

**PORT OF OLYMPIA COMMISSION
MINUTES OF WORK SESSION**

August 15, 2007

CALL TO ORDER

President Telford called the meeting of August 15, 2007, to order at 7:00 a.m. at the Port of Olympia Large Conference Room in Olympia. Commissioners McGregor and Van Schoorl were also in attendance.

Staff in attendance were: Executive Director Ed Galligan, Administrative Manager Jeri Sevier, Communications Manager Patti Grant, Airport Director Rudy Rudolph, Harbor Director Bruce Marshall, Engineering Director Jeff Lincoln, Marketing and Business Development Director Kari Qvigstad, Finance Director Steve Davis, and Marine Terminal Director Jim Amador.

Public in attendance were as follows: Bill Pilkey.

Port Communications: Commission Meetings

Mr. Jason Robertson provided the Commission with a Commission meeting assessment process and findings. Ms. Kari Qvigstad distributed a matrix for Port Commission Communications and Meeting Elements for review. The elements included 1) plan ahead, start early, 2) meeting structure enhancements, and 3) responding to the public.

The Commission discussed the issues and asked staff to provide summary, suggested implementation strategies, and the implications of each strategy. The issues discussed included:

1. Announcing topics for the next agenda at a prior meeting.
2. Including more background information on advisory or decision items in the meeting packet.
3. Providing the packets to the Commissioners one week in advance of the meeting.
4. Presenting action items in context of the entire process.
5. Providing the Commission with executive summaries on issues prior to the meetings.
6. Providing the Commissioners with individual briefings when issues require further discussion.
7. Staff holding informal listening or discussion workshops for selected issues in advance of public meetings.
8. Offer early-comment opportunities by posting the entire Commission packet on the website in advance of the meeting.
9. Hold Commission workshops with management team.
10. Staff to meet informally with stakeholders prior to Commission meetings.
11. Review Parliamentary Rules and Washington Ports Assoc. Commissioner Guide.
12. Establish clear, fair ground rules for public testimony and comment.
13. Adopt a "civility" and/or "fairness" policy.
14. Staff to present advisory items prior to a meeting where action is taken.
15. Executive Director continues to report on Port activities at each meeting.
16. Expand public comment to three minutes.
17. Summarize public comment and provide a response at the meeting or next meeting.
18. Enforce rules of engagement for public testimony and comment.

19. Respond to issues and keep the public informed.

ADJOURNMENT

President Telford adjourned the meeting of August 15, 2007 at 8:30 a.m.

PORT OF OLYMPIA COMMISSION

President

Vice President

Secretary-Treasurer