calendar quarter.

Documents Attached:

Resolution 2023-01 Surplus Property Disposal Dollar Limit

PowerPoint Presentation

Staff Recommendation:

Staff recommends the Commission adopt Resolution 2023-01 Surplus Property Disposal Dollar Limit, after due consideration.

**PORT OF OLYMPIA COMMISSION
Resolution 2023-01**

**A resolution of the Port of Olympia Commission for the calendar year
2023 authorizing the Executive Director to dispose of surplus Port
District personal property of less than \$20,681.00 in individual value, in
accordance with RCW 53.08.090, and repealing and superseding
Resolution 2022-01.**

BE IT HEREBY RESOLVED that the Port of Olympia Commission authorizes the Executive Director, in accordance with RCW 53.08.090, to surplus and dispose of Port District personal property that has an individual value not exceeding **\$20,681.00** based on the Executive Director's estimate of the fair market value of the property. Disposal may take place either through public or private sale, destruction, or contribution to another public agency or to a charitable organization qualified under section 501(c)(3) of the Internal Revenue Code. The Executive Director shall itemize and list the property disposed of, and shall make written certification to the Commission that the listed property is no longer needed for Port District purposes.

BE IT FURTHER RESOLVED that while RCW 53.08.090 allows this delegation to extend to Port real property, Port real property is specifically excluded from this authorization. The declaration of any Port District real property as surplus requires approval by the Port Commission.

BE IT FURTHER RESOLVED that by this adoption, the Commission repeals and supersedes Resolution 2022-01.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on, January 9, 2023, as attested to by the signatures below of the Commissioners present this 9th day of January, 2023.

PORT OF OLYMPIA COMMISSION

By: _____
_____, President

By: _____
_____, Vice President

By: _____
_____, Secretary

RESOLUTION 2023-01 SURPLUS PROPERTY DISPOSAL

JANUARY 9, 2023

LISA PARKS
EXECUTIVE SERVICES DIRECTOR

1

Resolution: Surplus Property Dollar Value Limit

Background

- RCW 53.08.090 – Commission may annually authorize the Executive Director to sell port property below a stated value limit, by Resolution.
 - \$10,000, adjusted for inflation.
- Does NOT apply to the following:
 - Port property above the value limit;
 - Port property identified in the Port's Comprehensive Scheme of Harbor Improvements; and
 - Port *real* property (Port policy limitation).
- Before selling, Executive Director compiles a list, certifies to Commission the property is no longer needed for Port purposes.
- Proposed 2023 Surplus Property Dollar Value Limit is **\$20,681**.
 - Based on WA State DOR property tax inflation rate.

2

2

Resolution: Surplus Property Dollar Value Limit

Suggested Motion...

*"...move to approve Resolution 2023-01,
authorizing the Executive Director to dispose of
surplus Port District personal property of less than
\$20,681 in individual value for calendar year 2023."*

3



3

COVER MEMO

Briefing Date/Time: January 9, 2023

Staff Contact/Title: Rudy Rudolph, AAE, Operations Director
rudyr@portolympia.com, 360.584.4126

Subject: TRPC Letter to Legislators

Purpose: ☐ Information Only ☒ Decision Needed

Background/Overview:

The Thurston Regional Planning Council (TRPC) has drafted a letter to the Commercial Aviation Coordinating Committee opposing consideration of the Central Thurston County location as a potential site for developing a new two-runway airport.

Documents Attached:

TRPC Letter to the Commercial Aviation Coordinating Committee

Affected Parties:

Port Commissioners, TRPC Representatives, General Public

Commission Recommendation: (*Commission discussion, deliberation & direction*)

The Commission will discuss the letter and any action requested.



MEMBERS:

City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the
Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Tumwater School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
PUD No. 1 of Thurston County

ASSOCIATE MEMBERS:

Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Conservation District
Thurston Economic
Development Council
Timberland Regional Library



Marc Daily
Executive Director

2411 Chandler Court SW
Olympia, WA 98502
360-956-7575
360-741-2545 Fax
www.trpc.org

November 25, 2022

Mr. David Fleckenstein, Chair
Commercial Aviation Coordinating Commission
WSDOT Aviation
PO Box 47361
Olympia, WA 98504

Mr. Fleckenstein,

On behalf of the 23-member organizations of the Thurston Regional Planning Council (TRPC), our Transportation Policy Board (TPB) and full Council wish to express our opposition to consideration of the Central Thurston County location as a potential site for developing a new two-runway airport.

TRPC urges the Legislature and the Commercial Aviation Coordinating Commission (CACC) to adjust the requirement of a recommendation by June 15, 2023. This simply does not provide sufficient time to consider the enormous potential impacts on the Thurston or Pierce regions.

TRPC, along with the Port of Olympia, Thurston Conservation District, mayors, and others, oppose the Central Thurston County location. A new two-runway airport severely compromises the Thurston Region's demonstrated leadership in long-range planning.

Process: The process the CACC employed to select a single recommended location by June 15, 2023, lacks the transparency, rigor, and careful deliberation needed for such an important and impactful recommendation.

Although the CACC first met in October 2019, they did not make the 10 potential greenfield airport sites public until almost three years later (August 2022). Instead, the CACC spent the initial years evaluating existing airports for expansion only to conclude that Paine Field is the only site with that potential. Approximately one month after issuance of the site selection study - on September 23, 2022 - the CACC unanimously adopted a recommendation to narrow the potential sites to three, including the Central Thurston County location.

The CACC now has less than a year to assess the airspace and flight path; identify potential conflicts with Joint Base Lewis McChord; conduct air cargo analysis; evaluate environmental impacts; determine agricultural and business implications; resolve equity concerns; determine transportation and access needs; conduct infrastructure analysis; determine and resolve any tribal treaty conflicts; and generate cost estimates. This timeline is unrealistic and highly risky given the consequence of recommending a greenfield site for airport development.

The publicly available information provided on the CACC web page is insufficient. For example, no information provided explains how the Commission narrowed from the 10 sites in the August 2022 report to the three recommended for further evaluation. The public must watch the recording of the September 23 CACC meeting to gain insight into the reasoning. This lack of transparency and dearth of publicly available information is contrary to how planning is supposed to be conducted in Washington State.

md:bl

TRPC suggests that a thorough examination of alternatives and potential impacts conducted through State Environmental Policy Act (SEPA) review prior to recommending a single location would make for a fairer and more defensible CACC decision. TRPC acknowledges that the Washington State Department of Transportation (WSDOT) is not required to conduct SEPA review on a non-binding recommendation due to a SEPA categorical exclusion (WAC 468-12-800(3)). However, the recommendation of a single location, whether binding or not, will have immediate real-world impacts on property values and potential land uses. Further, once SEPA is initiated in the future, potential sites identified in the August 2022 site selection report - other than the single recommended site - will need to be re-evaluated since the CACC's own work will have identified those locations as "reasonable alternatives."

Other areas of concern:

Climate: Through the Thurston Climate Mitigation Plan (TRPC 2020)¹ our region has committed to aggressive actions to reduce locally generated greenhouse gas emissions by 85% below 2015 levels by 2050. Siting an airport in the region would severely undermine that reduction target. The increased emissions associated with an airport, coupled with the substantial increase in surface transportation infrastructure, and associated vehicle miles traveled, will result in a substantial greenhouse gas emissions increase over baseline. Reducing Vehicle Miles Traveled in support of emissions reductions and managing transportation costs is also a target of the Region's Sustainable Thurston Plan and Regional Transportation Plan (TRPC 2013)². TRPC recognizes that such emissions impacts will occur no matter where in the state a new airport is sited. For this reason, TRPC recommends that the CACC first focus on defining the "Airport of the Future" including projected emissions increases before identifying a single recommended site. This would help in avoiding and fully mitigating emissions impacts regardless of the specific location.

The Climate Mitigation Plan also aims to sequester 370,000 metric tons of CO₂. Achieving this target relies on the preservation of agricultural, forested, and prairie lands. The clearing associated with developing the airport, supporting infrastructure, and induced urban development would make that sequestration target unachievable.

Housing and Sprawl: Both the Thurston Climate Mitigation Plan and the Sustainable Thurston plan include a target that no more than 5% of new housing will locate in rural areas. Siting an airport in rural Thurston County will lead to housing, industrial, and commercial development that well exceeds that target. Such sprawling urban development conflicts with our regional plans and Washington State's Growth Management Act.

Transportation and Equity: For most of the Thurston Region's rural community, state highways serve as Main Streets, making it difficult for school children, people with disabilities, and some elders to safely walk, bike, or use mobility devices to travel to essential needs and services. The transportation infrastructure required to support an airport could significantly decrease multimodal safety and accessibility.

The rural portions of the Thurston Region have a higher percentage of people with disabilities (Bucoda 19.5, Rainier 22.2, Tenino 17.0) than their urban counterparts. Thirty-five percent of the households in Tenino are cost-burdened with 23 percent in poverty. Siting the airport here would result in unfair and unreasonable challenges for an already over-burdened community. The emissions, noise, traffic, light

¹ Thurston Regional Planning Council. 2020. Framework for Climate Mitigation Action for Thurston County and the Cities of Lacey, Olympia, and Tumwater. Prepared under agreement with the cities of Lacey, Olympia, and Tumwater and Thurston County. December 2020.

² Thurston Regional Planning Council. 2013. Creating Places Preserving Spaces: A Sustainable Development Plan for the Thurston Region. Thurston Regional Planning Council. December 2013.

Mr. David Fleckenstein, Chair

Page 3

November 25, 2022

pollution, and other impacts of the airport siting would adversely affect and cause harm to those with disabilities and low-income households.

Agriculture: Our Sustainable Thurston Plan's goals include: "Preserve environmentally sensitive lands, farmlands, forest lands, prairies, and rural lands and develop compact urban areas. [Thereby] maintaining viable local food, farm, and forest economies, protecting the environment, as well as using land in urban areas efficiently and effectively for residential, commercial, and industrial uses while preserving open space." In 2020 the Southwest Washington Agricultural Business & Innovation Park broke ground in Tenino - to increase regional production of value-added food processing, manufacturing, and packaging of food, and increase the value and revenue from food and farm businesses. Spearheaded by the Thurston Economic Development Council, the Port of Olympia, and the City of Tenino, the Park investment requires preservation of surrounding agricultural lands to serve the needs of the agricultural community and the rest of the region who relies on these areas for food and other agricultural products.

Salmon: Siting an airport along the salmon-bearing Spurgeon Creek is contrary to our region's Salmon Recovery and Sustainable Thurston targets. Airport development could also conflict with treaty obligations to protect the fishing, hunting, and gathering rights reserved by our member tribes.

TRPC recognizes the importance of the State's efforts to help ensure that projected passenger and air cargo demand is met, however:

- TRPC cannot support the current CACC process for a recommendation of such magnitude and consequence.
- For environmental, equity, land use, and transportation reasons, TRPC is opposed to siting an airport in the Thurston Region.

Sincerely,

Hilary Seidel, Chair
Thurston Regional Planning Council

Andy Ryder, Mayor of Lacey, and Chair,
Transportation Policy Board

cc: Our Legislators, transportation and other chairs, all our members.

COVER MEMO

Briefing Date/Time: January 9, 2021

Staff Contact/Title: Lisa Parks, Executive Services Director, 360-528-8020
lisap@portolympia.com

Subject: State Legislative Issues and Strategy

Purpose: ☒ Information Only ☐ Decision Needed

Background/Overview:

Bruce Beckett of the Beckett Group will provide a overview of the 2023 Washington State legislative agenda for the Washington Public Ports Association, the Thurston Region Shared Legislative Agenda and the Port of Olympia.

Documents Attached:

- PowerPoint

Next Steps/Timeframe: *(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.)*

Mr. Beckett will continue to schedule appointments with legislators in the coming months. Commissioners will be invited to attend as their schedule allows.



2023 Legislative Plan

Commission Briefing
January 9, 2023



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Agenda

- ▶ Legislative Outlook
- ▶ Legislative Delegation
- ▶ Port of Olympia Priorities
- ▶ WPPA Priorities
- ▶ Thurston Shared Agenda
- ▶ Questions/Discussion



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 **PORT of OLYMPIA**

Legislature - Outlook

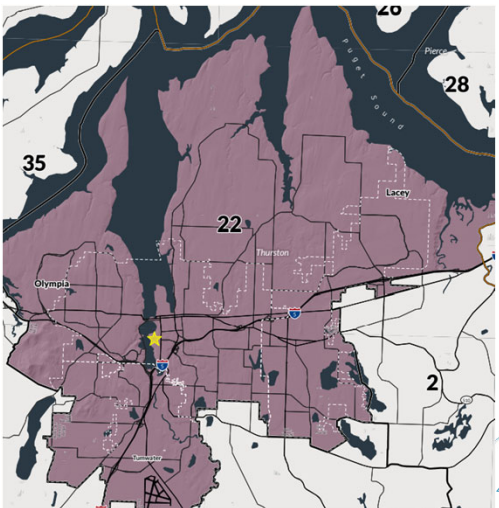
- ▶ 2023 Legislature:
 - ▶ House - 58 (Dem)-40 (Rep)
 - ▶ Senate - 29 (Dem)-20 (Rep)
- ▶ 105 Day Budget Session
- ▶ Prominent Issues:
 - ▶ Budgets
 - ▶ Paid Family and Medical Leave
 - ▶ Long Term Care Trust
- ▶ *"In Person w/ Virtual Hearing Options"*



3

 **PORT of OLYMPIA**

Port of Olympia - Legislative Districts



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Port of Olympia Legislative Districts

▶ 22nd District:

- ▶ Rep. Beth Doglio (Dem)
- ▶ Rep. Jessica Bateman (Dem)
- ▶ Senator Sam Hunt (Dem)



▶ 20th District:

- ▶ Rep. Ed Orcutt (Rep)
- ▶ Rep. Peter Abbarno (Rep)
- ▶ Senator John Braun (Rep)



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Port of Olympia Legislative Districts

▶ 2nd District:

- ▶ Rep. J.T. Wilcox (Rep)
- ▶ Rep. Andrew Barkis (Rep)
- ▶ Senator Jim McCune (Rep)



▶ 35th District:

- ▶ Rep. Travis Couture (Rep)
- ▶ Rep. Dan Griffey (Rep)
- ▶ Senator Drew MacEwen (Rep)



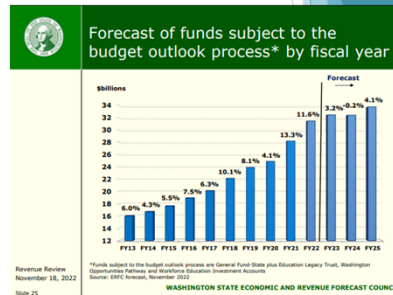
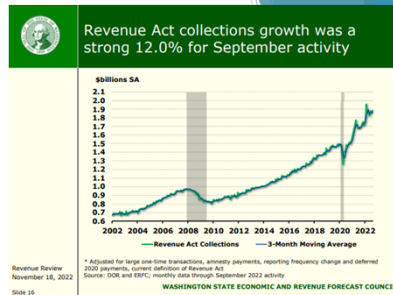
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Operating Budget

- ▶ 2021-23 Budget = \$64 billion
 - ▶ 22% Increase (from \$52 billion)
- ▶ Revenue Forecasts:
 - ▶ Current revenues up \$2.1 billion
 - ▶ 23-25 revenues up \$2.3 billion to \$66 billion
- ▶ \$1.3 billion in Federal ARP funds available for appropriation
- ▶ Pressures:
 - ▶ Inflation
 - ▶ Housing and Homeless Issues
 - ▶ Long term care trust
 - ▶ Tax relief

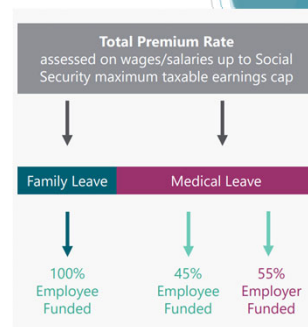


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Paid Family Leave & Long-Term Care Trust

- ▶ Paid Family & Medical Leave:
 - ▶ Trust fund projected to be insolvent by January 2023 - Legislature "backfilled"
 - ▶ Premium rates will increase to 0.8% in 2023
 - ▶ Employer and Employee Premium Split:
 - ▶ Premium History: 0.4% in 2021, 0.6% in 2022 0.8% in 2023
 - ▶ Expect several bills to reform PFML
- ▶ Long Term Care Trust:
 - ▶ Enacted in 2019:
 - ▶ Provides up to \$36,500 in benefits
 - ▶ Funded via 0.58% payroll tax
 - ▶ Current Law:
 - ▶ 0.58% Payroll tax begins July 2023
 - ▶ Benefits begin July 2026
 - ▶ 2023 Legislature will debate eligibility, payroll tax rates and solvency issues



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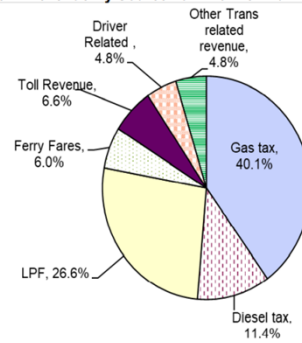
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Transportation Budget

- ▶ Existing Transportation Funding
 - ▶ ~\$11.3 billion two-year budget
- ▶ 2022 Transportation Package
 - ▶ \$16.9 billion, 16-year program
- ▶ Funding:
 - ▶ Carbon Cap and Trade Revenues
 - ▶ New license and permitting fees
 - ▶ Federal Infrastructure Funds
 - ▶ Available bonding capacity
- ▶ 2023 Legislature will add more specificity to project/program funding
 - ▶ 18th Amendment roads and highways
 - ▶ Transit
 - ▶ Electrification
 - ▶ Culvert Replacement
- ▶ MTCA funds - \$50 million

Figure 2: Revenue By Source 2021-23 Biennium (\$6.68 billion)



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Port of Olympia Priorities Budd Inlet

- ▶ Goal: \$2.2 million appropriation for Final Design and Permitting
- ▶ Preparation:
 - ▶ Briefings and Tours:
 - ▶ 21 Legislators
 - ▶ Supply Chain Caucus
 - ▶ Lt. Governor Denny Heck (Capital Facilities Committee)
 - ▶ Dept. of Natural Resources (Capital Facilities Committee)
 - ▶ Office of Financial Management
 - ▶ Governor Inslee's Office
 - ▶ Dept. of Enterprise Services
 - ▶ Dept. of Ecology
 - ▶ Thurston County Shared Strategies
 - ▶ Squaxin Island Tribe



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Port of Olympia Priorities Budd Inlet - Funding Detail

2023-2025 Detail:

Appropriation Request	\$2.2 million
Remedial Action Grant	\$2.5 million
Port	<u>\$0.3 million</u>
Total, Design and Permitting	\$4.5 million

- ▶ Appropriation funds a portion of the Port's match for the Remedial Action Grant needed for design and permitting, RAG ineligible expenses, including those necessary for a regionally focused project such as this (primarily legal fees to help with agreements and coordination with others who are not party to the RAG to ensure timely execution, particularly in advance of the removal of the Capitol Lake Dam)
- ▶ The total Remedial Action Grant amount in Ecology's budget is ~\$6.25 million, based on early initial estimates for this phase of work, to prevent costly gaps in funding, to ensure no lapse in construction scheduling by "front loading" design, engineering and permitting, to carry the project into the next biennium, and for unanticipated grant eligible expenses such as additional sampling and characterization outside the Port's initial Study Area

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Port of Olympia Priorities Budd Inlet - Strategy

- ▶ Stakeholder Support and Engagement:
 - ▶ Squaxin Island Tribe
 - ▶ Thurston County Shared Strategies
- ▶ Ongoing Collaboration with Dept. of Ecology
- ▶ Coordination with Dept. of Enterprise Service
- ▶ Legislative Priorities:
 - ▶ Thurston County Delegation
 - ▶ 22nd District
 - ▶ Democrat and Republican Capital Budget Leaders
 - ▶ Governor's Office
- ▶ *Governor Inslee's Proposed Capital Budget*
 - ▶ *Includes \$2 million in Local and Community Projects*



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Port of Olympia 2023 Session Priorities

- ▶ Retain funding for the Design of the Marine Center
(Re-appropriation included in Section 1034 of the Governor's Capital Budget)
- ▶ Re-allocate \$50 million of MTCA funds from Transportation back to Remedial Action Grants
- ▶ *Economic Development:*
 - ▶ *Support Maintaining Funding for the Community Economic Revitalization Board*
 - ▶ *Support WPPA Effort to Restore Funding for Freight Mobility Investment Board*
 - ▶ *Increase Flexibility for Small Works Contracting*

Italics = WPPA Priority



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Port of Olympia 2023 Session Priorities

- ▶ Aviation:
 - ▶ *Support Funding for the Community Aviation Revitalization Board*
 - ▶ *Monitor Recommendations from the Commercial Aviation Coordinating Commission*
 - ▶ *Monitor Recommendation from the Aviation and Aerospace Advisory Committee*
 - ▶ *Support Allocating Revenues from Fuel Taxes on Aviation Fuel to Aviation Infrastructure*
 - ▶ *Monitor Proposals to Add Incentives for Sustainable Aviation Fuel Production*
- ▶ *NWMTA Anti-Trust Exemption*

Italics = WPPA Priority



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WPPA Priorities

- ▶ Tax Increment Financing Technical Correction
- ▶ Restore Funding for the Freight Mobility Strategic Investment Board
- ▶ Support for Port Electrification and Alternative Fuels through CCA Fund
- ▶ Clean Energy Siting/SEPA Reform
- ▶ Commercial Aviation Coordinating Commission
- ▶ Aviation Fuel Tax Compliance
- ▶ Broadband Deployment
- ▶ Marine Terminal Limited Anti-Trust Immunity
- ▶ Public Works Contracting



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WPPA Priorities

Port Eligible Funding Programs:

- ▶ Remedial Action Grants
- ▶ Community Economic Revitalization Board
- ▶ Community Aviation Revitalization Board
- ▶ Broadband Infrastructure Federal Match
- ▶ Associate Development Organizations
- ▶ WPPA/FMSIB Marine Cargo Forecast



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THURSTON REGION 2023 SHARED LEGISLATIVE AGENDA

- ▶ Budd Inlet Remediation and Restoration - Port of Olympia
\$2.2 million request
- ▶ Young Child & Family Center - North Thurston Public Schools -
\$6.2 million request.
- ▶ Gopher Mitigation/Economic Development Funding -
Tumwater, Yelm and Port of Olympia - \$3.8 million request
- ▶ Local Grain Conveyance and Storage System - Thurston EDC -
\$247,200 request

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Stakeholders



DEPARTMENT OF
ECOLOGY
State of Washington

CITY OF
Olympia



Squaxin Island Tribe
People of the Water

THURSTON REGION 2023 SHARED LEGISLATIVE AGENDA




WASHINGTON PUBLIC PORTS ASSOCIATION
PROPOSED
2023 LEGISLATIVE AGENDA



Washington State Department of
Enterprise Services

18


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Questions and Feedback

Bruce Beckett
bbeckett@thebeckettgroup.org
360-480-5258

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COVER MEMO

Briefing Date/Time: January 9, 2023

Department: Finance

Staff Contact/Title: Matt Peach, Finance Director, 360.528.8004, mattp@portolympia.com

Topic: Q3 Financial Report

Purpose: ☒ Information Only ☐ Decision Needed

Background/Overview:

Staff will present to the Commission and the citizens of Thurston County the 2022 Financial Report for the 3rd quarter. The detailed financial report for 3rd Quarter is available on the Port's website.

Documents Attached:

PowerPoint Presentation

Summary & Financial Impact:

Port Income from Operations is \$1,097,597 for the third quarter. Including Non-Operating revenue and expenses results in total income of \$4,383,262. The increase to net position is 3.884 million.

Affected Parties:

Commission and Citizens



2022 3rd QTR FINANCIAL REPORT

January 9, 2023
Matt Peach
Finance Director

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FINANCIAL REPORT THIRD QUARTER 2022

1. Operations
2. Non-Operating
3. Net Position
4. Financial Metrics

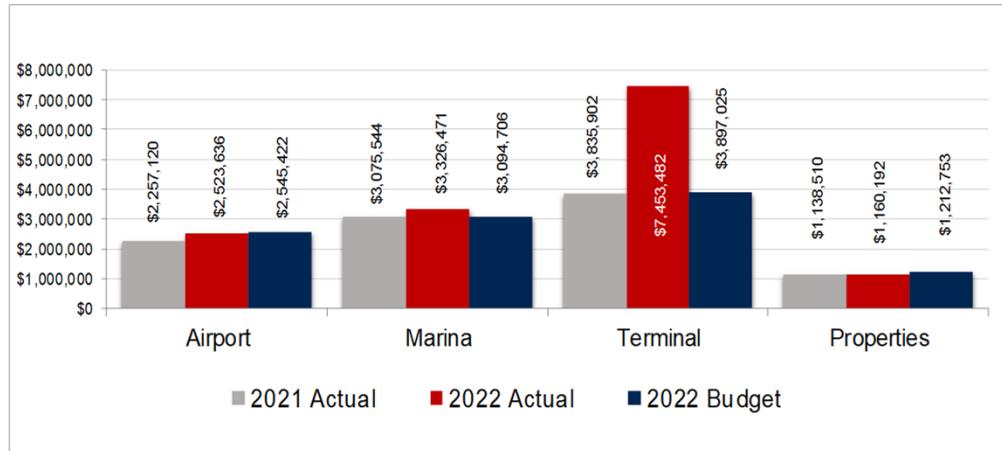


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BUSINESS UNIT OPERATING REVENUE YTD SEPTEMBER 30, 2022

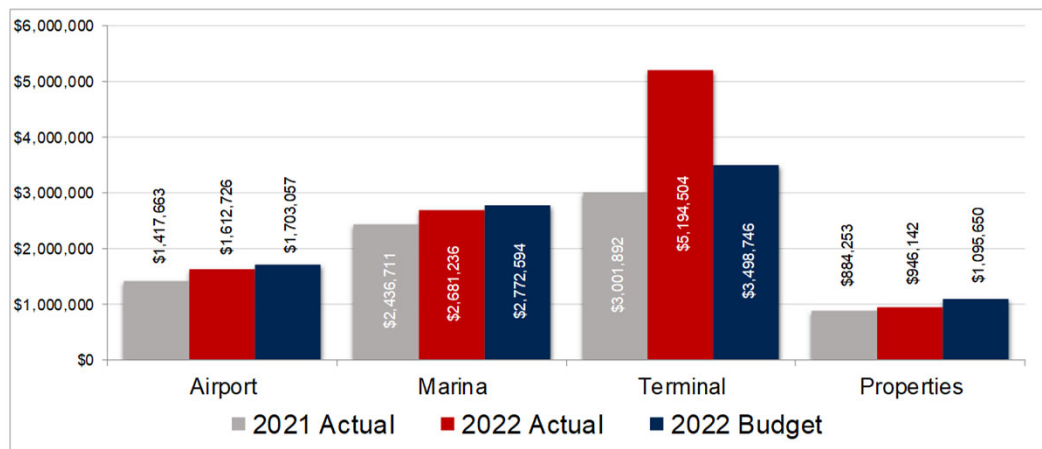


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BUSINESS UNIT OPERATING EXPENSES YTD SEPTEMBER 30, 2022

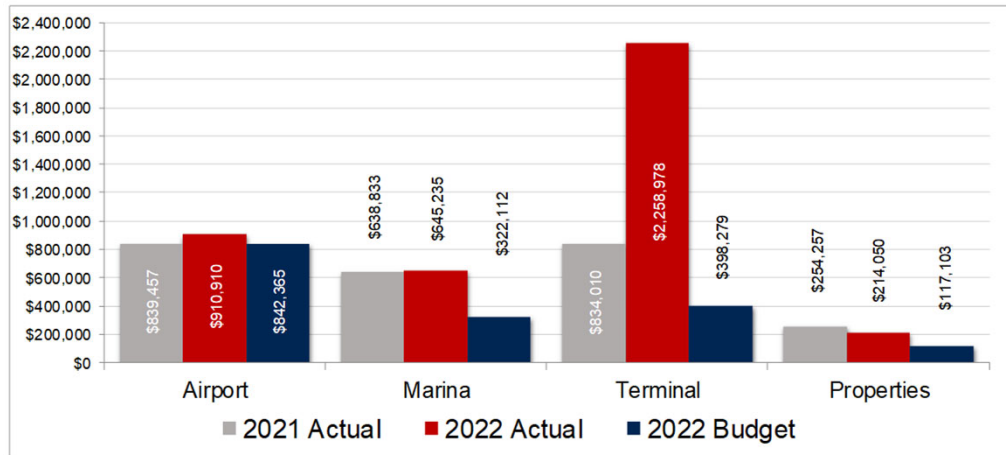


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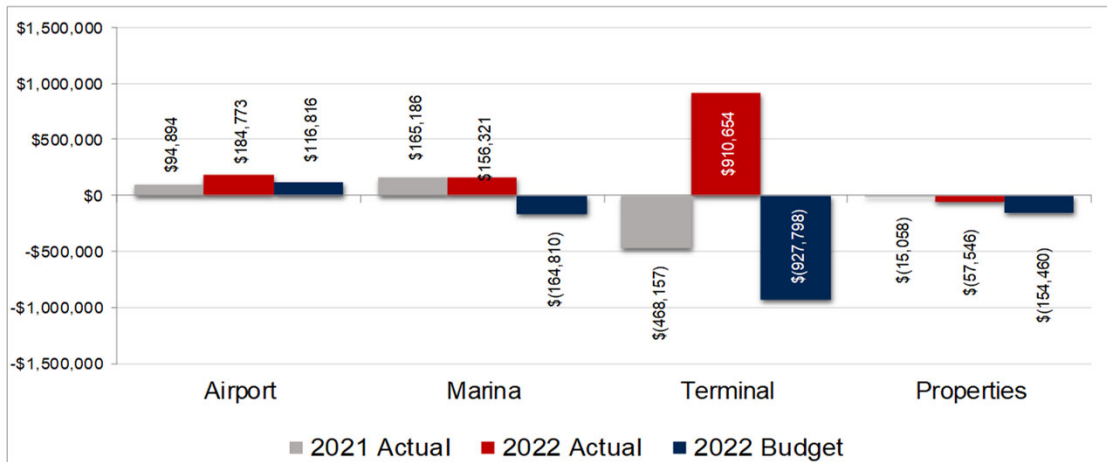
BUSINESS UNIT OPERATING INCOME BEFORE DEPRECIATION YTD SEPTEMBER 30, 2022



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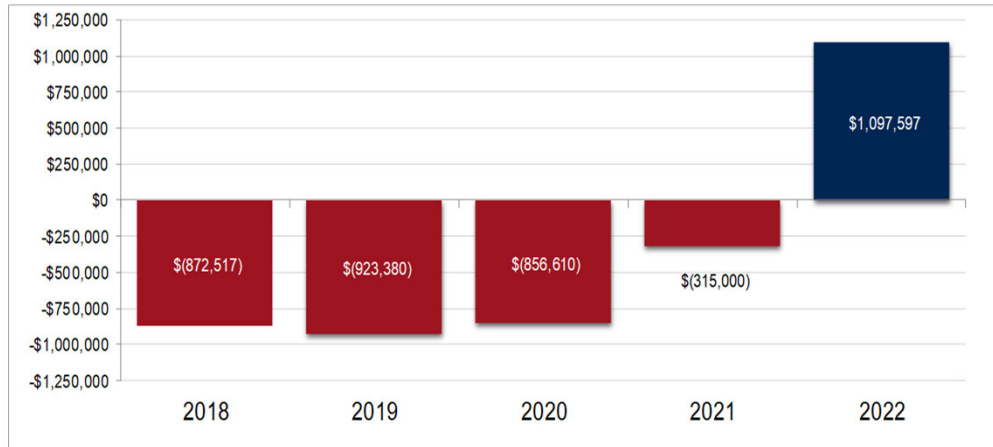
BUSINESS UNIT NET INCOME YTD SEPTEMBER 30, 2022



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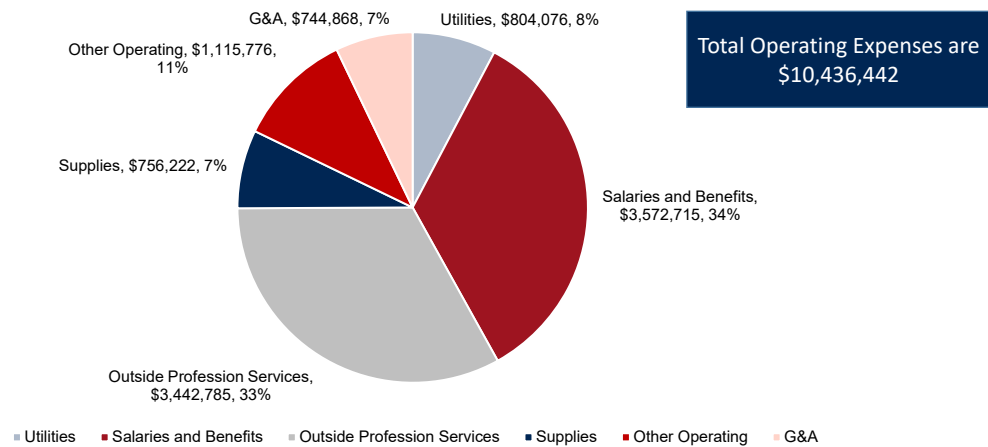
BUSINESS UNIT NET OPERATING INCOME YTD SEPTEMBER 30, 2022



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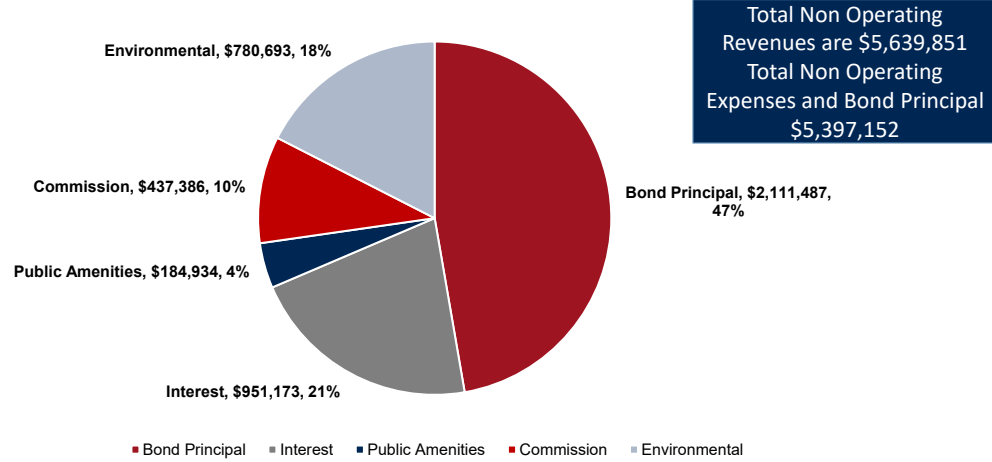
OPERATING EXPENSES BY CATEGORY YTD SEPTEMBER 30, 2022



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NON-OPERATING EXPENSES BY CATEGORY YTD SEPTEMBER 30, 2022

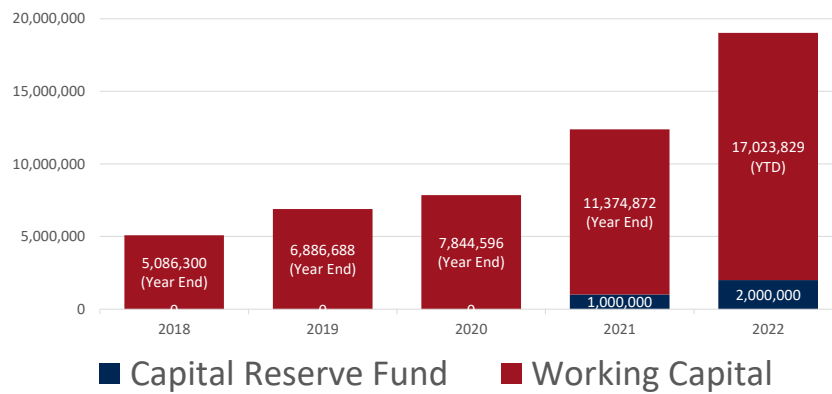


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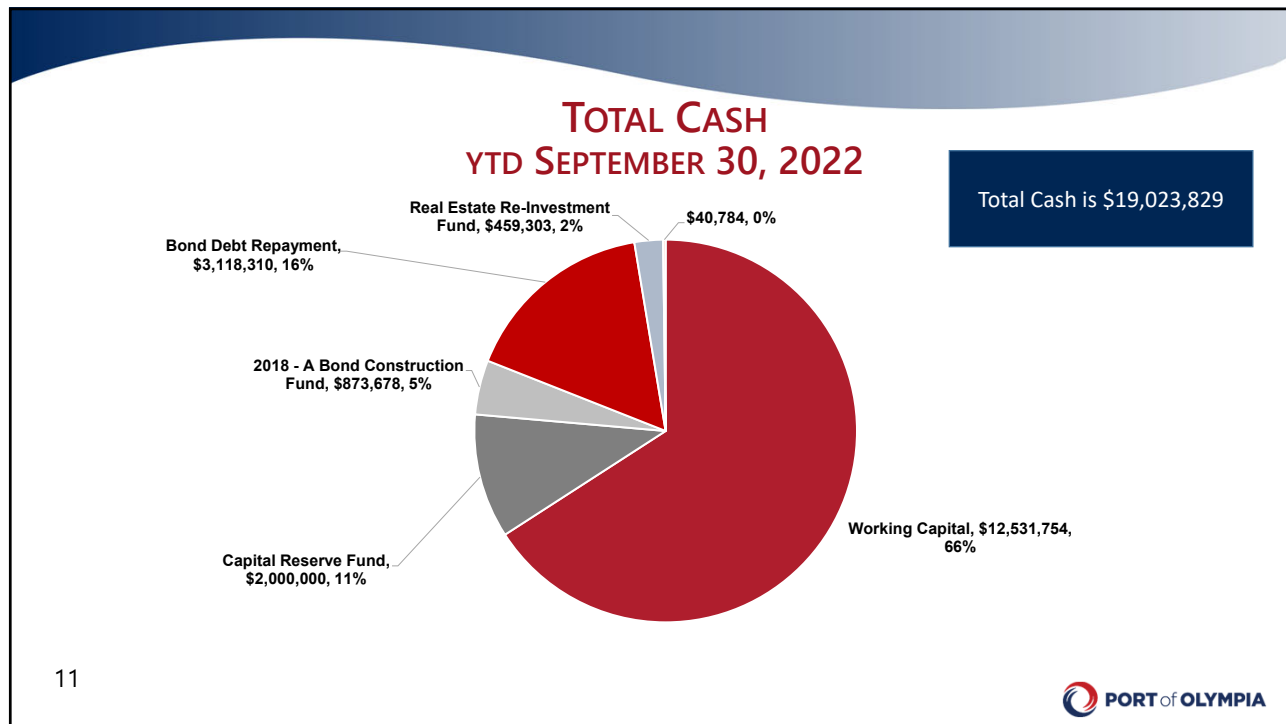
5 YEAR CASH TREND YTD SEPTEMBER 30, 2022



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NET POSITION SEPTEMBER 30, 2022

	September 2022	September 2021	Change	Percent
Total Assets	\$140,533,381	\$136,648,986	\$3,884,395	2.8%
Total Liabilities	\$48,146,335	\$48,883,782	(\$737,447)	-1.5%
Total Net Assets	\$92,387,046	\$87,765,204	\$4,621,842	5.3%
Total Liabilities and Net Assets	\$140,533,381	\$136,648,986	\$3,884,395	2.8%

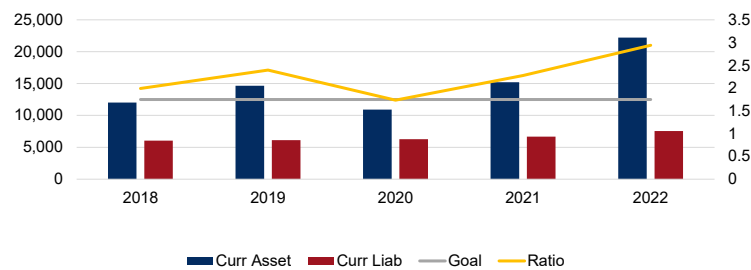
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PORT of OLYMPIA

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SAO FIT RATIO – CURRENT RATIO (\$ IN,000s)

Current Ratio	2018	2019	2020	2021	2022
Current Assets	\$ 12,031	\$ 14,648	\$ 10,904	\$ 15,215	\$ 22,206
Current Liabilities	6,035	6,115	6,277	6,680	7,547
Current Ratio	1.99	2.40	1.74	2.28	2.94
Goal	1.75	1.75	1.75	1.75	1.75



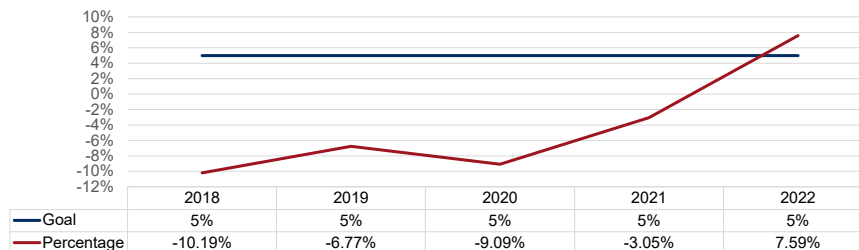
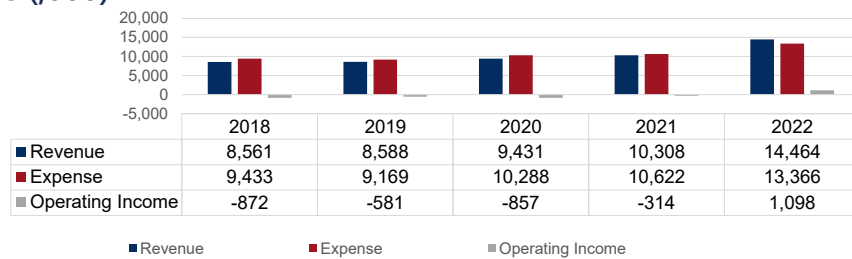
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PROFITABILITY - RETURN ON OPERATING REVENUE

*IN THOUSANDS (,000)

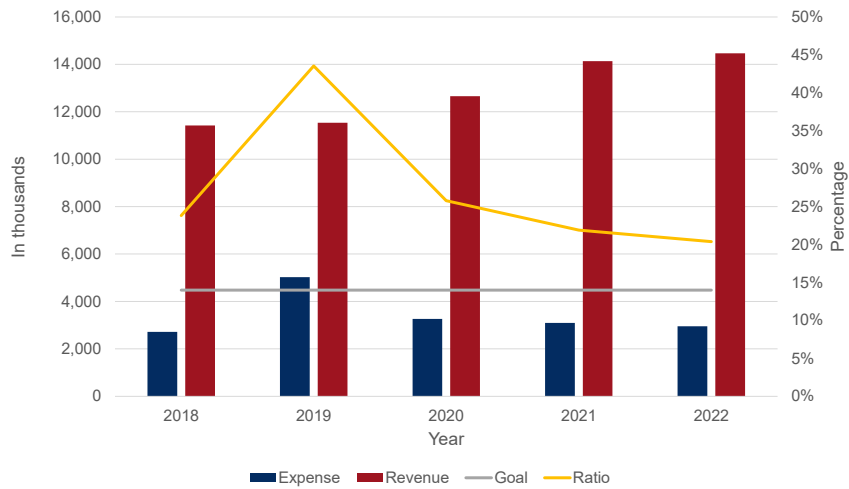


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SUSTAINABILITY – MAINTENANCE, INSURANCE & ENVIRONMENTAL COSTS



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QUESTIONS

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COVER MEMO

Briefing Date/Time: January 9, 2023

Staff Contact/Title: Lisa Parks, Executive Services Director, 360.528.8020,
Lisap@portolympia.com

Subject: Crossroads Strategies Agreement Amendment No. 1

Purpose: ☒ Information Only ☐ Decision Needed

Background/Overview:

In late December of 2021, the Port Government Affairs team conducted an informal competitive process to identify both a State and Federal lobbying firm, as anticipated in the 2022 Budget adoption process. The process included requesting statements of interest from a list of firms, evaluation of the responses by the Port team, and interviews with a short list of finalists for both specialties. The evaluation of firms to provide Federal lobbying services was conducted during March of 2022, and Crossroads Strategies, LLC was the firm selected.

The original Personal Services Agreement with Crossroads Strategies, LLC was executed in August, 2022 under the Executive Director's delegated authority, consistent with both RCWs and Port Policy. The initial term of the Agreement was from September 1, 2022 through January 31, 2023, and the initial not-to-exceed amount was \$50,000, which has been billed out at a rate of \$7,500/month. Staff is requesting the Commission consider an amendment to this Personal Services Agreement to provide for on-going government affairs support, as well as advisory and lobbying services related to Federal legislative processes (please see attached Scope of Work). The proposed amendment would extend the term of the Agreement to December 31, 2023 and would add an additional \$85,000, creating a new, not-to-exceed amount of \$135,000.

Documents Attached:

Crossroads Strategies, LLC Scope of Work

PowerPoint Presentation

Summary & Financial Impact:

Amendment No. 1 to Agreement No. 2022-1050 Federal Lobbying Assistance will add 11 months to the term of the contract, allowing for continued service through December 31, 2023. The amendment authorizes up to \$85,000 during that timeframe, the majority of which will be paid out over 11 months at a rate of \$7,500/month (\$82,500). The remaining \$2,500 is a contingency to cover potential travel expenses for the consultant, as may be requested and authorized by the Executive Director.

Next Steps/Timeframe:

Staff anticipates bringing the proposed amendment to the Commission for final review and potential action at the regularly scheduled meeting on Monday, January 23, 2023. If the Commission decides to move forward with this amendment, the action will be to authorize the Executive Director to sign the contract amendment as outlined above.



To: Port of Olympia c/o Jennie Foglia-Jones and Lisa Parks
From: Crossroads Strategies
RE: Proposal for Services

QUALIFICATIONS

Crossroads Strategies, LLC (CRS) is a bipartisan, multi-disciplinary federal relations, advocacy and advisory firm based in Washington DC. Founded in 2010 by longtime advocacy industry veterans, CRS offers a wide suite of services ranging from congressional affairs to agency and regulatory lobbying. We have assembled a team of over 20 practitioners with varied congressional and executive branch experience, and broad geographic representation from the Pacific Northwest to the Gulf Coast. As such, CRS works with a wide variety of clients; our areas of expertise and corresponding relationships rest primarily in the Transportation and Infrastructure, Agriculture, Energy, Natural Resources, National Security, Healthcare/Biopharmaceutical, Trade, and Technology sectors. We have extensive relationships with Members of Congress from the Pacific Northwest and deep expertise with maritime and port issues.

Our current Northwest public-sector clients include the Washington State Department of Transportation; the Port of Everett and the Port of Kalama; and the Spokane Tribe in Washington State. Crossroads also represents the Columbia River Treaty Power Group, a coalition working on the Columbia River Treaty comprised of public sector utilities, navigation, irrigation and other related interests from across Oregon, Washington, Idaho and Montana. A sampling of our private sector clients includes the stevedoring firm SSA Marine, Safe Boats International, Expedia, Airlines for America, Marine Jet Power, Huntington Ingalls, and Bridger Aerospace. Crossroads Strategies professionals previously represented the Port of Tacoma, the Port of Grays Harbor and economic development entities in Spokane and the Tri-Cities. Crossroads Strategies has a deep history and record of success working for ports from Washington state including in all the areas highlighted in your email. Of note, we have long worked closely and collaborated with the Pacific Northwest Waterways Association, the Washington Public Ports Association, and the American Association of Port Authorities.

CRS is known for its bipartisan professionals with strong ties to the Washington state congressional delegation and decades of experience in federal advocacy with public sector, aviation, maritime, prominent corporations, trade association and non-profit organization clients to provide the advice, counsel and service necessary to achieve policy and business objectives in the nation's capital. Ben McMakin will lead the Crossroads Strategies team working daily on behalf of the Port of Olympia. Shay Hancock and Chris Miller will also be part of our team to work with the Port. Brief bios for our proposed team are provided below.

Crossroads Strategies LLC

P: 202.559.0170 || F: 202.559.0171 || 800 North Capitol St, NW #800 || Washington, DC 20002

www.crshq.com

Ben McMakin, Executive Vice President; Ben spent almost 20 years on Capitol Hill and has represented public and private sector clients, as well as non-governmental organizations for more than 15 years. On Capitol Hill, Ben served as the Legislative Director to Senator Patty Murray (D-WA), the third ranking member of the Senate Democrat leadership, a senior member of the Senate Appropriations Committee, and Chair of the Health, Education, Labor, and Pensions Committee. He also worked for Senator Ron Wyden (D-OR), the Chairman of the Senate Finance Committee, and several other members of Congress.

Prior to joining Crossroads Strategies, Ben was a Principal at a Washington, D.C. law firm. Ben led the Government Relations practice group for the firm and helped start and lead a firm-affiliated consulting group. Ben graduated from the University of Oregon with a Bachelor of Arts degree in Political Science.

Shay Hancock, Senior Partner; Shay has more than 25 years of experience working with organizations impacted by the federal government. During his tenure on Capitol Hill, Shay served as a Legislative Assistant to Senator Patty Murray (D-WA). He also served as a Legislative Assistant to Representative Adam Smith (D-WA), currently the Chairman of the House Armed Services Committee. A native of "the other Washington," Shay received a Bachelor of Arts in Political Science/Economics from the University of Washington in Seattle.

Chris Miller, Executive Vice President; Chris began his career working in both the U.S. Senate and in the House of Representatives. Most recently, Chris served as Chief of Staff to former Representative Dave Reichert (R-WA), a senior member of the Ways and Means Committee. Prior to joining Crossroads Strategies, Chris served as an Executive Vice President at Capitol Strategies and Vice President at Denny Miller Associates, where he represented multiple clients ranging from Fortune 100 companies, Federally Recognized Tribes, State and Local Governments, and non-profits. Chris received a Master of Business Administration from the Carson College of Business at Washington State University and a Bachelor of Science in Business Marketing from Oregon State University.

AVAILABLE CAPACITY

The team proposed to work with the Port of Olympia has the available capacity to effectively represent the port. Importantly, if selected, our team will be able to be seen by the Washington delegation as the Port of Olympia's team in Washington, D.C. Outside of the Washington Department of Transportation, we do not represent another public sector client near Olympia or in the 10th Congressional District. At this time, if selected, the Port of Olympia would be our highest priority port and local government client in the 10th District for work with Senator Patty Murray, Senator Maria Cantwell, and Representative Marilyn Strickland.

Regarding our work with other ports, the Port of Olympia would be our third Washington state port client joining Everett in the North and Kalama to the South. In the past we have represented Port of Bellingham, Chelan Douglas Regional Port Authority, Port of Grays Harbor, and Port of Tacoma, among others. In addition, our firm currently represents the Port and Harbor Commission of Hancock County, Mississippi. We are mindful of potential conflicts but believe the geographic and operational distinctions of each port allow us to effectively represent the Port of Olympia without conflict. Nonetheless, we do believe adding Port of Olympia as a client would require us to forego any future opportunities with additional Washington state seaports. Therefore, we would commit to making these three ports, all located in different parts of the states, as our priority for port work in Washington state.

Crossroads Strategies LLC

P: 202.559.0170 || F: 202.559.0171 || 800 North Capitol St, NW #800 || Washington, DC 20002

www.crshq.com

FEE STRUCTURE

Crossroads Strategies works for clients on a monthly retainer basis. We propose a monthly \$7,500 retainer for work with the Port of Olympia. The monthly retainer shall include all expenses incurred by the firm in performance of this contract, except that the Port of Olympia shall reimburse the firm for transportation and other out-of-pocket expenses incurred during travel outside the Washington, DC area at your request and with prior approval.

DRAFT SCOPE OF WORK

September-December: Initial immersion meeting to familiarize out teams with each other and set a work plan to achieve your federal objectives.

- Conference Calls with Port Personnel for initial operational familiarization and goal setting.
- Identification of priority issues impacting the Port, as well as opportunities to further the Port's operational objectives in both the short-term (1-5 years) and the long-term (5-10 years).
- Physical Port visit for further operational familiarization and draft work-plan based on goals.
- Introduction as Port of Olympia representation to the WA congressional delegation, specifically Senators Murray and Cantwell, and Representative Strickland both in Washington DC and Washington State.
- Attend regular external stakeholder meetings with Pacific Northwest Waterways Association (PNWA), American Association of Port Authorities (AAPA), and others as requested.
- Attendance at PNWA Conference in Vancouver, WA (?)
- Attendance at AAPA annual convention in Orlando, FL (?)

January-March: Development, Finalization and Presentation of Policy Priorities for 2023

- Regular monthly conference calls with Port Personnel as well as ad hoc communication via telephone, email, etc. regarding status of the congressional schedule, as well as any policy or politics relevant to the Port.
- Finalization of Port priorities and requests, and presentation of such to the WA congressional delegation.
- Preparation for the PNWA Mission to Washington and/or AAPA Legislative Summit and/or an independent trip to DC to advocate for Port priorities, including requesting and securing meetings with congressional and administration officials.
- Ongoing communication with WA congressional delegation (specifically Senators Murray and Cantwell, and Representative Strickland both in Washington DC and Washington State) as well as congressional committee and executive branch officials with jurisdiction over the Ports' policy objectives.
- Attend regular external stakeholder meetings with PNWA, AAPA, and others as requested.

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P: 202.559.0170 || F: 202.559.0171 || 800 North Capitol St, NW #800 || Washington, DC 20002

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April-June: Policy Priority Advocacy

- Regular monthly conference calls with Port Personnel as well as ad hoc communication via telephone, email, etc. regarding status of the congressional schedule, as well as any policy or politics relevant to the Port.
- Ongoing communication and follow-up on Port priorities and requests presented to the WA congressional delegation (specifically Senators Murray and Cantwell, and Representative Strickland both in Washington DC and Washington State) as well as congressional committee and executive branch officials with jurisdiction over the Ports' policy objectives.
- Attend regular external stakeholder meetings with PNWA, AAPA, and others as requested.
- Mid-year review and port visit (?)
- Attendance at PNWA Summer Conference (?)

July-September: Policy Priority Advocacy

- Regular monthly conference calls with Port Personnel as well as ad hoc communication via telephone, email, etc. regarding status of the congressional schedule, as well as any policy or politics relevant to the Port.
- Ongoing communication and follow-up on Port priorities and requests presented to the WA congressional delegation (specifically Senators Murray and Cantwell, and Representative Strickland both in Washington DC and Washington State) as well as congressional committee and executive branch officials with jurisdiction over the Ports' policy objectives.
- Attend regular external stakeholder meetings with PNWA, AAPA, and others as requested.
- Mid-year review and port visit (?)

October-December: Development, Finalization and Presentation of Policy Priorities for 2024

- Regular monthly conference calls with Port Personnel as well as ad hoc communication via telephone, email, etc. regarding status of the congressional schedule, as well as any policy or politics relevant to the Port.
- Ongoing communication and follow-up on Port priorities and requests presented to the WA congressional delegation (specifically Senators Murray and Cantwell, and Representative Strickland both in Washington DC and Washington State) as well as congressional committee and executive branch officials with jurisdiction over the Ports' policy objectives.
- Attend regular external stakeholder meetings with PNWA, AAPA, and others as requested.
- 2024 Work Plan Development
- End-of-year review and port visit (?)
- Attendance at PNWA Conference (?)
- Attendance at AAPA annual convention (?)

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CROSSROADS STRATEGIES CONTRACT AMENDMENT

JANUARY 9, 2023

LISA PARKS
EXECUTIVE SERVICES DIRECTOR

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Background

Crossroads Strategies, LLC

- Current Agreement for Federal Lobbying Services
 - September 1, 2022 through January 31, 2023
 - Not-To-Exceed = \$50,000
- Crossroads Strategies Qualifications
 - Bipartisan, multi-disciplinary federal relations, advocacy and advisory firm
 - Extensive relationships with members of Congress from the PNW
 - Expertise with maritime and port issues.
 - Public clients include: Ports of Everett and Kalama, WSDOT, the Spokane Tribe



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Commission Request

Extend Term and Value of Existing Agreement for Services

- Personal Services Agreement No. 2022-1050 Amendment No. 1
- Proposed Changes:
 - Extend term through December 31, 2023
 - Not-To-Exceed = \$50,000
- Continuation of Scope of Work/Tasks
 - Assist with development of 2023 policy priorities and federal advocacy strategies
 - Facilitate relationships, communication and visits with Congressional members and staff
 - Initial priority issues for 2023: Budd Inlet funding and HCP completion



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Next Steps/Questions

January 23, 2023 Meeting Action Calendar

- Commission review/action at the January 23rd Regular Meeting



Questions?



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