CALL TO ORDER

Commission President Bill McGregor called the Special Commission Study Session of April 7, 2016, to order at 2:30 p.m. at the Percival Plaza, Olympics Room in Olympia.

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

Staff: Executive Director Ed Galligan, Finance Director Jeff Smith, Airport Director Rudy Rudolph, Harbor Master Bruce Marshall, Engineering Director Bill Helbig, Senior Manager Business Development Mike Reid, Human Resources Manager Jeri Sevier, Acting Environmental Programs Director Barb Tope, Marine Terminal Director Len Faucher, Executive and Commission Coordinator Jessie Bensley.


Others: Richard Wolf and Dennis Langhans.

Facilitator Kendra Dahlen welcomed the group and went over the agenda.

Envisioning a Vision group exercise
Kendra Dahlen reminded Commissioners and the Director’s Team that discussion about creating a vision statement for the Port was tabled during the February 1st study session due to time constraints. As a result, this session will start with a visioning brainstorming exercise to gather ideas and phrases that capture the role and purpose of Port operations and activities.

Ms. Dahlen provided information about vision statements and examples, and then requested that ideas be jotted on post-it notes for review and discussion by all. The perspectives, themes and breadth of quality ideas were so extensive it was decided that Mike Reid will work with the Commissioners and director team to group and rank them, creating a master list for the next step in producing a vision statement for the Port.

Mike Reid gave a presentation on the work that has been done to update the Strategic Plan since the February 1st study session. He summarized the outcomes from the prior study session, including a review of the new themes: Economic Development, Environmental Stewardship and Engagement; and how the substance of the current plan conforms to the themes. Mr. Reid explained the updated framework for the plan and the adaption of existing targets to develop new goal statements. Accompanying packets were distributed with the following documents: Strategic Plan Update, Targets for 2025, 2016 workplan, 1995 Strategic Plan and examples of other Port Strategic Plans.

Commissioner Zita expressed strong support for the overall form and content of the Strategic Plan Update, and suggested adding a bullet to the Economic Development (p.11) saying:
Promote or preserve other community services which contribute to or protect quality of life.
Commissioner Zita said her reasoning was it parallels the language in the other two Themes, and on p.9 (ref. MRSC), and community services can provide economic incentives and benefits.

Commissioner Downing wanted staff to research if Commissioner Zita’s recommended addition was supported by RCW 50.08.

Commissioner Zita suggested editing the Engagement Goal (p.14):
Foster and support a climate in which the community, staff, and customers are positively connected to the mission of the Port and mutually supportive.

Commissioner Downing suggested the following to Engagement:
Adding “input” to bullet #2,
Creating opportunities for the public to input with the Port decision making process.

Kendra Dahlen concluded the presentation with a review and discussion of discussion of levels of public participation, principals of engagement and five steps for consideration when designing a public participation plan.

Strategic Plan Next Steps:
1. Edits to 3 E’s
2. Work with new Environmental Director to get input on the Environmental theme
3. Staff, community, and customer engagement – goal statements
4. Identify the gaps in draft update of the plan and recommend process to fill them

The Commission agreed they would like staff to prepare a draft identifying the missing components or gaps, review new edits and develop recommendations for the engagement process for the Commission to discuss with a May 15th deadline as the goal.

ADJOURNMENT - The meeting was adjourned at 4:55 pm.

PORT OF OLYMPIA COMMISSION

President, Bill McGregor

Vice President, Joe Downing

Secretary, EJ Zita

Port of Olympia Special Commission Work Session
April 7, 2016