



Serving All of Thurston County

**Commission Meeting**  
**Monday, November 13, 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 November 9, 2023.

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

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

<https://us02web.zoom.us/j/84181151111?pwd=SDFGNFRRWjJKQlFNQ25MOEZLTkNiQT09>

or Telephone: 1 253 215 8782

Webinar ID: 841 8115 1111

Passcode: 512086

*Please note that the Zoom link changes for each meeting.*

Written public comments may be submitted to [commissioncoordinator@portolympia.com](mailto: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. Executive Director Report
- E. 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.
- 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.

### **Port of Olympia Mission**

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

F. Consent Calendar

1. None

G. Pending Issues or Business

1. None

H. Action Calendar

1. None

I. Action/Other Calendar

1. 2023 Capital Budget Amendment: Warren Hendrickson, Director of Operations
2. Contract Award – Asphalt Paving Open Order Contract: James Sommer, Capital Assets Program Manager
3. Public Comment on Action/Other Calendar

J. Advisory Calendar

1. Strategic Initiatives Update: Camille St. Onge, Director of Strategic Initiatives & Commission Affairs
2. **PUBLIC HEARING** – Draft 2024 Proposed Operating Budget, Capital Investment Plan and Tax Levy – Tad Kopf, Interim Director of Finance

*Pursuant to RCW 53.35.020, the Port of Olympia has prepared the Port's 2024 draft budget. The draft budget was presented in public meetings on October 16, 23, and November 6, 2023 and shall be considered during tonight's public hearing, on November 20 as needed, and at the regular public meeting on November 27, 2023. The Commission will meet on November 27, 2023 at 5:30 p.m. to adopt the Port's final 2024 budget of the Port of Olympia for the 2024 calendar year. The draft budget is on file at the Port of Olympia offices at Percival Plaza, 606 Columbia Street NW, Suite 300, Olympia, Washington and any member of the public may obtain a copy of the preliminary budget at this address during normal business hours. A summary of the budget is also available on the Port's website [www.portolympia.com](http://www.portolympia.com).*

- a. Open Public Hearing
- b. Accept Public Testimony
- c. Close Public Hearing

3. Public Comment on Advisory Calendar

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Adjourn

## COVER MEMO

**Briefing Date/Time:** Nov. 13, 2013 / 5:30 PM

**Staff Contact/Title:** Warren Hendrickson, Director of Operations  
360.528.8050 [warrenh@portolympia.com](mailto:warrenh@portolympia.com)

**Subject:** Resolution 2023-07 Capital Budget Amendment

**Purpose:** ☐ Information Only ☒ Decision Needed

### Overview:

This is an Action/Other item before the Commission. Commission action requested.

This item has been brought forward as Action/Other to expedite staff action.

### Objective:

Authorize the Port to amend the 2023 Capital Budget and reallocate existing and unused funds from two previously approved capital projects to one previously deferred project and one new project. No additional supplemental funds are required by this amendment.

#### 2023 Capital Budget Funds Unused:

- |  |                  |
|--|------------------|
| • (Marina) Port-wide Piling Replacement Plan | \$ 85,000        |
| • (Marine Terminal) Warehouse Fire System    | <u>\$150,000</u> |
|  | <b>\$235,000</b> |

#### 2023 Capital Budget Reallocation Amendment:

- |  |                  |
|--|------------------|
| • (Marina) E-Transit Cargo Van               | \$ 65,000        |
| • (Marine Terminal) Sewer System Replacement | <u>\$170,000</u> |
|  | <b>\$235,000</b> |

### Background – 2023 Capital Budget

The Port Commission approved the 2023 Capital Budget on November 28, 2022 in the amount of \$2,571,576. This included \$1,996,994 in Port funds and \$574,582 in anticipated grant funds. There are 24 different projects identified.

A capital budget requires an amendment if additional Port funds are required – OR – if additional projects are to be added to the list.

### Background – E-Transit Cargo Van:

This vehicle will support the Port's maintenance department. The Port had initially included the purchase of this cargo van (photo below) in the 2022 capital budget. Regrettably, unforeseen supply chain delays intervened. By the time it became clear the vehicle would not

be available prior to the end of the 2022 calendar year, the Port's 2023 Budget had been approved by the Commission and the planned purchase could not be carried over into the subsequent year's budget.

This vehicle purchase is motivated by the need to provide reliable, work-ready maintenance vehicles that efficiently address property and asset management needs at geographically dispersed Port properties. A cargo van is the ideal solution due to its versatility – capable of handling multiple tasks, including HVAC, plumbing, electrical, carpentry, and more. It offers a significant advantage over a truck, including superior tool and material storage capacity, enhanced security features, and protection from weather-related wear and tear.

The identified cargo van was specifically chosen as an electric vehicle with a 128-mile range because it is well-suited to meet the daily transportation needs among the Port's properties. It promises operational cost savings (\$0.05 per mile compared to \$0.12 per mile for gasoline-powered vehicles) and requires less frequent scheduled maintenance. The Port transition to an electric vehicle fleet is a significant step in reducing greenhouse gas emissions, and is an alignment with the Port's 2025 strategic vision to serve "...as a model for environmental sustainability..."

This purchase is budgeted for \$65,000. It will consume a majority portion of \$85,000 in unspent 2023 capital funds allocated for piling assessment and sleaving at the Swantown Marina. This latter project has been deferred to better assimilate future strategies associated with the Budd Inlet dredging plan and Marina dock repair and replacement plan.

The Port has recently been notified that the e-transit cargo van is immediately available. Deferring purchase increases risk that the vehicle will again not be available within a reasonable timeframe. This fiscally responsible approach ensures that available resources are optimally allocated to serve the Port's long-term infrastructure and maintenance needs.

#### **Background – Marine Terminal Sewer System Replacement:**

Marine Terminal facilities include three buildings served by a single sewer system (location photo below). This system – installed approximately fifteen years ago – includes underground piping, tank, and a pump within the tank to export wastewater to the LOT'T treatment facility. During the investigation into the root cause for the failure, it was discovered that the original system was installed below the groundwater level of the Cascade Pole remediation site. The corrosive nature of the Cascade Pole site groundwater reduced the life expectancy of the sewer system, ultimately resulting in its failure. Indoor plumbing facilities have been shut down and staff at these three buildings have been forced to use outdoor portable restrooms until the system is repaired.

The Port does have an active competitively bid unit-priced contract with a construction company capable of making the needed sewer system repair – Brumfield Construction LLC. Adequate funding remains available and the needed repair will be accomplished via a Work Order under this existing contract. A review of the repair project by the Port’s Finance Department determined the scope of the repair is such that it must be capitalized as a long-term asset. It is for that reason it is being added as a 2023 capital project, with unused 2023 capital budget funds being readily available.

This repair will replace the current underground system with new piping and a new tank, while repurposing the existing still-functioning pump. Most importantly, the replacement piping and tank will be installed *above* the groundwater level of the Cascade Pole site, ensuring that the cause of this situation will not recur.

This project is budgeted for \$170,000. The source of funds includes \$150,000 from the canceled Marine Terminal Warehouse Fire System Project and the remaining \$20,000 from the Port-wide Piling Replacement Plan. Work will get underway immediately, allowing Marine Terminal staff to return to indoor plumbing as soon as possible.

**Documents Attached:**

- Resolution
- Power Point Presentation

**Environmental Considerations:**

First e-vehicle in Port’s fleet.

**Staff Recommendation:**

Commission approval.

**Next Steps/Timeframe:**

1. The Port will expedite procurement of the e-transit cargo van through the Washington State Department of Enterprise Services.
2. The Port will immediately execute replacement repair of the Marine Terminal Sewer System.








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## Resolution 2023-07 Capital Budget Amendment

Warren Hendrickson  
Director of Operations  
Nov. 13, 2023

1




## Today's Presentation

*Action/Other – Action requested*

- Resolution 2023-07
- 2023 capital budget amendment
- E-transit cargo van purchase
- Marine Terminal sewer system repair

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## Background

### *2023 Capital Budget Adoption*

- Resolution 2022-12 – November 28, 2022
- Annual capital budget adoption
  - Total: \$ 2,571,576
  - Port funds: \$ 1,996,994
  - Grant funds: \$ 574,582
  - 24 projects

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## Unused 2023 Capital Budget Funding

### *Deferred or Canceled Projects*

- Marina: Port-wide piling replacement plan
  - \$ 85,000
  - Deferred for Budd Inlet dredging and Marina replacement planning strategy
- Marine Terminal: Warehouse Fire System
  - \$150,000
  - Project canceled; no longer needed
- Total unused capital funds
  - \$235,000

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## Reallocation of 2023 Capital Budget Funding

*Former Project Reinstated and New Project Required*

- Marina: E-transit cargo van
  - \$ 65,000
  - Deferred from 2022 due to supply chain issues
  - Delay known too late to carry forward in 2023 budget
- Marine Terminal: Sewer system repair
  - \$170,000
  - Failure of current system that serves three buildings
  - All indoor plumbing currently shut down
- Total reallocated capital funds
  - \$235,000
  - No supplemental funding required

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## E-Transit Cargo Van



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## Marine Terminal Sewer Facility Location



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## Budget Amendment Justification

*Several Pros, No Cons*

- E-transit cargo van
  - Previously Commission-approved
  - Meets multiple maintenance uses
  - Lower operating costs
  - First Port electric vehicle; aligns with Port's sustainability vision
- Marine Terminal sewer system
  - Repair will permanently resolve reasons for system failure

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## Budget Amendment Process

### *Administrative Requirements*

- Amendment required if projects are added to budget
- Public comment required for Action/Other item
- Public hearing not required since supplemental funding is not necessary per RCW 53.35.050
- Amendment requires Commission resolution

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## Questions and Comments

### *Suggested Motion*

*"...move to adopt Resolution 2023-07 approving an amendment to the 2023 Capital Investment Plan to:*

- 1. Add purchase of an e-transit cargo van with a not to exceed (NTE) amount of \$65,000, and*
- 2. Add the Marine Terminal sewer system repair with a NTE amount of \$170,000."*

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**PORT OF OLYMPIA COMMISSION**  
**Resolution 2023-07**

**A Resolution of the Port of Olympia Commission approving  
an Amendment to the 2023 Capital Budget**

**WHEREAS**, the Commission approved Resolution 2022-12 on November 28, 2022, providing for acceptance, approval, and adoption of the Final 2023 Annual Operating Budget including User Rates and Fees and Capital Investment Plan; and

**WHEREAS**, on November 13, 2023 the Commission accepted public comment at its regular Commission meeting on the proposed amendment to the Port of Olympia's 2023 Capital Investment Plan in order to include capital projects for the purchase of an e-transit cargo van and the repair of the Marine Terminal sewer system; and

**WHEREAS**, the proposed amendment requires no supplemental funds be added to the amount of funds planned/budgeted for the 2023 Capital Investment Plan; and

**WHEREAS**, the proposed amendment does not change any Port tax levy;

**NOW, THEREFORE BE IT RESOLVED** that the Port of Olympia does hereby accept, approve, and amend the 2023 Capital Investment Plan to add a capital project for the purchase of an e-transit cargo van and for the repair of the Marine Terminal sewer system; and

**NOW, THEREFORE BE IT FURTHER RESOLVED** that this Resolution becomes effective immediately upon its adoption and repeals any prior resolutions on this matter.

**ADOPTED** by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on November 13, 2023 as attested to by the signatures below of the Commissioners physically or electronically present this 13<sup>th</sup> day of November 2023.

PORT OF OLYMPIA COMMISSION

\_\_\_\_\_  
Amy Harding, President

\_\_\_\_\_  
Joe Downing, Vice President

\_\_\_\_\_  
Charles "Bob" Iyall, Secretary

## COVER MEMO

**Briefing Date/Time:** Nov. 13, 2023

**Staff Contact/Title:** James Sommer, Capital Assets Program Manager, 360.528.8005, [JamesS@portolympia.com](mailto:JamesS@portolympia.com)

**Subject:** Contract Award Asphalt Paving Open Order Contract

**Purpose:** ☐ Information Only ☒ Decision Needed

### **Objective:**

Award the contract for the new asphalt paving open order contract via Action/Other. This item has been brought forward as an Action/Other to expedite asphalt repairs prior to the asphalt plants closing in December.

### **Background/Overview:**

The Port previously had an open order paving contract with Northwest Asphalt Inc. which expired in January of 2023.

This contract would be used for minor projects which have approved maintenance and operation budgets and is not a guarantee of work to the awarded contractor. A contract of this value will help the Port to have a cohesive implementation of our developing asphalt maintenance plan and responses for any unforeseen asphalt emergency maintenance. Separate identified capital projects would not utilize this contract.

The scope of the open order paving contract is to provide labor, equipment, materials and incidentals to perform multiple work-order paving projects which include grading, paving, tack coat, crushed surfacing base course, bank run gravel, grinding asphalt, slurry seal surfacing, asphalt fog sealing, painted traffic lines, adjustment of structures embedded in asphalt, and shoulder restoration, as directed by the project engineer, on various Port properties.

### **Contract Timeline:**

- 09/14/23 – Bids solicited.
- 10/11/23 – Bids solicited for second time.
- 11/06/23 – Submission deadline.
- 11/08/23 – Bid opening occurred with 2 contractors submitting bids (please see attached “Bid Results”). All bids were determined to be responsive and responsible.

**Documents Attached:**

- Power Point Presentation
- Bid Results

**Staff Recommendation:**

Staff recommends the Commission award the bid to lowest responsive and responsible bidder, Puget Sound Paving & Construction, and has provided a suggested motion for the Commission's consideration.

**Next Steps/Timeframe:**

If awarded, the Port will execute the contract and issue work orders for any outstanding minor asphalt repairs.





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# Asphalt Paving Open Order Contract Award

James Sommer  
Capital Assets Program Manager  
Nov. 13, 2023

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## Today's Presentation

*Seeking approval:*

- Asphalt open order contract award via Action / Other

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## Background/Overview

### *Scope*

#### ■ Budget-Approved M&O Projects

- Seal coating
- Grind and overlay
- Resurfacing

#### ■ Emergency Repairs

- Potholes
- Large cracks
- Safety issues

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## Background/Overview

### *Historical Timeline*

#### 2020

- Port awarded an asphalt paving open order contract to Northwest Asphalt.

#### 2020-2023

- Paving contract was used for maintenance and operation projects.

#### 2023

- The asphalt paving open order contract expired.
- The Port seeks to seek to establish a new asphalt paving contract.

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## Background/Overview

### *Contract Bid Process*

- Bids solicited – 09/14/23 and 10/11/23
- Submission deadline – 11/06/23
- Bids evaluated – 11/08/23

Contractor	Base Bid	WSST @ 9.5%	Total Bid
Puget Sound Paving & Construction	\$468,562.00	\$44,513.39	\$513,075.39
NW Asphalt Inc	\$601,660.00	\$57,157.70	\$658,817.70

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## Questions and Comments

### *Suggested Motion*

*"...move to award the asphalt paving open order bid to the lowest responsive, responsible bidder, Puget Sound Paving & Construction, in the amount of \$1,000,000.00 and authorize the Executive Director to execute a 3-year contract with the low bidder pursuant to the bid award."*

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# BID RESULTS

## Asphalt Paving Open Order Contract Port of Olympia Contract No. 2023-1006

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**Length of Contract:** 3 Years

**Value of Contract** \$1,000,000 NTE

**Project Manager:** James Sommer

**Bid Date:** 11/6/2023

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Contractor	Base Bid	WSST @ 9.5%	Total Bid	Bid Bond	Addendum#
Puget Sound Paving & Construction	\$468,562.00	\$44,513.39	\$513,075.39	Yes	2.00
Northwest Asphalt Inc	\$601,660.00	\$57,157.70	\$658,817.70	Yes	2.00

**Amounts & Forms Verified by:**

Bids Openend 11/8/2023\_ at 2:30 p.m.

Opened by James Sommer, Project Manager

Recorded by Hannah Ellis, Contract Coordinator

## COVER MEMO

**Briefing Date/Time:** Nov. 13, 2023 / 5:30 PM

**Staff Contact/Title:** Camille St. Onge, Director of Strategic Initiatives & Commission Affairs, 564.669.3100  
[camilles@portolympia.com](mailto:camilles@portolympia.com)

**Subject:** 2025 Strategic Initiatives

**Purpose:** ☒ Information Only   ☐ Decision Needed

### **Background/Overview:**

The Port of Olympia Commission and Port staff developed a strategic plan in 2022. The plan identified initiatives and goals to guide the organization through 2025. The presentation to the Commission will share progress made to date, opportunities, and improvements to process.

### **Documents Attached:**

PowerPoint

### **Next Steps/Timeframe:**

Staff will develop a reporting schedule and performance measures for 2024 in the coming weeks and months.





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## 2022 – 2025 Strategic Initiatives

Camille St. Onge  
Director of Strategic Initiatives & Commission Affairs  
Nov. 13, 2023

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### Today's Presentation

*Advisory only, no action requested*

- Review strategic initiatives
- Strategic initiatives guidance role
- Discovery phase
- Progress on initiatives

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## New Executive Leadership Role

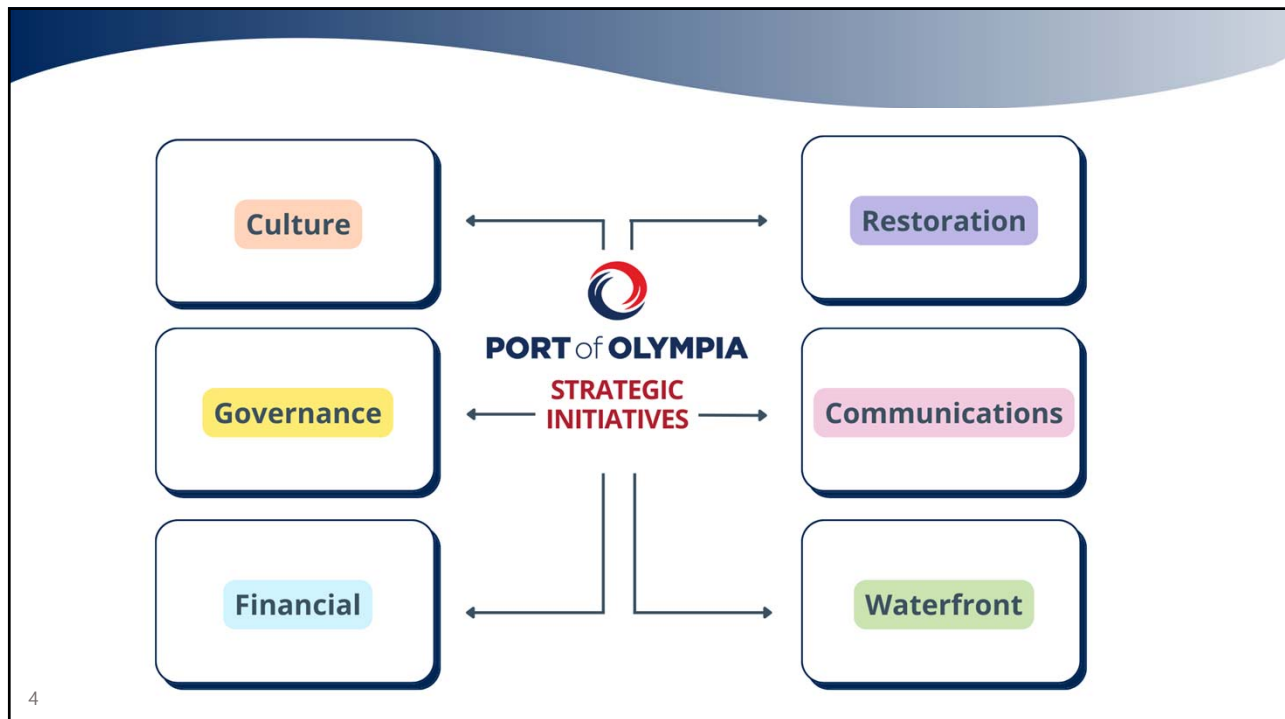
*Director of Strategic Initiatives & Commission Affairs*

### Responsibilities related to strategic initiatives

- Implementation of the Vision 2050 and the Strategic Plan 2025.
- Working with directors and senior managers to produce quarterly and annual reports on the Strategic Plan 2025.
- Citizen Advisory Committee liaison

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## Discovery Phase



Met with team members



Connected with community partners



Evaluated processes



Listened to consultants



Identified process improvements

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## Progress *Initiative Advancement*

- Culture
- Governance
- Financial
- Restoration
- Waterfront
- Communications



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## Opportunities

- Cross-program teams
- Consistent processes using best practices
- Shareable online dashboards
- Project management tools



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## Process Improvement



Form and Norm



Shared Governance  
Project Charters

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## Culture



Conducted 2022 staff survey



Implemented improved training



Reinstated all staff meetings



Deployed communication survey



Adopted incentive program



Hosted celebrations and gatherings



Launched weekly online coffee talk



Creating cross-program teams

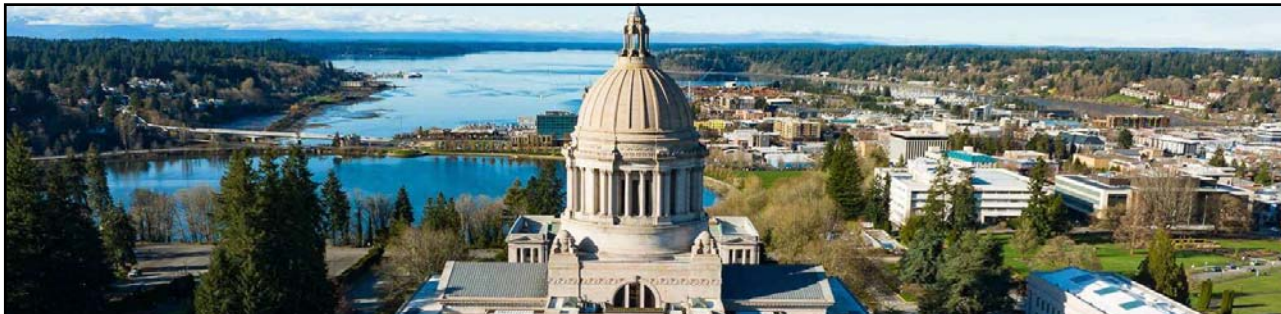


Improving processes



Updating merit pay approach

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## Governance

*Redistrict and Establish Five Commissioners*

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New

2

Bob  
Iyall

3

Amy  
Harding

4

New

5

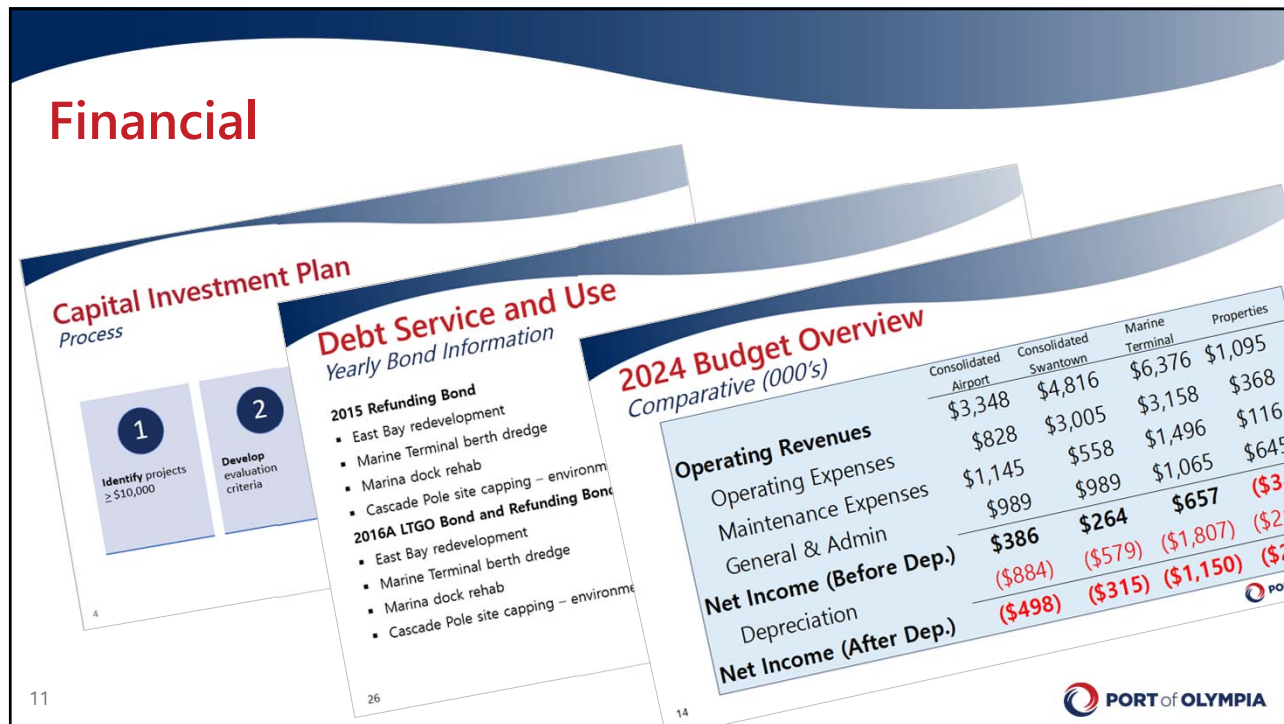
New

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# Financial



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## Restoration

- \$2.1 Million Dept. of Commerce grant.
- Using existing remedial action grants from Dept. of Ecology.
- Significant planning and project advancement with one year acceleration.
- Dedicated staff: Three positions.
- Concerted outreach to Tribes, leaders, community members, and staff.
- Conversations with congressional staff to identify pathways to long-term financial plan.

12

12

## Communications



Community outreach



Social media gains



Website improvements



Environmental communications & outreach



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13

## Waterfront



### Actions and progress

- \$50K grant from Community Economic Revitalization Board.
- Advisory groups formed.
- Community outreach conducted.
- Stakeholder groups.

### Current happenings


- \$250K in state appropriations for planning and design of Waterfront Center, Department of Commerce.
- Project team formed.
- Project charter created.
- Updating scope with Thomas Architecture.
- Timeline with milestone in development.
- Report out in 2024.

14




14



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Questions and Comments

15

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## COVER MEMO

**Briefing Date/Time:** Nov. 13, 2023

**Staff Contact/Title:** Tad Kopf, Interim Director of Finance, 360.528.8043  
[TadK@portolympia.com](mailto:TadK@portolympia.com)

**Subject:** 2024 Draft Budget

**Purpose:** ☒ Information Only ☐ Decision Needed

### **Background/Overview:**

Port staff are sharing a draft of the full 2024 budget.

The draft capital investment plan and use of tax levy funds were presented in previous meetings. This version of the draft budget now includes all components. This is the draft final budget presentation and revised version.

### **Documents Attached:**

PowerPoint presentation.

### **Next Steps/Timeframe:**

A draft final review work session of the full budget is tentatively scheduled for Nov. 20 for final adjustment (if needed). A Commission meeting on Nov. 27 is scheduled to adopt resolutions for the Tax Levy and 2024 Budget and Capital Improvements Plan.



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# 2024 Budget and Capital Investment Plan

Tad Kopf  
Interim Director of Finance  
Nov. 13, 2023



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## Today's Presentation

*Advisory Only*

- Budget and Capital Investment Plan



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## Agenda

- Commission IOU's
- Review schedule
- 2024 Budget assumptions
- Capital Investment Plan
- 2024 Budget overview
- 2024 Operating budget by business
- Tax Levy and Non-Operations (including environmental, Commission and other non-ops)
- Questions and Comments



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## October 16 Work Session IOU's (Completed)

- **Small City Budget provisions:** Added \$20K to Commission budget
- **Sea Level Rise:** \$40K Included in Environmental budget
- **Commission Special Projects provision:** Added \$50K to Commission budget
- **Tax Levy Refund line item:** Added to Tax Levy slide, in the amount of \$79,261
- **Bond Project information:** Detail summary distributed to Commissioners
- **Intercity Transit MOU detail:** MOU detail distributed to Commissioners
- **POCAC budget increase from \$2.5K to \$5K:** Change made to proposed budget

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## October 23 Commission Meeting IOU's (Completed)

- |   |   |
|---|---|
| ▪ <b>Correction to Statutory Budget page:</b>               | Complete  |
| ▪ <b>Airport Other Operating expense:</b>                   | \$16K pest control / ground water monitoring / miscellaneous / IT |
| ▪ <b>Additional placeholder salary to executive budget:</b> | Complete  |
| ▪ <b>FTZ increase:</b>                                      | Complete  |
| ▪ <b>Environmental budget messaging:</b>                    | Communication action  |

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## November 6 Commission Meeting IOU's

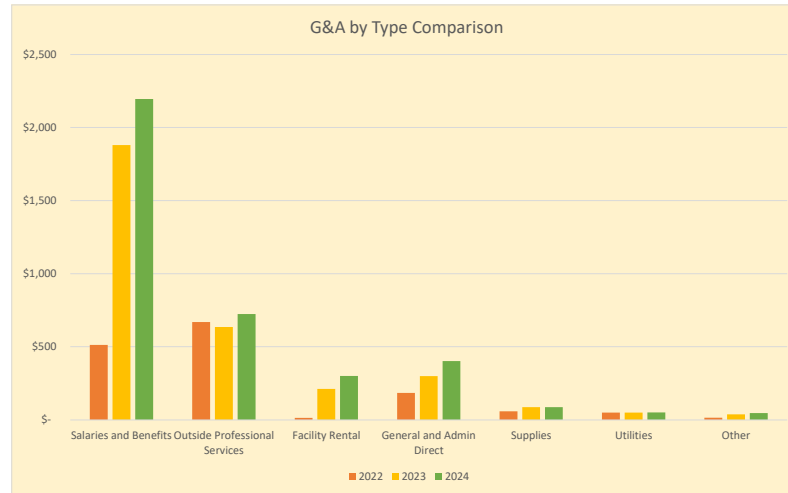
- |  |   |
|--|---|
| ▪ <b>Small Cites \$10K reduction:</b>                              | Complete                                    |
| ▪ <b>CLL \$10K from Commission Budget (Tax Levy) to non-profit</b> | In legal review                             |
| ▪ <b>G&amp;A summary and components</b>                            |   |
| ▪ <b>Marine Terminal business projections</b>                      | Weyerhaeuser, Suzano, and opportunity cargo |
| ▪ <b>% of Outside Professional Services grant funded</b>           | None  |
| ▪ <b>2016A LTGO bond Marine Terminal berth dredge</b>              | Port responsibility                         |

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## November 6 Commission Meeting IOU's



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## Future 2024 Budget Timeline

### This Evening

Commission Meeting – Draft final budget presentation and Public Hearing

### November 20, 2023

Work Session – Review final budget adjustments (if needed)

### November 27, 2023

Commission Meeting – Budget adoption: Resolutions 2023-XX for the Budget adoption Tax Levy, 2023-XX Adoption of budget and Capital Improvement Plan

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## 2024 Budget Assumptions

### *Operating Budget (2023 Adopted vs. 2024 Proposed)*

- Overall Revenues Increase of 12.3%
- Overall Expenses Increase of 9.6%
  
- Grants, \$1.4M in 2023 to anticipated \$4.6M in 2024
- Commerce Building Center Lacey, not included  
(Revenue, Expenses, G&A redistributed)
  
- Rates and Fees
  - Airport Increase of 5.0%
  - Marina Increase of 5.4%
  - Marine Terminal Tariff TBD
  
- Staffing
  - COLA salary adjustment 4.0%
  - Budd Inlet Communications Specialist added

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## Capital Budget

2024 Proposed Capital Budget						
Business Unit	Page #	Project Name	Capital Budget	Port Funds	Grant Funds	Notes, Comments, Assumptions
Airport	1	Airfield Pilot Controlled Lighting System	\$150,000	\$15,000	\$135,000	FAA NPE grant funds \$135,000.
	2	Airfield Lighting Regulators	\$500,000	\$50,000	\$450,000	FAA BIL/AIG grant funds \$450,000.
	3	Unleaded AvGas Tank & Fuel Truck	\$500,000	\$50,000	\$450,000	FAA NPE & BIL/AIG grant funds \$450,000.
	4	Runway 17/35 Rehab Design	\$75,000	\$75,000	\$0	Environmental. 90% reimbursable in 2025 from grant.
	5	Airport/Operations Electric Vehicle x2	\$173,800	\$17,380	\$156,420	FAA Sustainability Grant Project \$156,420.
	6	Airport Runway 8/26 Reconstruction**	\$250,000	\$250,000	\$0	Carry over from 2023.
	7	Equipment: Airport Snow Plow	\$60,000	\$60,000	\$0	Suitable large snow plow vehicle for 2024-25 snow
	8	WSP Hangar Roof	\$400,000	\$400,000	\$0	Awaiting 2023 evaluation.
			<b>\$2,108,800</b>	<b>\$917,380</b>	<b>\$1,191,420</b>	
Marina & Boatworks	9	BW-Replace Media in Stormpond	\$60,000	\$60,000	\$0	Media in pond is over 20 yrs. old.
	10	BW-Stormwater unit/filtration**	\$200,000	\$200,000	\$0	Engineering in 2023. Construction in 2024.
	11	Equipment: Tractor Attachment	\$18,000	\$18,000	\$0	
	12	Equipment: Asphalt Sealer	\$80,000	\$80,000	\$0	
			<b>\$358,000</b>	<b>\$358,000</b>	<b>\$0</b>	

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2024 Proposed Capital Budget						
Business Unit	Page #	Project Name	Capital Budget	Port Funds	Grant Funds	Notes, Comments, Assumptions
Marine Terminal	13	Asphalt/Repairs-Berth 1**	\$75,000	\$75,000	\$0	PIDP Grant Award - Design, engineering
	14	Maintenance Facility**	\$75,000	\$75,000	\$0	PIDP Grant Award - Design, engineering
	15	Marine Terminal Paving**	\$75,000	\$75,000	\$0	PIDP Grant Award - Design, engineering
	16	Port Security - Gate Replacement	\$400,000	\$100,000	\$300,000	Port Security Grant
	17	Fuel Containment Facility	\$65,000	\$65,000	\$0	
			\$690,000	\$390,000	\$300,000	
Real Estate		N/A				
			\$0	\$0	\$0	
Non-Ops   Admin	18	Waterfront Center - Design**	\$300,000	\$55,000	\$245,000	
	19	Marine Drive Asphalt (Heavy to MT Gate)	\$1,500,000	\$200,000	\$1,300,000	State appropriations. Engineering & rebuild in 2024.
	20	Billy Frank Jr Trail Signs**	\$50,000	\$50,000	\$0	
	21	Sustainability Infrastructure	\$97,900	\$8,900	\$89,000	Grant - Clean Energy 5
	22	IT - Needs	\$75,000	\$75,000	\$0	
	23	IT-Phone Upgrades (VOIP)	\$20,000	\$20,000	\$0	
	24	IT-Fiber to Port Cyber Security Infrast.	\$125,000	\$31,250	\$93,750	Port security grant
	25	SL Rise: Install Backflow Prevention - A&J	\$25,000	\$25,000	\$0	
	26	Contingency Capital Project(s) *	\$300,000	\$300,000	\$0	*Additional projects require commission approval
			\$2,492,900	\$765,150	\$1,727,750	
			Capital Total	Port Total	Grants Total	
		Total	\$5,649,700	\$2,430,530	\$3,219,170	
		** indicate a Capital carryover from a previous year				V 10.30.23

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Cash 2024 Statutory Budget (in 000's)		2024 Budget
Beginning Cash & Investments	\$	15,342
Operating Revenues		15,635
Operating Expense		(14,347)
<b>Income from Operations</b>		<b>1,288</b>
Property tax revenue		7,779
Non Operating		(4,395)
<b>Operations &amp; Other Income</b>		<b>4,672</b>
Debt Service Payments		(4,616)
Capital Investments - Planned Projects		(2,446)
<b>Projected Uses of Income</b>		<b>(7,062)</b>
Ending Cash & Investments	\$	12,952

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## Ending Cash / Working Capital

Total Cash:	\$13.0 Million
Cash Reserves:	\$ 9.2 Million
	<hr/>
Working Capital:	\$ 3.8 Million

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## 2024 Budget Overview

*Comparative (000's)*

	Consolidated Airport	Consolidated Swantown	Marine Terminal	Properties
<b>Operating Revenues</b>	\$3,348	\$4,816	\$6,376	\$1,095
Operating Expenses	\$828	\$3,005	\$3,158	\$368
Maintenance Expenses	\$1,145	\$558	\$1,496	\$116
General & Admin	\$985	\$984	\$1,061	\$642
<b>Net Income (Before Dep.)</b>	<b>\$390</b>	<b>\$269</b>	<b>\$661</b>	<b>(\$31)</b>
Depreciation	(\$884)	(\$579)	(\$1,806)	(\$213)
<b>Net Income (After Dep.)</b>	<b>(\$494)</b>	<b>(\$310)</b>	<b>(\$1,145)</b>	<b>(\$244)</b>

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## 2024 Budget Overview

*Consolidated Airport, (in 000's)*

		% +/- Vs. 2023 Budget
Operating Revenues	\$3,348	<i>Increase of 1.6%</i>
Operating Expenses	\$828	<i>Decrease of 3.5%</i>
Maintenance Expenses	\$1,145	<i>Increase of 47.5%</i>
General & Admin. Overhead	\$985	<i>Increase of 19.0%</i>
Net Income (Before Depreciation)	<b>\$390</b>	
Depreciation	<b>(\$884)</b>	
Net Income (After Depreciation)	<b>(\$494)</b>	

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## 2024 Budget Overview

*Consolidated Swantown, in (000's)*

		% +/- Vs. 2023 Budget
Operating Revenues	\$4,816	<i>Increase of 4.0%</i>
Operating Expenses	\$3,005	<i>Increase of 2.7%</i>
Maintenance Expenses	\$558	<i>Increase of 9.3%</i>
General & Admin. Overhead	\$984	<i>Increase of 18.9%</i>
Net Income (Before Depreciation)	<b>\$269</b>	
Depreciation	<b>(\$579)</b>	
Net Income (After Depreciation)	<b>(\$310)</b>	

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## 2024 Budget Overview

*Marine Terminal (000's)*

		% +/- Vs. 2023 Budget
Operating Revenues	\$6,376	<i>Increase of 1.2%</i>
Operating Expenses	\$3,158	<i>Decrease of 4.6%</i>
Maintenance Expenses	\$1,496	<i>Decrease of 2.0%</i>
General & Admin Overhead	\$1,061	<i>Increase of 19.0%</i>
Net Income (Before Depreciation)	<b>\$661</b>	
Depreciation	<b>(\$1,806)</b>	
Net Income (After Depreciation)	<b>(\$1,145)</b>	

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## 2024 Budget Overview

*Properties in (000's)*

		% +/- Vs. 2023 Budget
Operating Revenues	\$1,095	<i>Decrease of 34.1%</i>
Operating Expenses	\$368	<i>Decrease of 43.9%</i>
Maintenance Expenses	\$116	<i>Decrease of 68.7%</i>
General & Admin Overhead	\$642	<i>Increase of 18.9%</i>
Net Income (Before Depreciation)	<b>(\$31)</b>	
Depreciation	<b>(\$213)</b>	
Net Income (After Depreciation)	<b>(\$244)</b>	

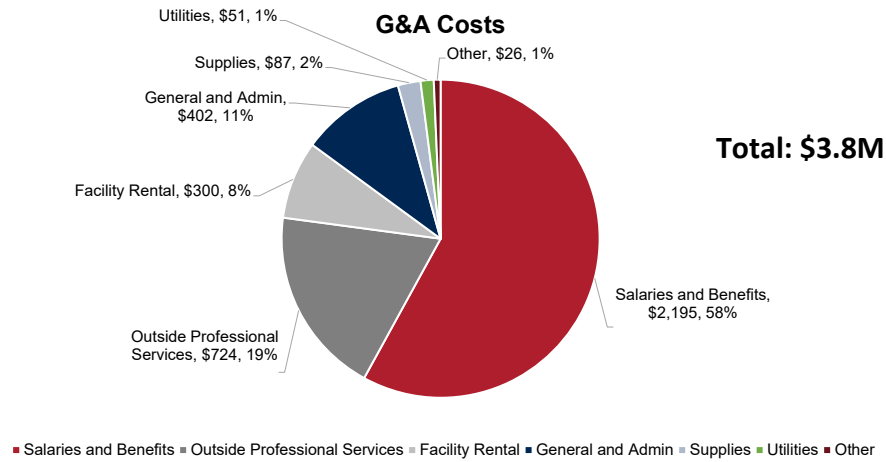
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## Budget Overview

*General and Administration (in 000's)*



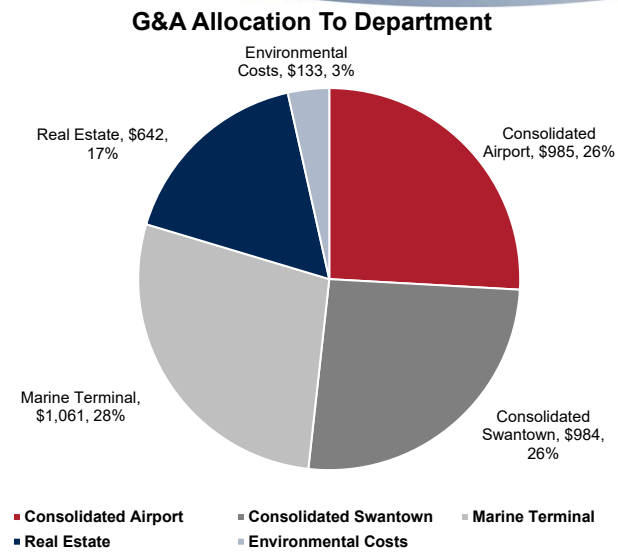
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## Budget Overview

*General and Admin.  
(in 000's)*



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## Tax Levy

### Calculated Proposed Amount

1% + New Construction Increase		
2023 levy amount		\$ 7,587,578
Increase on prior year levy	1%	75,876
Levy increase for new construction		115,453
Administrative Refund Re-Levy		79,261
<b>Proposed 2024 tax levy</b>		<b>\$ 7,858,167</b>
<b>Increase (Decrease)</b>		<b>\$ 270,589</b>
2024 Preliminary Assessed Valuation	\$60,139,661,071	
2024 Millage Rate (calculated)		\$ 0.1307
2023 Millage Rate		\$ 0.1267
Difference		\$ 0.0040

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Tax Levy	\$ 7,858
<b>Total Tax Levy Revenues</b>	<b>\$ 7,858</b>
<b>Uses of Taxes:</b>	
Principle & Interest Expense, Debt	(4,616)
Environmental Expense:	
Cascade Pole	(729)
Environmental Administration	(1,003)
Budd Inlet Remediation (Port Share Only)	(500)
Community Events	(63)
Public Amenities	(65)
Harbor Patrol	(33)
Small Cities	(50)
Special Projects	(50)
Commission Expense	(1,010)
<b>Total Use of Taxes</b>	<b>\$ (8,119)</b>
<b>Net Levy Funds</b>	<b>\$ (261)</b>
<b>Funds Required From Operations</b>	<b>\$ 261</b>

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## Tax Levy Uses

(in 000's)

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## Next Steps

### November 20, 2023

Work Session – Review final budget adjustments (if needed).

### November 27, 2023

Commission Meeting – Budget adoption: Resolutions 2023-XX for the Budget adoption Tax Levy, 2023-XX Adoption of budget and Capital Improvement Plan.

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## Sample Motion(s)

Budget adoption:

"...move to adopt Resolution 2023-XX for the Budget Adoption Tax Levy and move to adopt Resolution 2023-XX Adoption of Budget and Capital Improvement Plan."

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## Questions and Comments

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## References

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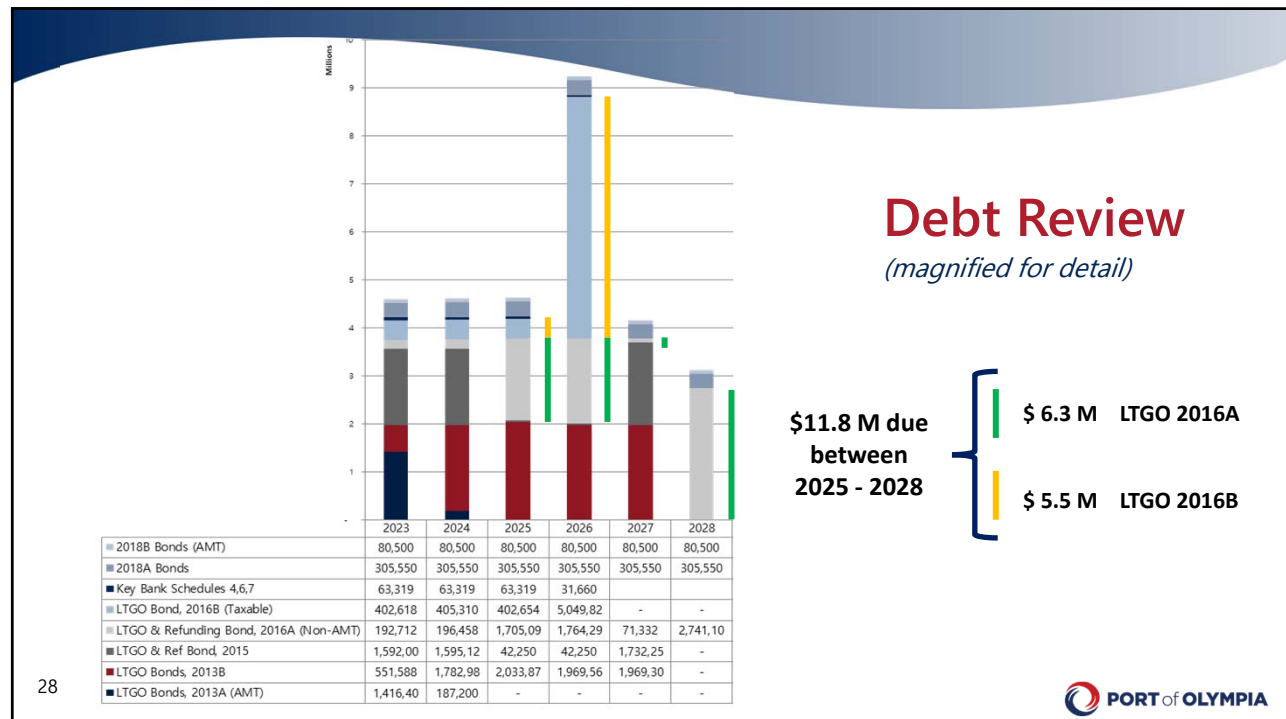
## Future Budget Discussions

- Alternate General and Administrative overhead distributions
- Business Unit P&L tracking

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**PORT OF OLYMPIA COMMISSION**  
**Resolution – 2023-XX**

**A Resolution of the Port of Olympia Commission authorizing,  
providing for acceptance, approval, and adoption of the Final  
2024 Annual Operating Budget including annual User Rates and Fees and Capital  
Investment Plan pursuant to RCW 53.35.045.**

**WHEREAS**, a Preliminary 2024 Annual Operating Budget and Capital Investment Plan was prepared and presented in a public meeting of the Port of Olympia Commission on October 23, November 6, November 13, November 20 and November 27, 2023.

**WHEREAS**, public notices were published in a newspaper of general circulation in Thurston County on October 31, and November 5 proclaiming the availability of the Proposed Final 2024 Annual Operating Budget and Capital Investment Plan to taxpayers at the Port office and announcing a public hearing on the Final Budget on November 13, 2022, all in accordance with RCW 53.35.030 and 53.35.045; and

**WHEREAS**, a public hearing was held on November 13, 2023 at 5:30 P.M., in person and virtually after proper notice for a regular meeting of the Port Commission in the daily newspaper of general circulation in Thurston County was given, and the Port Commission heard from all persons desiring to be heard on the matter of the Final Budget all in accordance with RCW 53.35.030 and RCW 53.35.045.

**NOW, THEREFORE, IT IS RESOLVED** by the Port of Olympia Commission as follows:

1. The Final Annual Budget for Port Operations & Capital Investment Plan for 2024, appended hereto as part of this Resolution is accepted and approved.
2. The Port's 2024 Final Annual Budget for Port Operations & Capital Investment Plan shall include schedules of all user rates and fees charged by the Port; and further,
3. The Port Commission's adoption of the Final Annual Budget for Port Operations & Capital Investment Plan shall serve as of the 2024 annual update to the Port's user rates and fees.

This resolution shall become effective immediately upon its adoption and repeals any prior resolutions on this matter.

**ADOPTED** by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on November 27, 2023, as attested to by the signatures below of the Commissioners physically present this 27th day of November, 2023.

PORT OF OLYMPIA COMMISSION

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Amy Harding, President

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Joe Downing, Vice President

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Bob Iyall, Secretary