

PORT OF OLYMPIA COMMISSION
MINUTES OF REGULAR MEETING

January 22, 2001

CALL TO ORDER

President Pottle called the meeting of January 22, 2001, to order at 5:43 p.m. at the Port of Olympia in the Large Conference Room. Commissioners Van Schoorl and Dickison were in attendance.

Staff in attendance were: Executive Director Nick Handy, Administrative Manager Jeri Sevier, Marketing Director Kari Qvigstad, Engineering Director Andrea Fontenot, Deputy Director Wendy Holden, Property Development Manager Heber Kennedy, Finance and Information Services Director George Fox, Cascade Pole Site Manager Don Bache, Swantown Harbor Manager Bruce Marshall, Olympia Regional Airport Manager Doug Sandau, and Facilities Project Engineer Rod Hudson.

Members of the public included Scott Wyland, representing *The Olympian*, and Sandy Mackie, the Port's legal counsel.

President Pottle announced that the Commission had just come from Executive Session to confer with legal counsel to consider the selection of a site or the acquisition of real estate by lease or purchase. President Pottle indicated no decisions were made.

APPROVAL OF AGENDA

The agenda was approved as submitted

PUBLIC COMMENT

No public comment was given.

COMMISSIONERS REPORTS

Commissioner Van Schoorl reported that the Olympia Thurston Chamber of Commerce is changing their tagline from *Building Community Prosperity* to *Building Prosperity in Lacey, Olympia, and Tumwater*.

Commissioner Dickison indicated the Olympia Downtown Association is holding their annual meeting on January 29 at 6:00 p.m. at Thekla. He encouraged the other Commissioners to attend.

CONSENT CALENDAR

Minutes. The minutes from January 8, 2001 were unanimously approved as presented.

Bills and Vouchers. The bills and vouchers were unanimously approved as submitted in the amount of \$563,295.83 for the period ending January 22, 2001. General Fund Warrants issued: 020397-020400, 020401-020429, 020446-020463, 020464-020533, 020545-020547, 020548. Capital Fund Warrants issued: 020430-020433, 020534-020535, 020632-020635. GO 1998-A Fund Warrants issued: 020434-020435, 020536, 020636-020637. LTGO 1998-B Fund Warrants issued: 020436, 020638-020641. ER Fund Warrants issued: 020437-020444, 020537-020541, 020642-020661. Voided Warrants: 020352, 020396, 020413, 020445, 020542-020544, 020554-020568.

Capital Project Expenditure Approval. The Commission unanimously approved the capital project expenditure listing in the amount of \$28,382.02 to Olympia Fuel & Asphalt for miscellaneous terminal paving.

Lease Amendment – J-4 Associates. The Commission unanimously approved the lease amendment for J-4 Associates as presented. The lease amendment exercises option number 4 to extend the option for another year through December 31, 2001. The optionee's subtenant, KOMPAN, is in the permitting process for expansion.

ACTION CALENDAR

Sick Leave Transfer Policy

Mr. George Fox presented the Commission with a policy change on sick leave transfers to consider. The policy would allow sick leave donations to employees in need at a one-to-one basis, not the four-to-one basis currently in policy. President Pottle asked staff if they felt the Port family would give more if this policy were changed. Mr. Fox responded that he felt strongly the donated leave would increase.

Mr. Nick Handy commented that during the five years he has been at the Port, requests in this nature have occurred a small number of times. In addition, over half of the current Port employees have been here a long time and have accumulated a large sick leave balance. For the new employee, however, who does not have a large accumulated balance, an accident or health issue can occur that could prevent the employee from working for an extended amount of time without benefits. Commissioner Dickison asked Mr. Handy what constitutes a serious illness. Mr. Handy indicated each case would be reviewed on its merits subject to the exercise of discretion by the executive director.

The commission approved the new language in Policy 2.2.2 Transfer of Sick Leave, effective January 1, 2001.

Policies and Procedures Approval

Ms. Jeri Sevier presented the Commission with the changes to the Policies and Procedures manual for 2001 for approval. The changes to the policies and procedures were submitted to the Commission as an advisory item on December 11, 2000. In addition, some other policies were added or revised as a result from staff comments and Commission comments. The Commission reviewed the proposed update to the Policy and Procedures manual one-by-one. The Commission made changes to policy 1.15 Outside Employment and requested that it be resubmitted at a future meeting for approval.

In addition, the Commission made some minor changes to the personnel policy. The Commission added "However any employee approved to work less than half time (50 percent) will not be provided benefits" to policy 2.3.3 (8) Flextime & Part-Time Status.

With the above changes, the Commission unanimously approved the update January 2001 to the Policy and Procedures manual with the exception of 1.15 Outside Employment.

ADVISORY CALENDAR

External/Internal Representation

A listing of assignments for representation for 2001 by the Commission at various councils and boards and for internal Port programs was distributed to the Commission.

Airport Non-Profit Association Policy

Ms. Wendy Holden presented the Commission with a policy for Non-profit Associations at the Olympia Regional Airport. The proposed policy formalizes the basis for providing space and fuel flowage discounts for non-profit organizations at the airport.

Ms. Holden indicated the policy on providing space parallels, but is not identical to, the non-profit policy at the Swantown Marina. The fuel flowage discount is modeled after a similar federal program. The proposed policy would allow for a limited subsidy (up to \$120 per month) for hangar, tie-down, or apron space for two aviation-related non-profits and a Port fuel flowage fee discount for any aviation related non-profit association hangaring aircraft at the Olympia Regional Airport. Any organization benefiting from this policy would be expected to provide 40 hours volunteer service to the airport.

Ms. Holden reported that the dollar cost of this policy would likely be between \$3000 and \$4000 per year. The only known hard cost is for the fuel flowage discount, which would cost approximately \$500-\$600 annually for the non-profits currently hangaring at the airport. (Those two organizations are the Civil Air Patrol and the Olympic Flight Museum). Other actual costs are harder to capture, because the organizations might use space currently not producing revenue.

Commissioner Dickison asked Ms. Holden if it were clear as to what constitutes a non-profit organization. Ms. Holden responded that under definitions in the resolution, number two defines a qualifying association and follows the FAA approval.

Understanding this was an advisory item, the Commission was comfortable with the policy and unanimously approved resolution 2001-02 Airport Non-Profit Association Policy as presented.

Cascade Pole Advisory

President Pottle indicated on behalf of the Commission he wanted to commend and give appreciation to the staff working on this project, in particular, Don Bache, Andrea Fontenot, and Rod Hudson. The staff went through an extraordinary effort to anticipate issues and problems and working this project to a successful completion.

Mr. Don Bache gave the Commission an overview and update of the Cascade Pole project. He gave an update on the containment cell construction project and indicated that project is now completed and came in under bid. Mr. Bache reviewed the schedule for the sediment remediation with the Commission. He noted that the schedule is based on assumptions and is very tight and slipping. The NMFS report is very important to the permitting process and we are anticipating the report being submitted by the end of January. Mr. Bache said the anticipated cost for this project is \$6.4 million.

Commissioner Van Schoorl asked Mr. Bache if he had been in contact with Commissioner Diane Oberquell regarding water run off issues. Mr. Bache responded that he has invited the DOE, Fish and Game, and the County Commissioners to a tour of the site and to look at the area outside the slurry wall and containment area, and that he has responded to a number of inquiries of county commissioners regarding water at the site.

SEPA Policies and Procedures Amendment Advisory

Ms. Andrea Fontenot presented the commission an amendment to the SEPA Policies and Procedures indicating the proposed changes are minor. The Section that required the most clarification was Section 21, Appeals.

Ms. Fontenot indicated that the Port's adopted policies and procedures for implementing the State Environmental Policy Act were originally adopted by resolution by the Port in 1984. This resolution was prepared by WPPA as a model resolution for ports statewide. It has not been amended since that time.

Staff felt that it was time to amend this resolution to reflect any changes at the state level and to generally update the procedures now that we have been implementing them for some time.

Commissioner Dickison indicated he has reviewed the proposed amendment and the changes are technical updates on details of procedures consistent with SEPA case laws developed over time.

ADJOURNMENT

President Pottle adjourned the meeting of January 22, 2001 at 7:35 p.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer