



PORT OF OLYMPIA COMMISSION  
MINUTES OF REGULAR MEETING

February 27, 2017

**CALL TO ORDER**

Commissioner Downing called the regular meeting of February 27, 2017, to order at 4:13 pm at Percival Plaza at 626 Columbia St. NW, Suite 300, Olympia.

The Commission recessed into an executive session at 4:15 pm to review the performance of an employee in accordance with RCW 42.30.110(1)(g). The executive session ended at 5:25 pm. The regular meeting reconvened at 5:30 pm.

**Present:** Commissioners Joe Downing, Bill McGregor, and E. J. Zita.

**APPROVAL OF AGENDA**

*Commissioner McGregor moved to approve the Agenda as presented. Commissioner Zita seconded the motion. Motion passed unanimously.*

**PUBLIC COMMENT**

The following people spoke during public comment:

Pat Rasmussen, Ashley Wiltin, John Baldrige, Ryan North, Sara Lau, Cyan Boyd, Shari Goulet, Bev Bassett, Adam McWilliams, Peter Overton, Valerie Krull, Bill Muma, Mike Cox, Madelin Goodwin.

**COMMISSION RESPONSE TO PUBLIC COMMENT**

All three Commissioners responded to public comments.

**COMMISSION CONSIDERATION**

• **Action Calendar**

1. Mike Reid presented, for approval, Contract No. 2017-1005 with Kidder Mathews for property and lease management services for the Lacey properties. Financial review of property acquisition accounted for a 5% of lease payment to be charged through to tenants as part of their triple net charges as a Property Administration Fee. This would be the funding mechanism for this contract.

*Commissioner McGregor moved, seconded by Commissioner Zita, to approve Contract No. 2017-1005 with Kidder Mathews for property and lease management services for Lacey properties in an amount not to exceed \$29,400. Motion passed unanimously.*

• **Action Calendar - Other**

None

• **Advisory Calendar**

1. Mike Reid briefed the Commission on the Strategic Plan Update. The five elements of the Plan are: mission statement, vision statement, values, focus areas, and structure.

The Commission asked clarifying questions.

2. Heather Burgess presented optional revisions to Resolution 2016-04 titled Commission Rules. The Commissioners had provided comments on an initial draft of proposed revisions to Article XI addressing meeting minutes. Based on the comments, there were two alternative revisions presented.

The Commission discussed alternative language and provided Ms. Burgess with direction for editing the Resolution.

- **Public Comment on Advisory Calendar:**

The following people spoke during public comment on advisory items only:

Bev Bassett, Richard Wolf, and Robert Rose.

- **Consent Calendar**

1. Meeting Minutes –November 28, 2016, December 12, 2016 and January 19, 2017.
2. Bills and Voucher Batch Nos. 01 – 04 totaling \$1,315,670.62.

The Commission requested changes to the meeting minutes of November 28, 2016 and December 12, 2016.

*Commissioner McGregor moved to approve the Consent Calendar as presented. Commissioner Zita seconded. Motion carried unanimously.*

## COMMISSIONER REPORTS/DISCUSSION

Commissioners Downing and Zita reported on meetings and events attended.

## EXECUTIVE DIRECTOR REPORT

In response to a public request, Mr. Galligan said it has been confirmed that the Marina No Wake signs will be reinstalled.

## LEGAL COUNSEL REPORT

No report

## MEETING ANNOUNCEMENTS

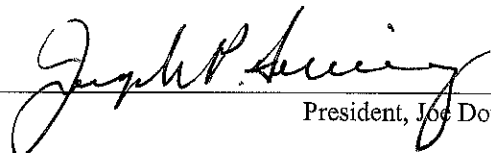
Commissioner McGregor reviewed the schedule of upcoming meetings:


- February 28 @ 5:30 pm      Special Joint Work Session with Cities of Olympia & Tumwater at Olympia City Hall Council Chambers
- March 2 @ 2:30 pm      Special Commission Work Session at Percival Plaza
- March 13 @ 5:30 pm      Commission Meeting at Percival Plaza
- March 23 @ 2:30 pm      Commission Work Session at Percival Plaza

## ADJOURN

*Commissioner McGregor moved, seconded by Commissioner Zita to adjourn the meeting at 7:47 pm.*

PORT OF OLYMPIA COMMISSION

  
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President, Joe Downing

  
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Vice President, EJ Zita

  
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Secretary, Bill McGregor