

PORT OF OLYMPIA COMMISSION
MINUTES OF REGULAR MEETING

December 11, 2000

CALL TO ORDER

President Dickison called the meeting of December 11, 2000, to order at 6:22 p.m. at The Olympia Center in Room 101 and 102. Commissioners Van Schoorl and Pottle were in attendance.

President Dickison announced the Commission just came from Executive Session discussing the terms of the proposed labor contract with the Port's unionized employees. No action was forthcoming. President Dickison also announced the Commission held an executive session on December 8, 2000 at 3:00 p.m. to complete the annual evaluation of the Executive Director. In addition, the Commission just held a Port of Olympia Economic Development Corporation Meeting at 5:30 p.m.

Staff in attendance were: Executive Director Nick Handy, Administrative Manager Jeri Sevier, Marketing Director Kari Qvigstad, Engineering 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, Daniel Farber; Olympia, Keith Bausch, representing the PAC and ILWU, Paul Mena, Deborah Johnson, Russ Carstensen, David Clark, Chris Lane, Ron Grant, and George Darkenwald, all representing the PAC.

APPROVAL OF AGENDA

The agenda was approved as presented.

PUBLIC COMMENT

No public comment was given.

COMMISSIONERS REPORTS

President Dickison indicated he met with Steve Landino, National Marine Fisheries Service, regarding the Cascade Pole clean up actions and has also scheduled individual meetings for the other Commissioners to meet with Mr. Landino for a briefing.

CONSENT CALENDAR

Minutes. The minutes from November 27, 2000 were unanimously approved as presented.

Capital Project Expenditure Approval. The Capital Project Expenditure listing including Landau Associates and Wilder Construction for expenses related to Cascade Pole in the amount of \$216,663.89 was approved unanimously as presented.

ADVISORY CALENDAR

Policies and Procedures Update

Ms. Jeri Sevier presented the Commission with a draft of the policies and procedures manual update. The update included revisions to the wellness program policy, hiring and appointment policy, work periods policy, flextime and part-time status policy, automobile policy, expenditure system of internal controls policy, purchase order policy, and added a capitalization policy and a public records policy.

Ms. Sevier briefly reviewed each of the policy changes and additions indicating most of the changes were to define and

improve the current practices and update the written policy to reflect those improvements. She asked the Commission to review the changes and indicate to staff if they have any suggestions or comments. Ms. Sevier reported the draft has been circulated to all staff for comments as well. Staff will bring the policies and procedures back to the Commission for approval in January.

The Commission commented that they would have some changes and there may be a need to update additional policies not included in this draft. President Dickison asked Mr. George Fox to look into offering employees a defensive driving class prior to operating a Port vehicle.

Commission By-Laws

Ms. Sevier presented the Commission with draft by-laws for the Port Commission. She indicated we did not have current by-laws on file and asked the Commission to review and indicate to staff if they have changes to incorporate.

President Dickison indicated there are by-laws on file from several years back and asked legal counsel if the Port Commission was bound by the by-laws. Legal Counsel, Sandy Mackie indicated that the old rules probably need updated since they refer to conducting business using Roberts Rules of Order. Mr. Mackie suggested that the by-laws be operating rules for conducting business.

There was some discussion on the by-laws versus operating rules. The Commission indicated they would provide feedback to staff on the issue.

Joint Meeting with Planning and Advisory Committee

The Port's Planning and Advisory Committee has been actively involved with the planning process for the West Bay waterfront. The PAC has held several meetings discussing the recommendations and is holding this joint meeting to present recommendations regarding Port property to the Port Commission.

PAC Chair Russ Carstensen outlined its recommendations to the Commission on West Bay as set forth in the minutes of the November 21 and December 5, 2000 PAC meetings.

Port Properties. PAC members decided to focus PAC recommendations on West Bay property owned by the Port, and to not offer views on the overall West Bay development scheme considered by the Stakeholders and Olympia Planning Commission.

Port Lagoon. PAC members generally supported retention of the railway so long as industrial users exist on West Bay, but working to convert the rail line to a footpath upon abandonment. Until abandonment, they supported keeping public access by foot and bicycle along West Bay drive. PAC members generally supported the Port and USF&W working for a more proactive habitat management plan for the lagoon and considering opportunities for an interpretative center or wildlife viewing platforms at appropriate locations near the lagoon.

Port Uplands. PAC members supported keeping Solid Wood as a lessee so long the business remains viable. Different views were expressed, however, regarding land uses after Solid Wood. Some members favored retention of light industry and introducing mixed use commercial while developing public access opportunities. Other members proposed converting to a stronger park and open space approach in conjunction with a Marine Science Center or other regional draw.

Habitat Island and Cove. PAC members supported using the area identified as Habitat Island and adjacent cove area to provide public access to the water, including the possibility of resurrecting the old pier for pedestrian use and improving habitat values on Habitat Island.

The Port Commissioners and the PAC discussed West Bay issues generally, and the Port Commission expressed its appreciation to the PAC for the recommendations and discussion.

ADJOURNMENT

President Dickison adjourned the meeting of December 11, 2000 at 8:45.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer