

PORT OF OLYMPIA COMMISSION MINUTES OF REGULAR MEETING

August 24, 1998

CALL TO ORDER

President Pottle called the meeting of August 24, 1998, to order at 6:35 PM in Room 101 of the Olympia Center. Commissioner Van Schoorl and Commissioner Dickison also attended.

Staff in attendance were: Executive Director Nick Handy, Acting Director of Engineering and Planning Andrea Fontenot, Director of Marketing and Trade Development Kari Qvigstad, Director of Finance and Administration George Fox, Executive Assistant Jeri Sevier, and Swantown Marina Supervisor Cheryl Van Valkenburg.

Members of the public in attendance were Keith Bausch, ILWU Local 47 and Olympian Reporter Trisha Collopy.

Commissioner Pottle reported the Commissioners had attended a reception held for new employees at the Port of Olympia at 5:15 before the commission meeting.

APPROVAL OF AGENDA

The agenda was approved as presented.

PUBLIC COMMENT

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

COMMISSIONERS REPORTS

No Commission reports were given.

NEW LEASES

No new leases were reported.

CONSENT CALENDAR

Minutes. The minutes of August 10, 1998 were unanimously approved as published.

Bills and Vouchers: The bills and vouchers for the period ending August 24, 1998 in the amount of \$1,240,215.94 were unanimously approved.

Capital Project Expenditures: The capital project expenditures were unanimously approved as submitted.

ADVISORY CALENDAR

Signage Project

Ms. Kari Qvigstad gave the Commission an overview of the signage project and introduced Mr. Mike Subert and Mr. Fritz Rude from Subert-Gregory & Woodstrom, consultants with the Port of Olympia on the signage project. Mr. Subert indicated the design aspects took into consideration the unique character of the district. The plan is to make the design of the signs contemporary, not trendy, practicable, buildable, paintable, and repairable.

Mr. Subert and Mr. Rude presented the Commissioners with the proposed plan for the signage project including a slide show indicating the location and design for each sign in each district. Following the presentation, the Commissioners

commented they liked the design concept and would like to take the time to re-look at the New Market proposal. The Commissioners would like to discuss the plan in more detail at a future Commission meeting.

Ms. Qvigstad indicated there were three decision points to be made on the signage project. She would bring recommendations to a meeting in the near future. She anticipated the project was a three-year approach, but the Commission could make decisions on the timeline during budget decisions for design and conceptual approval.

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Port Plaza Name

Ms. Qvigstad recommended the Commission formally adopt the proposed name for the plaza as Port Plaza. The Commission unanimously approved the plaza name.

Harbor Days

Ms. Qvigstad updated the Commission on the activities that will take place at the Port Plaza during Harbor Days. The Port will mainly be providing activities on Saturday including the Port Open House, the Stage Dedication and Tickle Tune Typhoon Concert, the Swantown Regatta and other Plaza and Swantown activities.

Operational Budget Update

Mr. George Fox distributed a report outlining the results of the first six months of the operating budget. His analysis indicated the non-operating cash flow is stronger than expected. The cash flow for the marina is also better than budgeted. The G & A expenses are slightly higher than planned due to a timing difference and the G & A costs will likely be at or below budgeted levels by the end of the year. The marine terminal has generated less cash flow than was budgeted due to the lower than planned volume of general cargo moving through the terminal.

The Commissioners asked if Mr. Fox could provide a budget update on a monthly basis. They also complimented staff for keeping expenditures down.

ADJOURNMENT

President Pottle adjourned the regular Commission meeting of August 24, 1998 at 8:00 p.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer