

PORT OF OLYMPIA COMMISSION
MINUTES OF REGULAR MEETING

September 11, 2000

CALL TO ORDER

President Dickison called the meeting of September 11, 2000, to order at 6:45 p.m. at the Port of Olympia, Large Conference room. Commissioner Van Schoorl was in attendance. Commissioner Pottle was out of state.

The Commission convened a Port of Olympia Economic Development Corporation meeting prior to this meeting.

Staff in attendance were: Executive Director Nick Handy, Administrative Manager Jeri Sevier, Marketing and Property Development Director Kari Qvigstad, Engineering and Planning Director Andrea Fontenot, and Finance and Information Services Director George Fox.

Members of the public in attendance included Sandy Mackie, the Port's legal counsel.

APPROVAL OF AGENDA

The agenda was approved with changes. The changes included adding a discussion regarding the Port Commission retreat and employee appreciation event.

PUBLIC COMMENT

No public comment was given.

COMMISSIONERS REPORTS

Commissioner Van Schoorl reported he recently attended the PCAPA meeting in Canada. He indicated it was a very good meeting and he obtained some ideas for the Marina and waste disposal about which he will discuss with Bruce Marshall. Commissioner Van Schoorl encouraged the other Commissioners to attend a meeting at some time.

President Dickison commented that he felt it was important for the Port to have a presence at those meetings and appreciated Commissioner Van Schoorl attending. He indicated that he would be interested in attending a future meeting.

President Dickison reported that he was recently the Harbormaster of Harbor Days and has also been very involved in issues relating to Cascade Pole. He indicated that last week a meeting was held at the Port regarding Cascade Pole and included representatives from the primary federal agencies in an attempt to meet a timeframe that is very tight. The discussions at that meeting were very good and we felt that we made significant progress.

President Dickison attended the Taste of the Market where the Port was presented an award. Commissioner Pottle and Nick Handy also attended. Commissioner Dickison asked that the award be displayed at the Port.

CONSENT CALENDAR

Minutes. The minutes from August 14, 2000 were unanimously approved as submitted.

Capital Project Expenditure Listing. The Capital Project expenditure for Runway Threshold Relocation to Barnard Dunkelberg & Co. was unanimously approved in the amount of \$25,783.00.

Lease Amendment – J.D. Russell

The lease amendment for J. D. Russell to reduce leased space in Warehouse 2 to its original 8,000 square feet from the current 11,200 square feet was unanimously approved.

Lease Amendment – Lee

The lease amendment for Mr. Edwin Lee to have retail food service, a convenience store, and an expresso stand giving the Port 3 percent with respect to gross sales of food and beverages was unanimously approved.

ACTION CALENDAR

Lease Option – Vine Street

Ms. Kari Qvigstad presented the Commission with a lease option for the Vine Street Group indicating they desire to lease 1.3 acres at 70th Avenue S.E. and Bonniewood Drive for parking for their office building. Due to a change in the construction schedule, they desire to delay the lease from July of 2000 to July of 2001. In order to hold the property off of the market, the Group agreed to an Option for \$1,254.40 to extend its rights to the property until July 2001.

President Dickison asked Ms. Qvigstad if the Port was required to provide any frontage improvements to the property. Ms. Qvigstad indicated that the Port would not be responsible for improvements. President Dickison asked her to clarify in writing that the Port would not be responsible for improvements before any final action was taken. The Commission unanimously approved the Vine Street Option agreement.

Miscellaneous Terminal Paving Bid Approval

Ms. Andrea Fontenot presented the Commission with three bids received for the 2000 Miscellaneous Terminal Paving, Contract #268. Ms. Fontenot indicated that all bids were in order and acceptable. The low bidder was Olympia Fuel and Asphalt with a base bid of \$42,947. The engineer's base estimate was \$51,775. The CEA for this project was approved in June for \$70,000. The Commission unanimously awarded the bid to Olympia Fuel and Asphalt in the amount of \$46,382.76.

Hangar "E" Bid Approval

Ms. Fontenot presented the Commission with two bids received for the Hangar E Roof and Gutter Replacement, Contract #593. The low bid was submitted by Christensen Construction, Inc. in the amount of \$94,500. Ms. Fontenot indicated the CEA for this project was approved at the August 14, 2000 meeting in the amount of \$132,000. The engineer's estimate was \$115,987.50. The Commission unanimously awarded the bid to Christensen Construction, Inc. in the amount of \$94,500.

Warehouse 2 Roof Replacement

Ms. Kari Qvigstad requested the Commission approve a CEA for the roof at the NW section of the Warehouse. The roof has been leaking and causing damage to the structure and to tenant property in the warehouse. The existing roof is 21 years old and in need of replacement. Ms. Qvigstad indicated there is currently \$400,000 allocated in this year's budget to improvements to Warehouse 2 and these funds have not been spent. The engineer's estimate for this project is \$212,920 and staff is requesting the Commission approve a CEA request for \$212,920.

Staff offered to provide to the Commission historical data on the Warehouse regarding income versus expenses prior to the awarding of the bid. The Commission unanimously approved the CEA for the Roof Replacement of Warehouse 2 in the amount of \$212,920.

Commission Retreat and Staff Appreciation Event

President Dickison announced the Commission Retreat to be held on September 21, 2000 from 8:30 – 4:30 at the home of Nick Handy. Following the retreat will be a staff appreciation event held at the Salmon Club starting at 5:30 p.m. All staff and families are invited and encouraged to attend.

Thurston Regional Planning Council – Intelligent Transportation Project Funding Request

Commissioner Van Schoorl indicated the Thurston Regional Planning Council had sent a request for the Port to participate in a local match for the Intelligent Transportation Project required for the architecture development. Commissioner Van Schoorl commented that the request is well within the Executive Director's spending authority and

can approve the funding match in the amount of \$3,881 with out Commission action. President Dickison indicated his support, but commented that he continues to have concerns about the responsiveness of the TRPC in relation to Port transportation issues. Mr. Handy reported that the TRPC made a presentation to the Port recently that included freight mobility in their proposal.

ADJOURNMENT

President Dickison adjourned the meeting of September 11, 2000 at 7:30 p.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer