

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

**December 9, 2002**

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**CALL TO ORDER**

President Van Schoorl called the meeting of December 9, 2002, to order at 5:40 p.m. at the TCTV Studio in Olympia. Commissioners Pottle and Telford were also in attendance.

Staff in attendance were: Executive Director Nick Handy, Administrative Manager Jeri Sevier, Finance Director George Fox, Airport Manager Doug Sandau, Communications Manager Patti Grant, and Property Manager Heber Kennedy.

Public in attendance were as follows. Representing Legal Counsel was Mick Phillips. Representing the Planning and Advisory Committee was Dave Clark. Others in attendance who signed the attendance sheet include: Harold Chambers and Frank Dare.

**APPROVAL OF AGENDA**

The agenda was approved as submitted. President Van Schoorl noted that the Port's electronic mail system was down and the Port was unable to send out the agenda via e-mail nor able to send the agenda by mail. However, President Van Schoorl noted that the agenda was available via the internet and was announced in the Olympian both Friday and Monday.

**PUBLIC COMMENT**

No public comment was given.

**COMMISSIONERS REPORTS**

Commissioner Telford indicated he attended an ethics conference on December 3<sup>rd</sup> and attended the WPPA conference in Tacoma on December 4<sup>th</sup> and 5<sup>th</sup>.

President Van Schoorl noted that he also attended the WPPA conference.

**EXECUTIVE DIRECTOR REPORT**

Mr. Nick Handy reported that at the Marine Terminal continues to be active with business. He noted the coil rod was dispersed on berth one and is being trucked out of the terminal. He confirmed a new shipment of steel pipe was scheduled for arrival at the Port mid December. The Marine Terminal also has two large volume loads of logs going out by vessel in December.

At the Airport, Mr. Handy reported Air Service has almost completed one month of service from Olympia to Spokane. We are off to a strong start, averaging 40 percent full. Big Sky confirmed that was an excellent first month. Mr. Handy reported the EDC bulk ticket sales have reached over \$94,000.

**CONSENT CALENDAR**

The Consent Calendar was unanimously approved as follows.

**Minutes.** The minutes from the November 25, 2002 meeting were unanimously approved by the

Commission.

### **Capital Project Expenditure Approval**

The Commission unanimously approved the capital expenditure listing in the amount of \$314,124.23 for payments to Reid Middleton for the runway threshold relocation project and to Stemen Environmental, Inc. for the airport UST removal project.

### **Pearson Air Lease Approval**

The Commission unanimously ratified the lease amendment 3 with Pearson Air for the Gunther Building with the agreement to provide the tenant with five additional (5) terms of one (1) year each, and requests a 90 day advance notice to exercise each term, comencing on August 1, 2003. The rent remains \$975.26 per month.

### **ADVISORY CALENDAR**

#### **Policy and Procedure Update**

Ms. Jeri Sevier indicated to the Commission that annually staff brings the commission policy updates to be included in the policy and procedure manual. Ms. Sevier gave the Commission an overview of the policy and procedures for consideration for 2002-03. She indicated there were three policies, (1) Policy 801 – revised purchasing and expenditure system, (2) Policy 502 – revised sponsorship policy and (3) Policy 116 – a new policy on ethics.

Ms. Sevier reviewed each of the revisions in both policy 801 and 502, and submitted policy 116 for complete consideration.

Mr. Brian Malarkey, Executive Director of the Washington State Executive Ethics Board, invited by Commissioner Telford, talked with the Commission about establishing an ethics policy. He commented that the ethics board tries to install the five fundamentals into an ethics policy, objectivity, selfishness, stewardship, transparency, and integrity.

The Commission discussed each of the policies starting with revised policy 801, purchasing and expenditure system. The commission agreed on the \$10,000 limit for obtaining three bids. However, the Commission wanted additional language added to indicate that the Port encourages staff to get three bids on all purchases when appropriate and to use local sources when prudent.

The Commission discussed revised policy 502. That policy changed the title from sponsorship to community advertising and promotion. Commissioner Telford indicated he could not support this policy and would like to see the staff refocus on the fundamentals at the Port. Both Commissioners Pottle and Van Schoorl indicated they disagreed with Commissioner Telford. Commissioner Van Schoorl commented that this policy is consistent with other municipal governments. He noted that he appreciated the changes; the revised policy lays out guidelines and requires written applications which helps clarify the process.

The Commission discussed the new proposed policy 116 on ethics. Commissioner Telford commented that he hoped for improvement in clarifying the law, he went through the policy proposing minor edits throughout. Commissioner Pottle commented that he thought the proposed policy was clear and general enough that it would cover all bases. He noted that there is nothing wrong with having a general ethics policy, and that he did not want to require or legislate beyond the existing law.

President Van Schoorl indicated the Commission would like staff to make changes consistent with the discussion tonight and bring back to the Commission at the first meeting in January for approval.

**ADJOURNMENT**

The Commission adjourned the meeting executive session at 7:05 to discuss the executive director's annual evaluation, to confer with counsel regarding potential litigation involving the sediment remediation contract at Cascade Pole, and to consider matters relating to the price in several real estate matters concerning the potential purchase and sale of property adjacent to the airport and on the Port peninsula. No action was taken at the executive session.

President Van Schoorl adjourned the meeting of December 9, 2002 at 8:45 p.m. President Van Schoorl announced the December 23, 2002 meeting was cancelled. The next meeting of the Commission will be January 13, 2003.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer