

PORT OF OLYMPIA COMMISSION  
MINUTES OF REGULAR MEETING

July 26, 1999

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**CALL TO ORDER**

President Van Schoorl called the meeting of July 26, 1999, to order at 6:30 p.m. at the Port of Olympia large conference room. Commissioners Dickison and Pottle were in attendance.

Staff in attendance were: Executive Director Nick Handy, Director of Marketing and Trade Development Kari Qvigstad, Deputy Director Wendy Holden, Swantown Marina and Boatworks Manager Bruce Marshall, Executive Assistant Jeri Sevier, Director of Engineering and Planning Andrea Fontenot, Marine Terminal Manager Jerry Mahoney, Airport Manager Doug Sandau, Information Services Manager Anna Fritz, and Director of Finance George Fox.

Members of the public in attendance included Joel Coffidis, reporter from *The Olympian*; Keith Bausch, representing the ILWU Local 47 and the PAC; Tana and Stein Stensing, tenants at the Swantown Marina.

**APPROVAL OF AGENDA**

Mr. Nick Handy indicated he had one addition to the agenda. He added an advisory on the Airport Operations Supervisor position. Commissioner Dickison also added the upcoming Planning and Advisory Committee meeting to the advisory calendar. The agenda was approved as adjusted.

**PUBLIC COMMENT**

No public comment was presented for items not on the agenda.

**COMMISSIONERS REPORTS**

Commissioner Pottle reported that he and Nick gave a presentation to the EDC board earlier in the day. The presentation went very well. Commissioner Dickison reported he recently attended a Transportation Policy Board meeting where there was a presentation on the financial strategy for the transportation plan. Commissioner Dickison indicated that when the transportation plan was approved, no funding was included with the plan. The issue of funding could affect the Port on transportation issues in the future.

**CONSENT CALENDAR**

**Minutes.** The Commission approved the minutes of July 12, 1999. Commissioner Pottle was not in attendance at the July 12 meeting and did not participate in the approval.

**Bills and Vouchers.** The bills and vouchers in the amount of \$433,643.71 were unanimously approved by the Commission.

**ACTION CALENDAR**

**Rail Bid Approval**

Ms. Andrea Fontenot presented the Commission with a recommendation for the Phase I rail project to improve rail operations by increasing the amount of maneuvering tract on the marine terminal. The low base bid was from Coast Rail, Inc. at \$209,892.60. In addition to the base bid, Ms. Fontenot further recommends the Commission consider two additive alternatives that would provide for installing railroad ties and provide for repair in the section of rail that leads to warehouse "A."

Ms. Fontenot advised the Commission that the Washington State Department of Transportation has awarded the Port with an essential freight rail grant for this project. The grant will cover 80 percent of the costs of the project. The estimated Port's share of the construction costs is \$43,933.32.

Commissioner Dickison asked staff to review all rail needs and consider using the full grant awarded by the Department of Transportation.

The Commission unanimously approved the recommendation to award the contract plus the additive alternative to Coast Rail, for a total contract amount of \$219,666.60.

### **Welcome Pole CEA and Advisory**

Ms. Wendy Holden stated that the Port Commission approved the commissioning of the Welcome Pole in 1997 from the one percent Public Art Fund. The cost of the pole and carving was \$66,000. At that time, the CEA was not prepared since the project was envisioned as a public art project and not public works. The CEA being recommended for approval does not include the installation costs. Once determined, those costs associated with the installation will be brought before the Commission at a later date.

Commissioner Dickison gave the Commission a brief update on the planning for the installation and dedication event.

The Commission unanimously approved the CEA for the Welcome Pole for \$66,000.

### **ADVISORY CALENDAR**

#### **Y2K and Web Site Advisory**

Ms. Anna Fritz, Information Services Manager, provided the Commission with a briefing on the status of the Y2K and the Port Web Site. Ms. Fritz indicated the goal of the Port is to have no loss of resources, interruption of services, or loss of data. Ms. Fritz has performed a physical inventory on all hardware to ensure that all computers and non-computers and related equipment will operate; the inventory results found everything to be in compliance. In addition, Ms. Fritz plans to continue testing throughout the remainder of the year and apply patches as needed.

Ms. Fritz gave the Commission a brief overview of the redesign of the entire web page site. She asked the Commission to view the site and provide input at their convenience.

#### **Marina Services and Revenue Project Advisory**

Mr. Nick Handy indicated to the Commission that staff has held an introductory session with Marina tenants to discuss a proposed process for reviewing the Marina services and rates. Ms. Wendy Holden provided the Commission with the proposed schedule that would focus on rates, services and amenities, and revenue.

Commissioner Dickison indicated his concern about coordinating this process through the budget process and not to include any assumptions in the budget. He further suggested that Commissioners be involved in the services and revenue project throughout the process. Commissioner Dickison also indicated he would like staff to develop a plan for dealing with threats and other situations so staff and commissioners are aware how to deal with those situations.

Commissioner Pottle asked staff to assure this process provides appropriate positive outreach and communications with the Marina tenants.

#### **Public Comment**

Tana Stensing asked the Commission if the notices for the Commission meetings could be posted at the Marina. Ms. Stensing also asked if liveboard fees would be included in the study. President Van Schoorl indicated that staff would post future agendas. Commissioner Dickison further indicated that the study would not be driven by liveboard fees, but will most likely show up in the process.

Ms. Stensing indicated to the Commission that she was involved two years ago when the Commission did a similar study and developed a five year plan, but are now going back after only two years. President Van Schoorl responded that the Commission thought the rates were in the middle of the market and the schedule set for the five year plan was to maintain that middle ground, but in reality, the rates have now dropped below market level. Commissioner Pottle also

responded that as staff reviews the rates and services, we must look at all aspects and address how we handle the rate structure in the future to maintain middle of the market rates. Mr. Handy indicated that staff and the Commission were very interested in a fair process and expect to receive many positive and creative suggestions from Marina tenants throughout the process.

**Airport Operations Supervisor Position**

Mr. Nick Handy advised the Commission that during the last budget process, elimination of ten positions were necessary to balance the budget. One of those positions resulted in the decision to not fill the Airport Operations Supervisor position when John Berntsen retired. However, since that decision, the director's team has learned more about the responsibilities of the position and are now recommending we fill the position with a temporary project person through the remainder of the year. In addition, the directors will be recommending this position be funded in the next budget cycle.

Mr. Doug Sandau gave the Commission a brief overview of the responsibilities of this position and safety hazards of not filling the position in case of an emergency response. In addition, Doug indicated he is spending a vast amount of his time marketing the Airport and needs an operations person to be on hand for day to day calls from the tower and other needs.

**Planning and Advisory Committee Meeting**

Commissioner Dickison indicated that at an earlier meeting in June, the Commission received a copy of a proposed workplan and by-laws for the PAC. Commissioner Dickison asked if other Commissioners had discussed proposal with the Chair of the PAC. President Van Schoorl indicated he had a meeting set to talk with the chair the next morning. Commissioner Pottle indicated he was planning to attend the PAC meeting on July 27, 1999.

**ADJOURNMENT**

President Van Schoorl adjourned the meeting of July 26, 1999 at 8:00 p.m.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer