



# Meeting Minutes

## PBIA Advisory Board

ATTACHMENT 1

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Mark Rentfrow  
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**Thursday, January 14, 2016**

**6:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Corso called the meeting to order at 6:01 p.m.

**1.A ROLL CALL**

**Present:** 10 - Chair Mary Corso, Vice Chair Connie Phegley, Boardmember Sarah Adams, Boardmember Ken Adney, Boardmember Alana Carr, Boardmember Sheila Irish, Boardmember Bobbi Kerr, Boardmember Kim Murillo, Boardmember Jeffrey Trinin, and Boardmember Sunday Williams

**Excused:** 4 - Boardmember Janis Dean, Boardmember Jeannine Kempees, Boardmember David Rauh, and Boardmember Phil Rollins

**OTHERS PRESENT**

Community Planning and Development Director Keith Stahley  
Senior Program Specialist Mark Rentfrow  
Program Manager Anna Schlecht  
Downtown Welcome Center Program Manager Sharon Holley  
Interfaith Works Director Meg Martin

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A** [16-0057](#) Approval of November 12, 2015 PBIA Advisory Board Meeting Minutes

**The minutes were approved.**

**4. PUBLIC COMMENT**

Ms. Holley indicated the Downtown Ambassadors will attempt to be added to the PBIA agenda in February. They would like to present 2015 statistics. Chair Corso indicated that the Board would like the Ambassadors to provide the Board updated statistics every month at the PBIA meeting.

## 5. ANNOUNCEMENTS

None

## 6. BUSINESS ITEMS

### 6.A [16-0059](#) Approved 2016 PBI Budget Request

Chair Corso indicated that the Council approved the 2016 PBI Budget. Boardmember Phegley inquired about about \$72,000 in carry over funds. Boardmember Adney indicated the those funds have previously been approved by Council to fund a specific item. Mr. Stahley recommended if the Board decides they want to spend any or all of the carry over funds, that they identify how the expenditure will be used. Then come forward to the City Council with a recommendation to amend the budget for those funds. These carry over funds represent unspent allocated funds from previous years. The Board will discuss how to use unspent funds at a later date.

### 6.B [16-0058](#) Meg Martin Discusses Warming Center

Ms. Martin presented a background of the services provided by the Interfaith Works Emergency Overnight Shelter. She discussed a new program, the Warming Center, which started in November 2015. The Warming Center provides community members a place to get warm during the day. The center is open from 7 a.m. to 1 p.m. The Warming Center is seeking funding from the PBI for this program. She presented a funding proposal to the Board. The Warming Center has been beneficial to Downtown businesses as the people utilizing the facilities would otherwise be seeking warmth inside businesses and/or right outside their locations. The Downtown Ambassador program indicated service calls have drastically reduced since the opening of the Warming Center. There was a motion to make a one time donation: \$10,000 to the Warming Center Program and \$10,000 to the First Christian Church Shelter Program. The motion was seconded. Discussion. Mr. Stahley stated that funds cannot be allocated for a service that has already been rendered. A proposal would have to be presented to the Council via a PBI recommendation to fund this service. It would also require legal review to make sure the use is a legal use of PBI funds. Suggestion of an amendment to the motion of funding the remainder of the Warming Centers program through 3/31/16 of \$18,000. Discussion. Suggestion of another amendment to the original motion: fund \$18,000 to the Warming Center Program for the calendar year 2016. The motion was seconded. A motion was made to fund Interfaith Works Warming Center Program for \$18,000 for the calendar year 2016. The motion was seconded. Discussion. **Boardmember Trinin moved, seconded by Boardmember Murillo, to fund the Interfaith Works Warming Center Program for \$20,500 for the calendar year 2016. The motion passed with one opposition.**

## 7. REPORTS

Boardmember Phegley attended the Clean and Safe Committee meeting and gave a brief report: ten additional ashtrays have been ordered, the bar meeting is scheduled for January 26th, the mural process is underway, additional brooms and dust pans have been ordered and public bathroom development is still being discussed. Ms. Schlecht indicated that there will be a General Government Committee meeting on January 27th at 4:30 p.m. at which public bathroom development will be discussed.

Boardmember Phegley brought up the evening/weekend walking patrol not being funded January through March. The PBI board previously discussed whether or not they could use PBI funds to fund the evening/weekend walking patrol from January through March. Mr. Stahley explained the status of their inquiry. He explained that the PBI could not request that the police department patrol at a specific time. It would be up to the police department to decide what the appropriate times are to patrol. The police department indicated they would need an additional \$20,000 to expand the walking patrol. The Board indicated they are wanting to allocate unspent available funds from previous years to fund this one time expenditure.

**Boardmember Phegley moved, seconded by Boardmember Adney, to provide one time gap funding to the evening/weekend walking patrol to the Olympia Police Department in the amount of \$20,000 for 2016. The motion passed with two oppositions and one abstention.**

Boardmember Phegley thanked Boardmember Adams for her service on this Board as this was her last meeting.

Boardmember Williams gave a marketing report. She indicated that the 4th quarter 2015's marketing expenses mainly consisted of advertising the Twinklefest event. She reviewed the undertakings of the Twinklefest event.

## 8. OTHER TOPICS

Ms. Schlecht reiterated there will be a General Government Committee meeting on January 27th at 4:30 p.m. Public bathroom development in downtown will be discussed. She reviewed the plans that staff will be presenting at this meeting. Boardmember Phegley indicated that the Olympia Downtown Association (ODA) and the PBI have indicated they are not in favor of porta potty type facilities.

Boardmember Phegley commented on the New Urbanism film festival she attended. She suggested this might be a good idea for the PBI to support and possibly have at the PBI annual meeting.

Boardmember Murillo commented on the Downtown Strategy meeting. Chair Corso encouraged everyone to take the online survey if they haven't done so already. The next public workshop is February 20th.

Boardmember Adney inquired about the status of the eroding bank. Mr. Stahley responded that the City Manager is proposing that we allocate \$650,000 to help fund that project.

Boardmember Adney inquired about the sunset review. He asked if there would be another one in the future. Mr. Rentfrow indicated there will not be another review. The PBIA is now a permanent fixture in the City government.

Chair Corso indicated that the Board needs to make a decision on three dates for their retreat. The Board decided on April 3rd as their first preference, March 20th as their second preference and March 6th as their third preference. She indicated that they will need to: discuss the previous five year plan, write up a status report regarding the previous five year plan, discuss the By-Laws and create a new five year plan.

Chair Corso indicated vacant boardmember seats need to be filled in February. Boardmembers Corso, Adney, Rollins and Dean terms are expiring. Boardmembers Adams, Kempees and Campbell are stepping down from unexpired positions due to other commitments. There will be seven vacant seats total: four will be elected and three will be appointed by the current Board. Ballots need to be mailed out as soon as possible.

## **9. ADJOURNMENT**

The meeting was adjourned at 7:35 p.m.