

**PORT OF OLYMPIA COMMISSION
MINUTES OF WORK SESSION**

August 16, 2006

CALL TO ORDER

Vice President Telford called the meeting of August 16, 2006, to order at 1:00 p.m. in the Large Conference Room at the Port of Olympia. Commissioner Van Schoorl was also in attendance. President Pottle was absent.

Staff in attendance were: Executive Director Ed Galligan, Administrative Manager Jeri Sevier, Marketing Director Kari Qvigstad, Swantown Harbormaster Bruce Marshall, Finance Director Steve Davis, Airport Director Rudy Rudolph, Property Business Development Sally Alhadeff, Public Works Director Andrea Fontenot, Communications Manager Patti Grant, Marine Terminal Director Jim Amador, and Property Director Heber Kennedy.

Public in attendance were as follows: Rolf Boone representing *The Olympian*, Bill Pilkey, and Jan Witt.

Port Planning Process

The focus of this work session was on the Port Planning Process. Ms. Kari Qvigstad indicated that the Port Planning Framework includes the strategic plan that is valid for a minimum of five years, broken down by business strategies that are completed annually, and presented in a budget and business drivers on a monthly basis. The Master Plan/Land Use plans are valid for a minimum of five years and are consistent with the strategic plan. The Port programs are over multiple years and are broken down by priority initiatives. She noted where the public would be involved in each of these processes.

Ms. Qvigstad then reviewed the Comprehensive Plan: planning definitions, progress report, and strategic plan. Ms. Andrea Fontenot reviewed the proposed updates to the master/land use plans.

The Commission asked for staff to plan for a clarification work session to educate the Commission on all of the various requirements such as SEPA, EIS, Critical Area Ordinances, and City Zoning.

Steve Davis presented the Commission with proposed planning tools for the five-year business and capital plans.

Ms. Qvigstad reviewed the proposed next steps for the comprehensive plan and budget process. The Commission indicated the timeline proposed would not work in all cases and need to be reviewed. Ed Galligan asked Jeri Sevier to draft an integrated budget, comprehensive plan, and commissioner recruitment schedule.

ADJOURNMENT

Vice President Telford adjourned the meeting on August 16, 2006 at 3:00 p.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer