

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

**September 8, 2003**

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**CALL TO ORDER**

President Pottle called the meeting of September 8, 2003, to order at 5:30 p.m. at the TCTV Studio in Olympia. Commissioners Telford and Van Schoorl were also in attendance.

President Pottle announced the Commission held an executive session on September 8, 2003 at 2:00 p.m. with Waldron & Company to review candidates for the Executive Director recruitment, the session ended at 5:00 p.m.

Staff in attendance were: Executive Director Nick Handy, Administrative Manager Jeri Sevier, Harbor Director Bruce Marshall, Properties Director Heber Kennedy, Public Works Director Andrea Fontenot, Communications Manager Patti Grant, and Finance Director George Fox.

Public in attendance were as follows. Representing *The Olympian* was Scott Wyland. Others in attendance included William Parker, Bob Jacobs, Jim Smego, and Jan Van derVeen.

**APPROVAL OF AGENDA**

The agenda was approved as submitted.

**PUBLIC COMMENT**

Bob Jacobs, resident of Olympia, spoke regarding Genoa's and the article in the Olympian about the insurance settlement indicating he had questions about rebuilding. He offered an alternative to rebuilding, suggesting this space be set aside for public access and moving any building off the waterfront. He suggested not building right on the waterfront and provide for public open space in front of it, such as Anthony's. He commented that the point where Genoa's sits is the most desired viewpoint in Thurston County. The Commission thanked Mr. Jacobs for his idea.

**COMMISSIONERS REPORTS**

Commissioner Telford reported he attended a meeting of the SWAC and attended the meeting with TRPC. Commissioner Telford indicated he would like staff to look at the possibility of using the LOTT boardroom for televised Commission meetings.

Commissioner Van Schoorl announced he too attended the TRPC meeting, which was followed by a tour of the Port. Commissioner Van Schoorl indicated he also gave opening remarks at the Harbor Nights concert held at the Port Plaza. He commented that over 800 people attended the concert; it was a great venue and a very beautiful evening.

President Pottle indicated he too attended the TRPC meeting.

**EXECUTIVE DIRECTOR REPORT**

Mr. Nick Handy reported at the Marine Terminal we offloaded another log barge from Aloha Lumber, this one over 1.2mmbf. These cedar logs came in from Alaska and were transferred over to the Holbrook yard. At the same time the log vessel Rubin Forest was loading logs from PLS, Merrill and Ring and

Weyerhaeuser. Almost 4mmbf loaded on this vessel. Mr. Handy noted that another barge load of Canadian lumber has been discharged onto berth 2 from Doman Lumber. This lumber will be loaded out to truck & rail destined for Oregon, New York and Connecticut. And, over the Labor Day weekend, longshore loaded the log vessel Oriente Crest. This vessel was supplied by PLS and Merrill and Ring, and took approximately 1mmbf.

At the Airport we had a total of 12,489 operations for the month of August. This is the highest number of operations the airport has seen in a single month. Mr. Handy reported that Big Sky reported a total of 1269 passengers for the month of August. Revenue passenger loads averaged 45.35% for the month. Mr. Handy noted that we still need to get to 50% load counts for this business to be viable. Mr. Handy also reported that two of the Port's senior managers have left the Port. Doug Sandau accepted a position working for Serco to help rebuild the Basra Airport in Iraq, and Tim Lael accepted a position with Serco and will be located in Washington DC. Mr. Handy reported that we have hired an interim manager for the airport.

Mr. Handy reported that the Marina is 101 percent occupied. It has been very busy days for the marina staff with the Swantown Regatta, the United Singles Dance, the Virginia 5 visit, the Norton Buffalo/Roy Rogers concert, and the marina played host to 107 visiting boats over the weekend. Mr. Handy congratulated the Marina staff for a job well done. Mr. Handy also announced that we had another good month at the Boatyard with 25 haulouts in August.

Mr. Handy announced that the FTZ policy group held its quarterly meeting and received an update on business development activities. The Port is working with a couple of businesses that have potential interest in FTZ benefits. A presentation was made to business leaders in Kitsap County this month. He also noted that the FTZ Policy Group is gearing up for their annual FREE Foreign-Trade Zone seminar on October 16. This year it will be held at the Comfort Inn in Tumwater.

Mr. Handy noted that staff met with representatives from Santa Maria July 7 regarding site and launch plans and again August 25 – 27 with local community and political representatives. The MARAD application for Title XI loan guarantee has been submitted by Santa Maria. The permit process with the City of Olympia will likely move forward this fall.

Mr. Handy noted as he mentioned earlier, the Port Plaza was the scene of several great community events Labor Day weekend. These included Harbor Nights, Aug. 29, and the Swantown Regatta Aug. 30. Harbor Nights was the first “real” concert on Port Plaza and featured Norton Buffalo and Roy Rogers along with a local blues group. It was organized by the South Sound Maritime Heritage Association in conjunction with the Port and the Washington Center and drew over 700 people. Congratulations to the organizers of this event.

Mr. Handy indicated that the 7<sup>th</sup> Annual Swantown Regatta was held Saturday and drew a crowd of “human-powered” boaters from 8-oared rowing shells to pedal craft. Fun was had by all. The event was organized by Behavioral Health Resources (Community Mental Health) to benefit Sound Opportunities, an at-risk youth rowing program. Congratulations to these participants as well.

## **CONSENT CALENDAR**

The Consent Calendar was unanimously approved as follows.

**Minutes.** The minutes from the August 25, 2003 meeting was unanimously approved as submitted.

**Bills and Vouchers.** The bills and vouchers for the period ending September 8, 2003 in the amount of \$871,992.89 was unanimously approved. General Fund Checks Issued: 032418, 032419-032444, 032445-032447, 032448-032495, 032496-032506, 032508-032526, 032527-032530, and 032531-032585. Capital Fund Checks Issued: 030057-030058, 030059, 030060-030064, and 030065-030066. 2001 Bond Fund Checks Issued: 030183-030184, 030185-030189, and

030190-030191. Environmental Fund Checks Issued: 030248-030249, 030250-030254, and 030255-030260. Voided Checks: General Fund: 031180, 031980, 032218, 032343, 032414-032417, and 032507. Voided Checks: Capital Fund: 030053, and 030056.

**Capital Expenditure Approval.** The capital project expenditures for the Marina Security Systems & Gates to Taurus Industries were unanimously approved in the amount of \$51,510.78.

### **Lease Agreement – RAAD Enterprises.**

The Commission unanimously approved the lease agreement with RAAD Enterprises (Sweet Oasis Mediterranean Bakery) for a term of five years, beginning November 1, 2002 through October 30, 2007. The tenant continues at the minimum rent of \$300.00 plus percentage rent, and LET. The tenant also pays 39 percent of the cost of all utilities incurred by the building and parking area based on passenger traffic per month, with a minimum of \$100 per month but no more than 39 percent of the entire terminal building.

### **ACTION CALENDAR**

#### **Railroad Crossing Repair Bid Award Contract #286**

Ms. Andrea Fontenot reported to the Commission on the Railroad Crossing Repair Bid Award contract #286. She indicated the purpose of this project is to repair two rail road crossings along Washington Street. The northern one is in the worst condition, the southern one is not as bad but will be within the next two years. We bundled these two crossings for administrative and cost efficiencies, and solicited bids using the small works process.

Ms. Fontenot indicated that we received and opened 3 bids on September 4, 2003. Ms. Fontenot reported that the staff recommendation is to award of the bid to the low bidder, Coast Rail, Inc. in the amount of \$52,032, including WSST. The Engineer's estimate for this work was \$83,703.96, including WSST. The low bid is \$31,671.96 less than the Engineer's estimate, or 60 percent less. The budget for this overall project is \$99,095.

Commissioner Telford commented that this is an example of an expense and not really a capital project. It should be a maintenance cost. The other commissioners agreed that is a good point and something to discuss at the budget workshop. The commission unanimously approved the bid award to Coast Rail, Inc. in the amount of \$52,032.

### **ADVISORY CALENDAR**

#### **East Bay Master Planning Process Advisory**

Ms. Andrea Fontenot reported to the Commission on the East Bay Master Planning Process. She indicated the purpose of this agenda item is to formally kick off the East Bay Master Planning Process that has been under development for a over year.

Ms. Fontenot noted that his will be one of the most extensive planning processes since the development of the Comprehensive Plan from 1992 through 1995. We anticipate significant regional community involvement and interest in the planning for this urban waterfront.

Through a competitive process, the Port, selected the national planning firm of NBBJ to assist with the master planning process, and Civic Partner's, a regional development firm that specializes in public and private development.

Ms. Fontenot announced that four public workshops are planned from September through January to solicit regional community input in the development of master plan alternatives for the 17-acre parcel of

land fronting on State Avenue, Marine Drive and Jefferson Street. The workshops will be held on September 25, November 13, December 11, and January 29, 2003.

Ms. Fontenot noted that the process is designed to start with a discussion of regional community values, Port mission and values, site history and background and market demand. Discussion will then focus on potential land uses and development pattern for this significant piece of under development urban waterfront property.

She noted that Port staff and Commissioners are mobilizing an extensive community outreach effort, with community meetings, neighborhood meetings, Chamber presentations, City Council briefings, City Staff coordination, media outreach and direct mailings to potentially interested citizens.

In addition, Ms. Fontenot commented that we have developed tools for the community outreach including a project Fact Sheet, and Workshop Schedule flyer. We will be featuring this planning process in the Fall issue of the Port's newsletter, the Navigator, scheduled to be issued on September 15<sup>th</sup>. We issued a press release and will continue to issue releases to get the word out for each of the workshops. We also plan to do direct emails.

Ms. Fontenot reported that this process is expected to produce an updated and refined master plan for this strategic urban waterfront property. We anticipate adoption of this plan in the Spring of 2004, through a Comprehensive Plan amendment by the Port Commission. All appropriate environmental review will be conducted as part of this process.

Commissioner Van Schoorl asked what the size of the Market District was. Ms. Fontenot indicated the Market District is 8 acres, so this is twice the size. Commissioner Van Schoorl wanted the public to understand the size and scope; therefore what kind of impact this can have on the community and encouraged the public to attend.

**ADJOURNMENT**

President Pottle adjourned the meeting of September 8, 2003 at 6:10 p.m. President Pottle announced the next regular meeting is scheduled for October 13, 2003 at 5:30 p.m.

President Pottle announced the commission would be holding a few special meetings in September. He noted the Commission would meet with the City of Olympia on September 23, 2003 and would be holding a budget work session with Port staff on September 26, 2003. Therefore there will be no regular commission meeting on September 22<sup>nd</sup>.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer