

**PORT OF OLYMPIA COMMISSION  
MINUTES OF SPECIAL MEETING**

**November 23, 2005**

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**CALL TO ORDER**

President Van Schoorl called the meeting of November 23, 2005, to order at 8:30 a.m. in the LOTT Board Room in Olympia. Commissioners Pottle and Telford were also in attendance.

Staff in attendance were: Interim Executive Rudy Rudolph, Administrative Manager Jeri Sevier, Communications Manager Patti Grant, Public Works Director Andrea Fontenot, Cascade Pole Site Manager Don Bache, Finance Director Steve Davis, Harbor Director Bruce Marshall, and Marine Terminal Director Jim Amador.

Members of the public in attendance included Keith Bausch and Hiram Arden.

**APPROVAL OF AGENDA**

The agenda was approved as presented.

**COMMISSION CONSIDERATION**

**Cascade Pole Advisory**

Ms. Andrea Fontenot provided the Commission with a briefing on the proposed Cascade Pole capping project, which includes landscape treatment of the site. She indicated staff is looking at getting approval to bid the project in April-March with a time frame of starting the project in June and completion in November. Ms. Fontenot introduced Mr. Bob Droll to present the option on landscaping the site.

Ms. Fontenot indicated she was looking for feedback on the landscape objectives. Mr. Bob Droll presented the options to the Commission discussing the low maintenance plants and grasses. He indicated this design is to discourage goose use and provide an aesthetic screening on west, northwest, and eastern edges.

He indicated the parking plan for the cap area should be available for both boaters and public to use the park. The draft design included temporary parking. Commissioner Telford questioned the temporary parking indicating that it seems to be a waste of funds for 6-8 parking stalls when the public could use the parking lot. Bruce indicated he is working on a plan for collecting fees for launching boats and therefore it would eliminate free public parking on the cap.

The commission indicated they were interested in seeing a parking plan for the cap and area not interested in putting in temporary parking west of the cap. The office development may happen very soon and would also provide for additional parking. Ms. Fontenot indicated they are thinking the parking next to the office building would be used for the park area on the weekends. The commission indicated they are not interested in metered parking on the cap. It seems that we need to figure out a way to collect the money from the boat ramp and solve that problem.

The Cascade Pole capping project will create 1200 linear feet of shoreline accessible to the public and an asset to Thurston County. The cost of the project is \$2.7 million for the capping and landscaping with a 50% match from Ecology. Commissioner Pottle asked about interpretive signage. Mr. Droll indicated there would be signage telling the story and directing the public to the destination points.

Commissioner Telford indicated he would like for the shrubs to be lower on the northern portion of the parking area so you can see out of your vehicle looking out onto the water. Mr. Droll indicated the goal is also to block the headlights and view from East Bay. But the northern portion could be planted in shorter shrubs.

Commissioner Telford indicated he thinks the Port should do some soil sampling west of the cascade pole where the Northpoint baseline sampling to assure there are not contaminants in that area. Ms. Fontenot indicated she would pass that suggestion on to Mr. Heber Kennedy, director of the properties department.

### **Port SEPA Policy Discussion**

Ms. Fontenot indicated throughout this past year we have found that our SEPA policy should be updated to reflect the current WAC's and to keep the Port's policies contemporary. Ms. Fontenot indicated that in addition to the updated policy, staff is looking for clarification of the content of an appeal, procedures for dismissal of appeal, time requirement for submitting and appeal, responding to an appeal, hearing procedures, standards of review, and instituting an appeal fee.

Ms. Fontenot indicated that the proposed fee is \$2000. The WACs would be incorporated by reference, therefore we would not need to update our policies on an annual basis or when a WAC changes.

Commissioner Van Schoorl suggested that this be on the agenda at the December 12th Commission meeting. Commissioner Pottle indicated that if our attorney has wrote this proposed policy and it is consistent with the current WAC's, seems like the decision is on if we charge an appeal fee and how much that would be if we do.

Commissioner Van Schoorl suggested staff provide the Commission with a list of other jurisdictions and how much they charge for a SEPA appeal fee. Commissioner Telford indicated he would also like the counsel decided for future appeals for Commissioner counsel versus staff counsel. He suggested that there should be a separation between the staff's counsel and the commissioner's counsel. The Commissioners agreed that they would like counsel to advise them on the hearing and the process separate from the Port's counsel and advise. Ms. Fontenot indicated she would like to explore a hearings examiner to hear the case instead of the Commission being the hearings examiner. The Commission indicated they would like to explore that option as well.

### **Maintenance Dredge Advisory**

Mr. Jim Amador presented the Commission a power point presentation on the Olympia Harbor Navigation Maintenance Project. Mr. Amador indicated the last maintenance dredge was in the late 1970's. In 2004 the Port began working with the Corps on looking at a maintenance dredge in 2006.

Mr. Amador indicated the proposed project maintenance dredge is to return the channel, turning basin and berthing area to the permitted depths. In addition, the Corps would be doing some minor widening of the transition point between the inner and outer entrance channel, inner channel and turning basin.

Ms. Fontenot indicated this is a joint project with the Corps with joint environmental reviews. The Port is responsible for the berthing area cost and the disposal fee for any material that comes out of the berthing area. The Corps is responsible for costs associated with turn basin and the channel. The permitting will be done separately. She noted that we are working on a simultaneous track with the Corps. Currently we will both go out to bid separately, therefore it is possible to award bids to two separate contractors. The Corps will do the NEPA review for both parts. The Port will do the SEPA review. Commissioner Van Schoorl asked if there were an appeal on the NEPA review, where would the appeal go to? The Corps are the lead on the NEPA and the Port will be the lead on the SEPA.

The project is a \$2.4 million dollar project. The Port will be financing 34% or \$874,825 and the Corps responsible for 66% or \$1,700,000 of the project. The Corps funding for 2007 will not be finalized until February 2006. Mr. Amador indicated that we are looking at permitting this fall through summer of next year. The bidding would begin in the summer of 2006 with construction beginning in fall of 2006 and ending in early 2007.

Mr. Amador indicated staff is recommending that (1) the Port continue due diligence work with the Corps and other agencies to keep this project moving according to the proposed timeline, (2) to continue to keep the Port Commission informed and involved as this process moves forward, and (3) to provide public communication including a fact sheet be made available as a printed document and on the Port's website. Port staff will contact key stakeholders, be available to attend community meetings to provide information about the project.

Commissioner Telford questioned why the turning basin needed to be widened and asked if it was because of the larger vessels. Mr. Amador indicated that the current customer fleet is having issues with the current turning basin. Ms. Fontenot indicated that the bigger issue is when another vessel is in Port this reduces the turning basin by up to 100 feet. So if the quantity of vessels increases, the turning basin is reduced. Staff indicated this widening proposal has been discussed back to 1999 and has nothing to do with current business at the Port.

Commissioner Telford asked what the relationship of MNO/East Bay dredging. Ms. Fontenot indicated the two projects are unrelated and we will be going through two separate processes. Ms. Fontenot indicated the sedimentation study that was done in 1999 expires in 2008 and if the project were slowed down for any reason, we would have to start over. If we lay other projects on top of this it cause the potential to slow down the process or jeopardize the project. The MNO/East Bay dredging project has just started and we are just starting the sedimentation study on that project now. There would not be any savings by linking the two projects because the two projects require different equipment and mobilization.

#### **Budget Issues for 2006 Operating and Capital Budget**

Mr. Steve Davis proposed to the Commission a compensation package to staff for 2006. He indicated he tried to put together a package that meets all of the commissioners concerns.

Commissioner Telford indicated that in today's paper there was a figure that the average family's cost went up \$800 per year. He suggested giving an \$800 increase across the board and use the rest as a percentage of salary. If the total is \$88,000 then take \$800 for each employee and then take the rest be given as a percentage. The \$88,000 is a total of 3.75%.

#### **ADJOURNMENT**

President Van Schoorl adjourned the special meeting of November 23, 2005 at 10:33 a.m.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer