

**P O R T O F O L Y M P I A C O M M I S S I O N**  
**M I N U T E S O F W O R K S E S S I O N**

**September 5, 2008**

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**CALL TO ORDER**

President McGregor called the Strategic Planning Session of September 5, 2008, to order at 9:00 a.m. at the Olympia Golf and Country Club. Commissioners Barner and Telford were also in attendance.

Staff in attendance were: Executive Director Ed Galligan, Administrative Manager Jeri Sevier, Airport Director Rudy Rudolph, Acting Finance Director Kim Peterson, Property and Business Development Manager Mike Reid, Engineering Director Jeff Lincoln, Marine Terminal Director Jim Amador, and Harbor Director Bruce Marshall.

Public in attendance were as follows: Richard Wolf. Mike Edwards moderated the session.

**Ground Rules.** The Commissioners agreed to the following ground rules.

- All participants have an equal voice.
- Differing opinions are welcome.
- All viewpoints considered – Consensus of the Commission becomes joint operating method and plan.
- Written report from session.
- When in doubt in future – refer to the Consensus of this day.

**NorthPoint**

We discussed the policy issues for Northpoint and defined the goal as developing NorthPoint with the highest and best use for the property. It was noted that Anthony's lease has a requirement for the Port to develop Northpoint. We discussed the issue of KGY, the infrastructure for the tower is under construction. We discussed the desire to have mixed use development on the site and that the development process would be open and let the developers define the market demand for uses. We discussed the height limits uncertainty and decided that there would not be residential at NorthPoint. Options might include a hotel, office, and destination point (not a park). There were concerns expressed about a hotel next to the Marine Terminal, but that the development would be developer driven, so they will know the feasibility of the site. Staff indicated that there is a draft RFP/RFQ that could be dusted off and sent out to Commissioners for their review. Staff indicated that we needed to develop some criteria for evaluating the RFP's.

It was decided that staff would send out the draft document to Commissioners for review and that we would set up another work session to discuss moving forward on Northpoint. Staff would also keep the Commission updated on the clean up plan when it is more certain, and to provide a footprint drawing of the buildable area.

### **Port Advisory Committee**

We discussed a potential project for the Port Advisory Committee. The Commission would be meeting with the PAC the next week. The Commissioners discussed their concern with the PAC not willing to get public input and indicated they would discuss this issue with the PAC at the meeting. The Commission indicated that the role of the PAC is to present a plan to them for input and the Commission makes the policy decisions. They discussed the agenda for the Monday night meeting with the PAC and decided that it would be to thank them for their efforts on the Land Use Plan, have open discussion, and no new assignments at this time.

### **Board of Commissioners Communications**

The Commission expressed their concern that there is not the ability to have Commissioner-to-Commissioner communications. Commissioner Barner indicated that he felt he needed a staff person for constituent relations and he had nowhere to meet with the public. It was expressed to him that he could call Jeri to schedule a conference room at the Port to meet with the public and that Jeri is the staff person to help coordinate his needs.

We discussed that in order to have a unified Port, we need a board that is working together. Right now we have a 1 vs. 1 vs. 1 scenario, but in order to have a win, you need at least 2. We discussed that the Commission approved goals for the Port staff and we need to follow the goals set, as we use staff resources on other issues when the Commission pulls a staff person off on another mission. It was agreed that Ed would send out the same communication to all commissioners via email, therefore it is important for Commissioners to read their emails regularly.

We discussed the role of the policy makers versus the staff. However, Commissioner Telford expressed that he is held accountable and he will continue to provide oversight.

The Commissioners agreed to operate by CONSENSUS!

We discussed that items should not be added to the agenda the night of the meeting unless they are an emergency. If a Commissioner would like an item added to the agenda, they need to provide the issue/item to Jeri in the timeline to get it on the printed agenda and then fill out a cover memo explaining the item for discussion.

They also discussed the external communications issue and indicated that they would like the Port to be proactive and announce news, the communications should be Port driven, however, we need to communicate factual information, no fluff, in order to build trust. Currently the press contact is Ed.

### **Key Challenges to the Port's Success**

At the last WPPA conference, the Commissioners filled out a survey expressing their opinions of the challenges for the Port. We reviewed that list.

### **Administrative**

We discussed the problems with the legal costs, but currently without legislation, we cannot change the system to eliminate the abuse. Commissioner Telford suggested that we do not need to use Carolyn Lake on the comprehensive plan update.

Commissioner Telford indicated that he had a concern about mileage reimbursement for Commissioners to and from their house to the Port offices. He asked staff to do some research with other governmental entities and to provide guidance on a policy.

Commissioner Telford indicated that he would like to see the arrestees be held accountable and if the offenders are not prosecuted, the Port should take civil action. The other Commissioners agreed that they should be held accountable for damaging property and blocking streets.

We discussed that we have limited resources and staffing so the budget planning for 2009 should reflect that. They discussed that the 2009 goals should drive the budget.

### **East Bay Development**

We discussed that there needs to be a plan for public outreach in place. We discussed the DOE clean up plan for East Bay. Commissioner Telford indicated he would like the short list of development concepts generated from the RFP to be presented to the Commissioners at a public meeting and then to expand to a public open house.

### **ProLogis Tumwater Issues**

The Commissioners indicated that they would like to hold a joint meeting with the City of Tumwater to discuss development issues.

### **Joint Meetings**

The Commission asked staff to set up joint meetings with other jurisdictions like the City of Lacey, Tumwater, ODA, etc. They indicated that the agenda with the City of Tumwater should include a statement by the Port on the issues. It was also suggested to look at the statements already made by the EDC.

### **Marine Terminal**

We discussed the need to get cargo into the Marine Terminal. Ed indicated that we have cut back on staffing in the short term until we get more revenue business at the Terminal. However, staff indicated that the prospects are good at this time for new business. We discussed how we share business opportunities with the public. Staff recommended that we get our questions answered first, and then go to the public. In the case of the SSLC, we didn't even have our questions answered before we took the issue to the public and that process did not turn out very good.

### **New Market**

Commissioner Telford indicated he would like to re-examine the plans and uses for the area. He suggested this be a PAC project. He suggested that the comp. Plan needs to be revisited and incorporate the Washington Department of Fish and Wildlife five-year plan. Commissioner Telford indicated that he would like to look at possible open space buffers.

**Opportunities with Other Regional Governmental Entities**

Commissioner Barner suggested that we needed to explore opportunities with other regional governmental entities. Staff indicated that currently staff has regular contact with those local entities, however, we could bring presentations to the Commission meetings when appropriate.

**Future Property Acquisition**

Commissioner McGregor indicated that we should think about the idea of creating a presence, most likely through the acquisition of property, in either/or both Yelm and Lacey. He noted that those are two communities that the Port does not have equal investment in (compared to Tumwater and Olympia). We then had a short discussion on determining criteria for evaluating future acquisition opportunities.

**Vision for 21<sup>st</sup> Century**

Commissioner Barner indicated that he would like to see us align our efforts under a shared Vision for 21<sup>st</sup> Century economic development. We discussed that staff should continue to find ways to reduce transportation costs. Staff indicated that they are always looking for funding and have accomplished this with the rail loop project. In addition, staff is currently working on the Airline grant.

**ADJOURNMENT**

President McGregor adjourned the meeting of September 5, 2008 at 1:00 p.m.

PORT OF OLYMPIA COMMISSION

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President

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Vice President

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Secretary-Treasurer