



Meeting Minutes

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Amy Buckler
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Thursday, October 12, 2017

6:00 PM

Council Chambers

1. CALL TO ORDER

Chair Corso called the meeting to order at 6:00 p.m.

1.A ROLL CALL

Present: 10 - Chair Mary Corso, Boardmember Jeffrey Barrett, Boardmember Alana Carr, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Audrey Henley, Boardmember Kim Murillo, Boardmember David Rauh, Boardmember Nathan Rocker and Boardmember Jeffrey Trinin

Excused: 3 - Boardmember Sheila Irish, Boardmember Bobbi Kerr and Boardmember Danielle Ruse

OTHERS PRESENT

City of Olympia Community Planning & Development:
Senior Planner Amy Buckler

Olympia Police Department:
Deputy Police Chief Aaron Jelcick

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [17-0910](#) Approval of August 28, 2017, PBIA Parking Committee Meeting Minutes

The minutes were approved.

3.B [17-0940](#) Approval of August 25, 2017, PBIA Clean and Safe Committee Meeting Minutes

The minutes were approved.

3.C [17-0943](#) Approval of March 30, 2017, PBIA Leadership Team Meeting Minutes

The minutes were approved.

3.D [17-0970](#) Approval of September 6, 2017, PBIA Communications & Partnerships Committee Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT

Lyndsay Galariada, from Quality Self Storage, introduced herself to the Board.

5. ANNOUNCEMENTS

Ms. Buckler provided a handout of upcoming PBIA meetings and informed the Board that she will be giving a PBIA update to the City Council's General Government Committee on October 25, 2017. Boardmember attendance is not required.

Mr. Jelcick presented an overview of Proposition 1, the Public Safety Measure, to the Board. Proposition 1 will be on the ballot in November.

6. BUSINESS ITEMS

6.A [17-1023](#) Outlook Emails for PBIA Board Members

Ms. Buckler provided usernames and passwords to the Board for their individual City Outlook email accounts and demonstrated the basic processes of logging in, creating a new email and searching for an email address. Effective immediately, PBIA communications will be entirely through City Outlook email accounts. The Board reviewed public record processes and email rules of thumb.

The report was received.

6.B [17-1024](#) 2018 PBIA Budget & Work Plan Development

Ms. Buckler gave an overview of the PBIA Draft 2018 Work Plan and Budget as well as survey results from the September 28, 2017 through October 9, 2017 online PBIA member survey. The Board discussed. Final recommendations for the PBIA Budget will be made at the next PBIA meeting on November 9, 2017. The 2018 Work Plan, which includes briefings, input to staff, administrative duties and potential partnerships, is due to the City Council around February.

Boardmember Dean provided the Marketing Committee report on Holiday/Twinklefest Promotions. The Board recommended purchasing a video advertisement through Olympia Film Society to promote Twinklefest.

The discussion was completed.

6.C [17-1025](#) Clarification of PBIA Advisory Board Term Limit End Date

Terms end December 31 rather than in February.

The information was provided.

7. REPORTS

Ms. Buckler gave a report on the Nomination Committee.

8. ADJOURNMENT

The meeting adjourned at 8:35 p.m.