

**PORT OF OLYMPIA COMMISSION
MINUTES OF REGULAR MEETING**

February 23, 2004

CALL TO ORDER

Vice President Van Schoorl called the meeting of February 23, 2004, to order at 5:30 p.m. at the LOTT Board Room in Olympia. Commissioner Pottle was also in attendance. President Telford was out of town on vacation.

Staff in attendance were: Executive Director John Wolfe, Administrative Manager Jeri Sevier, Harbor Director Bruce Marshall, Property Director Heber Kennedy, Communications Manager Patti Grant, Marketing Program Assistant Maureen Malahovsky, and Finance Director George Fox.

Public in attendance were as follows. Representing *The Olympian* was Jim Szymansky. Others in attendance included Harold Chambers, Keith Bausch, Jan Vander Veen, and Rod Tharp.

APPROVAL OF AGENDA

The agenda was approved as presented.

PUBLIC COMMENT

Harold Chambers, resident of Yelm, asked what has happened to the investment of the Port's funds since it has been pulled out of the Thurston County pool?

COMMISSIONERS REPORTS

No commissioner reports were given.

EXECUTIVE DIRECTOR REPORT

Mr. Wolfe reported we are currently staging for our fourth log vessel this month. We expect a similarly busy month of March for log exports. Mr. Wolfe indicated that we currently have another aluminum vessel in Port that will generate gross revenue to the terminal at approximately \$100,000 and creating over 60 jobs per day and many support services for the vessel, these people stay in our town, eat at our restaurants, and some stay in the hotels.

Mr. Wolfe reported the Marina is at 90 percent occupancy. The marina staff is also preparing for the annual Boatswap and Chowder Challenge scheduled for May 19th.

Mr. Wolfe reported the properties group is planning for the fourth workshop on the East Bay Master Planning, March 2nd at 6:00 p.m. This workshop will be a joint meeting with the Planning and Advisory committee. Commissioner Van Schoorl indicated he may have a conflict with this date and therefore, we may need to change the date.

At the Airport, Mr. Wolfe reported the numbers for Big Sky are again low this month. The count as of today was 794.

Commissioner Pottle asked Mr. Wolfe if he has had discussions with the new executive director of the Economic Development Council about joint marketing. Mr. Wolfe responded that he has met with him

and talked about how the Port can work closely with marketing and the EDC strategically looking at key markets. In addition, Mr. Wolfe reported that Mr. Cain from the EDC would be coming to an upcoming Commission meeting to report on those partnerships.

CONSENT CALENDAR

The Consent Calendar was unanimously approved as follows.

Minutes. The minutes from the February 9, 2004 meeting were unanimously approved.

ACTION CALENDAR

PSE Contract Approval – Airport Road Project Utility Relocation

Ms. Andrea Fontenot requested Commission approval of the Amended Schedule 73 Contract with Puget Sound Energy (PSE) for the relocation of PSE utilities as part of the south Airport road project. She indicated under the Port's Executive Director Delegation of Authority policy, the Executive Director is authorized to enter into contracts in connection with utilities pursuant to published tariffs, if the amount is within the authorized budget. The current estimated cost for this work is not expected to exceed \$279,263.72, however, it is outside the budgeted amount of \$250,000.

Ms. Fontenot indicated that we have been working with PSE and their sub-contractor Potelco in the design of undergrounding the existing overhead electrical lines along Case and Tilley Roads south of the Airport, and relocation of power lines on 88th, as part of the overall design process for this project. She noted that staff anticipates awarding the construction contract directly to PSE using a modified Washington Trade & Utilities Commission Schedule 73, which outlines the terms and conditions of this agreement. The modification relates to timing of payment. The standard Schedule 73 requires an up front payment. However, the Port cannot pay in advance for work. So PSE has modified Schedule 73 to remove this requirement.

Ms. Fontenot reported that the current scope of proposed work in the draft Schedule 73 Conversion Project Contract is estimated by PSE to cost \$279,263.72. In an effort to secure a competitive price for electrical work not required to be performed by PSE, but estimated by PSE to cost \$30,000 we have included this other work in the contract currently out to bid as an additive alternate. In the event PSE can perform this work for less, we would then include this work in PSE's scope of work. This would increase the total estimate PSE contract amount to \$309,263.72.

Ms. Fontenot indicated that this work would be performed time and materials contract basis. Once work is completed, the Port will pay PSE for actual time and material costs. She noted that we currently do not anticipate this work exceeding this contract budget amount of \$279,263.72, unless we add the item contained in the current bid documents to the PSE contract.

Just as a point of information, Ms. Fontenot noted that PSE has provided \$50,600 in design services. This is a separate cost than the cost of construction.

Ms. Fontenot requested the Commission authorize the Executive Director to sign a contract with PSE within the amount of \$310,000, subsequent to legal review and counsel.

The Commission unanimously approved the request authorizing the Executive Director to sign a contract with PSE within the amount of \$310,000, subsequent to legal review and counsel.

Signature Authority – Resolution 2004-03

Mr. George Fox presented the Commission with Resolution 2004-03 which authorizing signatures for disbursement of Port funds from various brokerage and banking accounts in Thurston County. Approval

of this Resolution replaces any previous resolution for signature authorization.

The Commission unanimously approved Resolution 2004-03 authorizing signatures for disbursement of Port funds from various brokerage and banking accounts in Thurston County.

ADVISORY CALENDAR

South Marina Master Plan – Marina Road Realignment Advisory

Ms. Fontenot indicated the purpose of this agenda item is to bring the Commission up to date on the refinement of the infrastructure and land use lay-out for what we are referring to as the South Marina District. This is the eastern most area currently designated in the Market District. However, given its orientation to the Marina, we have begun referring to it as South Marina District.

She noted staff would be bringing a bid proposal package to the Commission soon for approval to bid the Marine Drive Reconstruction project. As part of the design process for this road re-alignment and associated stormwater needs, we wanted to re-visit the master plan for the adjoining areas to ensure the most appropriate alignment and location of any stormwater facilities. She indicated that we have also been in discussion with the Artesian Well advocates and City of Olympia for the location of an artesian well in this area. Staff wanted to ensure the most appropriate location for this well also as part of this process.

She provided the Commission with a concept drawing of the layout of infrastructure and land use for this area and the current Port Comprehensive Plan. She noted that between the two drawings, no change is proposed. Ms. Fontenot indicated the current layout is consistent with the Comprehensive Plan, so Commission action is not requested at this time. However, she noted we do want Commission feedback on our direction before we implement the road project and associated stormwater approach.

Stormwater Options and Recommendation

Ms. Fontenot indicated one variable that staff wants to bring to Commission attention is in regards to stormwater treatment. The range of options on stormwater treatment include 1) no treatment with a fee paid to the City in lieu of treatment, and 2) full treatment on site (underground vault treatment does not work on this site due to saltwater incursion), and 3) partial treatment on site and fee in lieu of payment to the City.

Ms. Fontenot indicated that staff recommends treating the stormwater on site to the fullest extent possible, in the form of an enhanced wetpond similar to the wetpond at the Boatworks. This type of facility offers the highest level of water treatment and is generally well received by the public as environmentally responsible and aesthetically pleasing. We are targeting potential stormwater ponds for the road treatment requirements in three areas: at the north end, in this land use district, and a small area near the Boatworks.

Commissioner Van Schoorl indicated his preference is to have water features on this property and not a pond that dries up. Ms. Fontenot indicated one idea is to have the artesian well at the corner of the stormwater pond and have a free flowing well that flows into the pond.

Land Use Planning Criteria

As part of our land use planning criteria for this area, Ms. Fontenot indicated that we are targeting a minimum building capacity for 45,000 square feet of office and retail, and associated parking assuming that 50 percent of the future parking at the MNO docks would be available during the week.

She noted that we are also allowing for a minimum 12,000 square foot light industrial use bordering the north as a potential site for a combined Marine Terminal, Marina, and Property Maintenance facility, and associated parking and equipment storage areas.

Commissioner Pottle asked if this area would fall within the area of a parking garage and if so would we need this much parking. Ms. Fontenot indicated this area does fall outside of the catchment zone for a parking garage.

Mr. Heber Kennedy indicated that the Corp of Engineers for marine related activities restricts development in this area.

Rod Thorp, resident of Olympia, indicated that he has a boat with a 50ft mass and he pulls his boat up and down Marine Drive and would like to request the light poles be put farther away from the road as possible with the new construction, as it is hard to avoid the poles with the tall mass. He would also like to see the dry storage moving closer to the launch.

ADJOURNMENT

Vice President Van Schoorl adjourned the meeting of February 23, 2004 at 6:15 p.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer