

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

**September 26, 2003**

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**CALL TO ORDER**

President Pottle called the special meeting of September 26, 2003, to order at 8:30 a.m. at the Port Office in Olympia. Commissioners Telford and Van Schoorl were also in attendance.

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, Operations Director John Wolfe, and Finance Director George Fox. No members of the public were in attendance.

**APPROVAL OF AGENDA**

The agenda was approved as submitted.

**PUBLIC COMMENT**

No public comment was given.

**ACTION CALENDAR**

**Approval to Bid on Lighting for Golf Center**

Ms. Andrea Fontenot requested the Commission approve staff to bid the rear projection lighting component of the 2003 Golf Center improvement project. Ms. Fontenot reported that the 2003 Capital budget for this work is \$43,687. In the process of scoping the work, staff realized some efficiency would be realized by combining the power extension portion of the project with Eric Rowe's power extension for the new batting cages. She indicated that staff has combined this work into this contract; as it does not make sense to do it separate. The revised estimate for this work is therefore \$49,456.44, with Eric Rowe's estimated portion of the work of \$12,628.92; and the Port's share at \$37,010.70.

Ms. Fontenot reported that this work is estimated to fall within Capital Budget amounts. The Commission moved approval of the request and voted 2-0 to approve staff to move forward with the bid for the rear projection lighting component of the 2003 Golf Center improvement project. Commissioners Van Schoorl and Pottle voted for approval. Commissioner Telford abstained from voting.

**ADVISORY CALENDAR**

**2004 Budget Work Session**

The Commission held a work session regarding the 2004 operating and capital budget. Staff presented recommendations to the commission for consideration. Discussions of the operating and capital budget included budget themes, business and department overviews, policy issues, and capital budget overview. No decisions were made regarding the 2004 operating and capital budgets.

**ADJOURNMENT**

President Pottle adjourned the meeting of September 26, 2003 at 12:00 noon.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer