



Commission Meeting
Monday, October 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 October 5, 2023.

<https://www.portolympia.com/commission>

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

<https://us02web.zoom.us/j/82519273173?pwd=cWhDSVIEZ1NBRWpPQWNGaHVjN1Vodz09>

or Telephone: 1 253 215 8782

Webinar ID: 825 1927 3173

Passcode: 319306

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.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Indigenous Peoples' Day Acknowledgment
- E. Executive Director Report
- F. Public Comment

Individual public comments are limited to 3 minutes per person. Members of the public may comment on agenda items and other port business.

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.

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

- 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.

G. Consent Calendar

1. None

H. Pending Issues or Business

1. Capitol Little League

I. Action Calendar

1. None

J. Action/Other Calendar

1. None
2. Public Comment on Action/Other Calendar

K. Advisory Calendar

1. Community Events: Taber Lee, Communications and Marketing Senior Manager
2. Executive Director Recruitment Update: Ben McDonald, Director of Human Resources and Administration
3. Public Comment on Advisory Calendar

L. Commissioner Reports/Discussion

M. Other Business

N. Meeting Announcements

O. Adjourn

COVER MEMO

Briefing Date: October 9, 2023

Staff Contact/Title: Taber Lee, Communications and Marketing Senior Manager TaberL@PortOlympia.com, 360-528-8048

Subject: Community Events for 2024

Purpose: ☒ Information Only ☐ Decision Needed

Background/Overview:

Staff will present to the Commission and the citizens of Thurston County the proposed Community Events Requests/Recommendations for 2024.

Documents Attached:

PowerPoint Presentation.



 **PORT of OLYMPIA**
Serving All of Thurston County

2024 Events

Taber Lee
Communications & Marketing Senior Manager
Oct. 9, 2023

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Today's Presentation

Advisory Only

- Community Events
Requests/Recommendations

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Application and Process

■ Application

- Application is available on our website
- To qualify for funding, the following must be met:
 - Align with the Port's mission
 - Positively market the Port's businesses
 - Provide advertising opportunities for the Port

■ Process

- Applicants must apply by August 15 for consideration for the following year's budget
- Outreach staff present to Commission in October

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2023 Event Recap

Port Sponsored Events

- 10 Events
- Six of those events took place on Port property

Port Events

- Movies at the Marina (2)
- Summer Nights at the Port (2)

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2024 Applications

- Capital City Pride
- Estuary Life and Landforms
- Maritime Heritage Class: Scrimshaw
- Music in the Park
- Oly on Ice
- Olympia Brew Fest
- Olympia Harbor Days
- Olympic Air Show
- On the Water
- Summer Splash!
- South Sound Block Party
- The Aunties – Women of the Salish Sea, Episode 2

Port Events

- Summer Nights at the Port (3)
- Movies at the Marina (2)

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2024 Proposed Budget

Community Organization Applications	Requested Cash	Proposed Cash Contributions	Proposed In-Kind	Staff Time & Event Costs	Promotion & Promo Items
Harbor Days	\$1,500.00	\$1,500.00	\$6,690.60	\$3,200.00	\$2,000.00
Olympic Airshow	\$5,000.00	\$1,500.00	\$4,000.00	\$8,000.00	\$2,000.00
Olympia Brew Fest	\$2,500.00	\$1,500.00	\$1,991.40	\$850.00	\$1,500.00
Summer Splash!	\$2,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
South Sound Block Party	\$1,500.00	\$1,500.00	\$2,685.00	\$1,350.00	\$0.00
On the Water	\$1,000.00	\$1,000.00	\$1,320.00	\$0.00	\$0.00
Oly on Ice	\$2,500.00	\$1,500.00	\$0.00	\$250.00	\$1,500.00
Estuary Life and Landforms	\$3,500.00	\$1,500.00	\$0.00	\$1,580.00	\$0.00
Maritime Heritage Class: Scrimshaw	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$250.00
Music in the Park	\$1,500.00	\$1,500.00	\$590.00	\$250.00	\$500.00
Capital City Pride	\$0.00	\$0.00	\$590.00	\$0.00	\$0.00
The Aunties - Women of the Salish Sea, Episode 2	\$2,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
Community event totals	\$25,100.00	\$15,600.00	\$17,867.00	\$15,480.00	\$7,750.00
Port events	Requested Cash	Proposed Cash Contributions	Proposed In-Kind	Staff Time & Event Costs	Promotion & Promo Items
Summer Nights at the Port	\$0.00	\$10,000.00	\$0.00	\$4,200.00	\$14,200.00
Movies at the Marina	\$0.00	\$6,500.00	\$0.00	\$1,800.00	\$4,300.00
Port event totals	\$0.00	\$16,500.00	\$0.00	\$6,000.00	\$18,500.00
Other events	\$0.00	\$5,706	\$0	\$0	\$0
Total 2024 event budget		\$37,806.00	\$17,867.00	\$21,480.00	\$26,250.00
Cash, in-kind, staff time, and promotion				\$103,403.00	

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Guide for Events Budget

- Up to 1% of 2022 Gross Operating Revenue* totaling \$190,205
- Cash contributions – not to exceed 30% of \$190,205
 - (Remainder is used for in-kind, staff support and promotional items)
- Of that 30% (\$57,061), 10% (\$5,706) will be set aside for opportunities that arise throughout the year
- Calculation per Resolution 2015-09

Up to \$192,188 *Rounded to nearest hundred	Community Advertising and Promotion Maximum Budget
Up to \$57,061	Cash contributions (30%)
Up to \$5,706	Opportunities outside of application process (10%)

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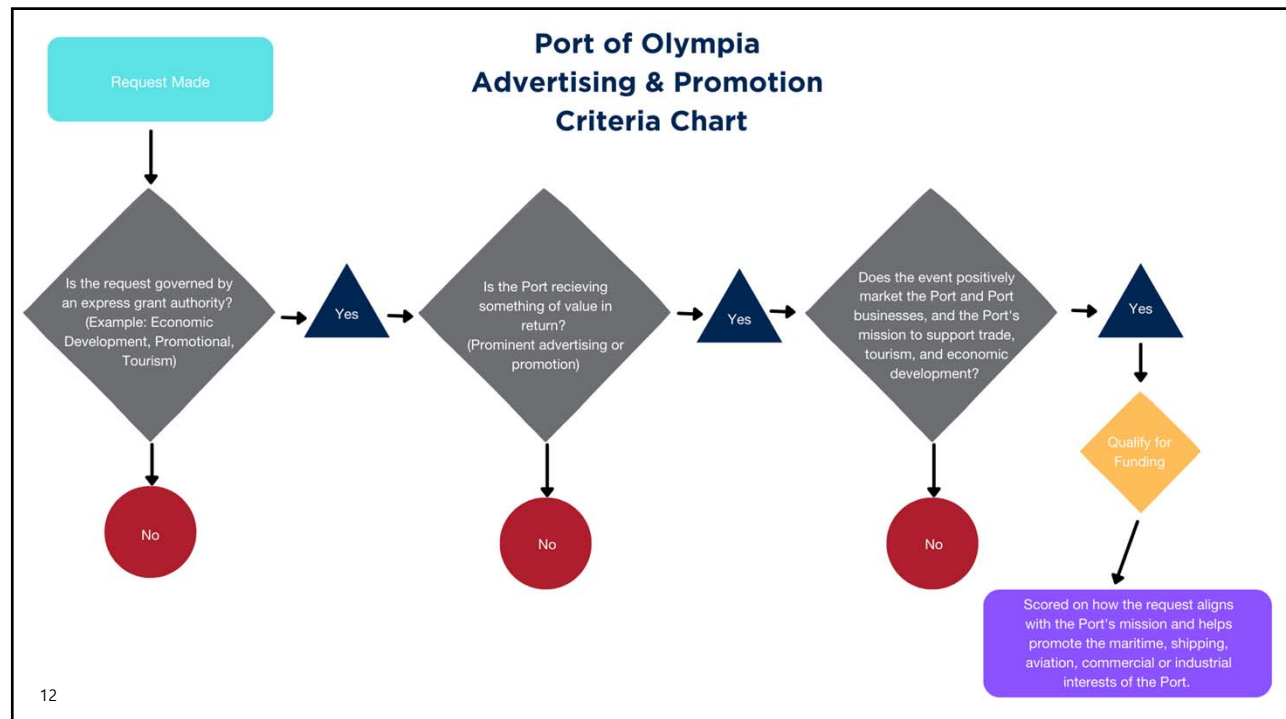
Questions and Discussion

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Resource Slides



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COVER MEMO

Briefing Date:	October 9, 2023
Staff Contact/Title:	Ben McDonald, Director of Human Resources & Administration benm@portolympia.com ; 360-528-8003
Subject:	Executive Director Recruitment
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

Background/Overview:

The Port has enlisted Prothman to conduct the recruitment for the vacant Executive Director position. This presentation is meant to share information about the recruitment methodology and provide an opportunity for questions and feedback.

Attachments:

- PowerPoint presentation
- Memorandum from Prothman
- DRAFT job description




PORT of OLYMPIA
Serving All of Thurston County

Executive Director Recruitment

Ben McDonald
Director of Human Resources and Administration
Oct. 9, 2023



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Today's Presentation

Advisory only

- Executive director recruiting methods and options
- Update provided by Prothman consultants

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Background/Overview

- The Commission is responsible for hiring the Executive Director at the Port which is now vacant.
- The Port has enlisted Prothman to conduct the recruitment for the vacant Executive Director position.
- This time is meant to discuss the path forward for this recruitment.

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Questions and Discussion

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MEMORANDUM

To: Port of Olympia Commissioners
From: Cliff Moore, Prothman Consultant
Date: October 9, 2023
RE: Update: Executive Director Recruitment

Commissioners,

Thanks to each of you for taking the time to meet with me on October 3 to discuss the recruitment process for your next Executive Director. Your input was very helpful as we prepare to post the position and begin our outreach to develop a strong applicant pool.

In reviewing my notes from our conversations, there was some overlap in what Commissioners are looking for in the next Executive Director. To a person, you mentioned strong management and leadership capacity, focused on building trust and durable relationships with staff, stakeholders and the broader community. In addition, excellent financial management ability was seen as essential. You are looking for a person with strong strategic thinking skills and the ability to move strategic goals forward – in other words, a person with vision and a plan of action to implement that vision. Commissioners are interested in an Executive Director who can ethically represent the Port in many settings with honesty, integrity, accuracy and transparency.

Other ideas, mentioned by at least one Commissioner included:

- Ability to motivate, collaborate with and support staff
- Demonstrated environmental credentials
- Ability to anticipate potential issues, alert Commissioners and mobilize an appropriate response
- A person with emotional intelligence
- A demonstrated understanding of the culture of the community
- Some private sector experience
- Advanced degree in relevant field
- Study ways to simplify operations

If I am missing or mis-stating anything here, please correct any errors I may have made.

I understand that you are currently reviewing the position description and will have that finalized in the near future. Our staff is also working closely with your team to finalize the position profile. Along with the position description, the profile is one of our main outreach tools. It describes the community, the history and mission of the Port and it contains specific details about the position.

Commissioners expressed various ideas about getting feedback from the community and stakeholders on the position description and generally from the community about

the next chapter of the Port. Ideas include an online community survey with broader, open-ended questions; sharing a draft of the position description with stakeholders; and engaging the POCAC – Port of Olympia Citizen Advisory Committee to provide input. As commissioners make decisions about this part of the process, I will continue to work closely with your Interim Executive Director and HR Manager who can convey your direction.

In terms of a schedule, once the position description and profile are finalized and ready for publication, we will post that material and launch the recruitment process. We generally recommend keeping the position open for 5 to 7 weeks before “closing” (Note: we generally refer that “closing” date as the date of first review in case we get a strong application a day or two after “closing”). I will be screening applications as they come in against the position description – looking for candidates that both meet/exceed minimum qualifications and also whose background appears compatible with the Port of Olympia.

After the “closing” date, I will conduct preliminary interviews with strong candidates and write up detailed notes, with recommendations, for each individual. Once the preliminary interviews are complete, application materials and my notes for each candidate will be packaged and sent in a confidential binder to each Commissioner. I would say that generally, preliminary interviews are completed within two weeks of the “closing” date, but we will likely run into Thanksgiving week during this phase of the process, so that might stretch out an additional week. Typically, 7 – 10 days after the last preliminary interview, Commissioners will hold a work session, which I will attend, and review all that material to determine which, if any, of the candidates will be invited to come to Olympia for a final interview process. I will be on hand to help facilitate that process.

As we get closer to that step, Commissioners will need to decide how you want to undertake the final interviews: how many panels; who sits on the panels, what questions will be asked; will there be a reception to introduce candidates to the community? Once you have made those decisions, I will work closely with your staff to operationalize your direction.

Of course, complicating this process somewhat is the fact that the Port Commission is expanding from 3 to 5 Commissioners with the election in November. New Commissioners will not be seated until January, but you may choose to have the work session after the election, when the new Commissioners will be known, but before they are actually sworn in. In that case, you could invite the newly elected Commissioners to participate in the discussion so that they are involved in determining who the finalists will be. You may also decide to wait on the work session until after the new Commissioners are in office.

As always, I am available to you and your staff to answer any questions you may have and to keep you updated on the progress we are making on this very important recruitment.

Employee Name:		Phone:	528-8001
Position Title:	Executive Director	Grade:	
Department:	Executive	Date:	
Supervisor/Title:	Port Commission	FMLA Status:	Exempt
Working Title:		Emp. Status	Full Time
Location of Employment:	606 Columbia St. NW		

Position Overview

Serving as the Chief Executive of the Port of Olympia, the Executive Director is responsible for all activities of the Port and provides strategic direction and management promoting the mission, vision, values and strategic goals of the Port that are defined through consensus with the Commission. The Executive Director represents the Port to the external community including, but not limited to: community leaders, citizens, public agencies, stakeholders, and the media.

The Executive Director is responsible for the day-to-day operations of the Port and oversees all departments, including: the Swantown Marina and Boatworks, Marine Terminal, Airport, Real Estate and Business Development, Human Resources and Administration, Finance, Planning and Public Works, and Environmental. Under the direction and guidance of the Commission, the Executive Director oversees the implementation of goals, objectives, business plans, budgets and programs for all business units and departments. In addition, the Executive Director develops and maintains positive relationships with tenants, customers, tribes, businesses, labor unions and community groups. The Executive Director oversees a \$20 million operating budget with 48 full time employees. The Executive Director reports to a three-member Commission that establishes the strategy, policies, and objectives of the Port.

As delegated by the Commission, the Executive Director will implement policies and procedures along with senior staff to execute a shared vision. Additionally, the Executive Director informs the Commission regarding new opportunities and challenges to the Port's ability to achieve its goals.

Essential Job Functions (Primary Duties)

The Executive Director oversees the four business units of the Port: Marine Terminal, Marina & Boatworks, Airport, and Business and Real Estate Development. The Executive Director partners with the Commission in maintaining excellent working relationships between the Port and local, county, state, and federal agencies, as well as within Thurston County's economic development community. This position works with Commissioner's and senior staff to develop and implement strategic plans and operational goals that support the Port's objectives and mission and leads staff and stakeholders in adopting the plans to ensure their success. The Executive Director administers the Port's financial affairs, including policies, budgets, and financial guidelines. Along with delegated senior staff, the Executive Director represents the Port to the external community including community leaders, citizens, and the media. The Executive Director works with the small cities and unincorporated areas to partner in projects that support the mission of the Port. The Executive Director also performs other duties and responsibilities as may be required by the Commission. This includes managing the Port's government affairs strategy and activities, representing the Port's interests before local, state, and federal elected officials, assisting in legislative advocacy efforts, and working with Port staff to promote the interests of the agency in the local community. Works with internal staff and Lobbyists for obtaining legislative support for Port funds and projects. Acts as the chief spokesperson for the Port and testifies in hearings before the Washington State Legislature.

This position meets regularly with Commissioners to ensure the organization is meeting its operational and strategic goals. Presents regularly at Commission meetings to update the Commission and the public

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Essential Job Functions (Primary Duties)

regarding Port business. Meets with Directors weekly ensuring operational effectiveness and addressing any organizational concerns. Works with the Port's General Counsel and the Director of Human Resources & Administration on legal matters against the Port and assists with resolving complaints and/or grievances. Develops and maintains a highly productive team and fosters a work environment that promotes and enhances cooperation, empowerment, and respect.

Supervisor Responsibilities

This position supervises the Executive Leadership to include the Director of Finance, Director of Human Resources & Administration, Director of Operations, Director of Strategic Initiatives & Commission Affairs, and Director of Environmental Planning and Programs. The incumbent is responsible for ensuring its staff are equipped with the necessary tools and resources to be successful in their role. Conducts annual performance evaluations and holds staff accountable for their work.

Accountability

The Executive Director is the only Port position that reports to the Commission and is held accountable for the day-to-day operations and activities of the Port as delegated by the Commission.

Minimum Qualifications (Experience / Education Required)

- >Bachelor's degree and ten years or more of progressively responsible management experience directing operational activities, public policy, engineering, research or marketing, economic development, finance and/or other activities relevant to municipal or Port operations.
- >At least 5 years' experience managing large scale budgets.
- >An advanced degree is a plus. Experience working with a board, council or commission is desirable.

Required Knowledge / Skills / Abilities

The Executive Director must be an inspired leader who is committed to promoting the Port's Mission. This position requires highly developed communications skills (public speaking, written, and one-on-one conversations). Is experienced in resolving conflict and has the ability to find solutions between various groups both internally and externally. The incumbent must be able to motivate and develop staff to ensure effective and efficient Port operations. Must understand financial management and be able to balance the financial goals of the Port with the diverse needs of the community. The Executive Director must be committed to promoting environmentally sustainable policies and practices and to restore and protect the existing natural environment with a proactive program of prevention, remediation, and education.

Consistently demonstrates diplomacy, discretion, and tact. Also, must exemplify consistent values and high ethical awareness, honesty, and fairness in the workplace. The Executive Director must have highly developed interpersonal skills; knows when to lead and when to listen.

Check all that Apply

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing			✓		

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Walking			✓		
Climbing	✓				
Sitting					✓
Stooping / Kneeling		✓			
Lift/Carry up to 15 lbs.					✓
Lift/Carry up to 30 lbs.			✓		
Lift/Carry up to 50 lbs.		✓			
Push/Pull up to 25 lbs. of exertion				✓	
Push/Pull up to 50 lbs. of exertion		✓			
Work below waist level			✓		
Work at waist to shoulder level					✓
Work above shoulder level		✓			
Reach further than arm's length		✓			
Fingering			✓		
Grasping / Holding		✓			
Talking					✓
Hearing					✓
Seeing					✓
Work in confined spaces			✓		
Exposed to extreme temperatures		✓			
Operate tools or machinery (incl. office equip.)		✓			
Operate motorized vehicles/equipment		✓			
Work at heights balancing	✓				
Use/exposed to hazardous substances	✓				

Signatures:

Employee Date

Supervisor Date Title

Director (if different than Supervisor) Date Title

****Return original with signatures to Human Resources.**

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.