

PORT OF OLYMPIA COMMISSION  
MINUTES OF REGULAR MEETING

May 22, 2000

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**CALL TO ORDER**

President Dickison called the meeting of May 22, 2000, to order at 5:34 p.m. at the Port of Olympia large conference room. Commissioners Pottle and Van Schoorl were in attendance.

Staff in attendance were: Executive Director Nick Handy, Deputy Director Wendy Holden, Executive Assistant Jeri Sevier, Engineering and Planning Director Andrea Fontenot, Swantown Marina and Boatworks Manager Bruce Marshall, Swantown Marina Supervisor Cheryl Maynard, Marketing and Property Development Director Kari Qvigstad, and Airport Operations Supervisor Tim Lael.

Members of the public in attendance included Joel Coffidis representing *The Olympian*.

**APPROVAL OF AGENDA**

The agenda was approved as submitted.

**PUBLIC COMMENT**

No public comment was given.

**COMMISSIONERS REPORTS**

Commissioner Van Schoorl indicated he will be participating in interviews for the Thurston Regional Planning Committee for the executive director position. Commissioner Van Schoorl congratulated staff on a fabulous event (Swantown Boatswap and Chowder Challenge) on Saturday and expressed his thanks to Patti Grant and everyone who worked the event. Commissioner Pottle echoed Commissioner Van Schoorl's remarks and thought the event was a huge success.

President Dickison attended the Transportation Policy Board meeting where there was a presentation on Intercity Transit indicating they are still facing dramatic budget cuts resulting in service cuts. President Dickison indicated he raised the concern of the allocation of their budget relative to the Port and transportation issues for goods and cargo as opposed to people. The funding for the goods and cargo transportation issues seem to be a low priority and therefore does not obtain funding.

President Dickison further reported he met with the City of Olympia regarding planning on the West Bay project. He indicated the Port will hold a seat on the land use sub-committee regarding West Bay at which President Dickison would be the representative. There will be a series of three formal meetings between the Port and the City Council at the critical stages of this process.

**CONSENT CALENDAR**

**Minutes.** The minutes from May 8, 2000 were unanimously approved as submitted.

**ACTION CALENDAR**

**Interagency Committee for Outdoor Recreation Resolution 2000-04**

- Ms. Andrea Fontenot presented the Commission with Resolution 2000-04 which authorizes an application for funding assistance for a local parks project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter

43.98A RCW, Washington Wildlife & Recreation. Ms. Fontenot indicated that any funding assistance received will be used for the development of the Port Plaza. The resolution is required to finalize the grant application to IAC. The grant process will be completed in August with a decision in September or October. The Port is requesting a 36 percent match or equivalent to \$175,000. The Commission unanimously approved Resolution 2000-04.

#### **Aquatic Lands Enhancement Resolution 2000-05**

Ms. Fontenot presented Resolution 2000-05 which authorizes an application for funding assistance for an Aquatic Lands Enhancement Account project to the Department of Natural Resources. The resolution is required to finalize the grant application to DNR. Ms. Fontenot indicated any funding assistance received will be used for the development of the Port Plaza. The grant process will be completed in August. The recommendations for grant approval will then go to the Commissioner of Public Lands and then be approved by the Legislature in the Spring of 2001. The Port is requesting a 36 percent match or equivalent to \$175,000. The Commission unanimously approved Resolution 2000-05.

#### **Marina Maintenance Staffing**

Mr. Handy indicated to the Commission when the Marina Services and rates were analyzed in detail last fall, staff was requested to return with a plan for improving services, particularly in the maintenance area. Mr. Handy reported the Marina is understaffed and therefore the facilities are showing lack of maintenance.

Ms. Wendy Holden requested the Commission to approve a budget modification to include one additional maintenance FTE and some additional part-time/temporary maintenance help at the Marina. Ms. Holden indicated the cost for this request is equivalent to one-third of the marina rate increase.

The Commission asked Mr. Bruce Marshall to look at possibly doing some contracting work at the Marina to take some load off existing maintenance staff. Commissioner Pottle indicated the Commission made a commitment to the tenants to move in this direction during the rate study.

The Commission unanimously approved a budget modification for one maintenance FTE and some additional part-time/temporary maintenance help at the Marina.

#### **Lease Agreement – Department of Natural Resources**

Ms. Kari Qvigstad presented the Commission with a new lease agreement for DNR at the Olympia Regional Airport for the term of May 1, 2000 through April 30, 2005. The monthly rent increased from \$399.19 to \$593.75 per month. Ms. Qvigstad also presented a side letter that describes DNR's commitment to install a water/sewer line within the next 5 years. The Commission unanimously ratified the new lease agreement with DNR.

#### **Lease Assignment - Trajen**

Ms. Kari Qvigstad presented the Commission with a new lease assignment for Trajen to Northwest Helicopters, Inc. to be effective June 1, 2000. The current lease expires January 31, 2001 with one three year option. This lease would move Trajen to Northwest Helicopters. The Commission unanimously ratified the lease assignment with Trajen.

#### **ADVISORY CALENDAR**

##### **DEF Pre-lease Program Advisory**

Mr. Nick Handy indicated at the last meeting the Commission gave approval to move forward to a 100 percent design of docks DEF at Swantown Marina. At that time the Commission asked staff to more actively market the pre-leasing program. Staff is concerned about actively marketing a program that has not yet been approved by the Commission.

Ms. Qvigstad reported staff is ready to put a pre-lease program in motion and it will consist of two components: Internet and direct mail. There would be media outreach, sign-ups at the Marina office and a rendering of the site. Staff is considering making the deposit refundable until groundbreaking, after that point the deposit would be applicable to moorage. We would also have a waiting list for those that do not want to put a deposit down at this early date.

Commissioner Pottle indicated his desire for pre-leasing the site due to the fact that he is anticipating we will pre-lease 75 percent of the slips before we even break ground and therefore would prove this to be a successful business venture.

President Dickison warned staff to be prudent of the marketing effort and how this is portrayed. In order to be covered legally, we must advertise this pre-leasing effort is an opportunity for customers to stand in line for the product.

Mr. Handy reported that the pre-lease program would have to fit into the current workload of staff and would probably not be a high priority as it relates to day-to-day operations since the project is still over two years away.

Ms. Cheryl Maynard indicated to the Commission that it would be very important to stay on track with this project if we are accepting deposits with a projected completion date. President Dickison responded that the Commission is very supportive of the project and barring some unforeseen difficulty; the Commission is committed to move ahead on this project. Commissioner Van Schoorl responded that staff needs to be very clear to customers of what to expect as far as the timeline with the reality of the many hurdles we may have to overcome that could change the direction on the timeline.

**ADJOURNMENT**

President Dickison adjourned the meeting of May 22, 2000 at 6:50 p.m.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer