



Meeting Agenda

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Jennica Machado
360.753.8591

Wednesday, June 3, 2026

11:30 AM

Room 207

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

3.A [26-0422](#) Approval of the May 6, 2026 PBIA Meeting Minutes

Attachments: [PBIA 5.6.2026 minutes draft](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

6.A [26-0424](#) Update Regarding Olympia Downtown Alliance's Role in Phase 2

6.B [26-0427](#) Introduction of the Thurston Economic Development Council as PBIA Phase 2 Consultant

6.C [26-0428](#) PBIA Advisory Board Meeting Schedule Discussion

6.D [26-0429](#) Advisory Board Vacancy Update

6.E [26-0436](#) Public Art Maintenance Request

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

PBIA Advisory Board

Approval of the May 6, 2026 PBIA Meeting Minutes

Agenda Date: 6/3/2026
Agenda Item Number: 3.A
File Number:26-0422

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of the May 6, 2026 PBIA Meeting Minutes



Meeting Minutes

PBIA Advisory Board

City Hall
601 4th Avenue E
Olympia WA 98501

Contact: Jennica Machado
360.753.8591

Wednesday, May 6, 2026

11:30 AM

Room 207

1. CALL TO ORDER

Chair David called the meeting to order at 11:31 a.m.

1.A ROLL CALL

Present: Boardmember Jacob David, Boardmember Alden Davis, Boardmember Sophie Landis, Boardmember Christina Costelo, Boardmember Cher Hobick, Boardmember Monique Ossa, Boardmember Anne Gavzer, Boardmember Timothy Zohn, Boardmember Kaitlyn Leamy.

Absent: Boardmember Janis Dean

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [26-0346](#) Approval of the March 4, 2026 PBIA Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT

Public comment was provided by Erik Brown.

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

6.A [26-0343](#) Discussion on next steps for PBIA Phase 2 Project

Boardmembers discussed the next steps for PBIA Phase 2 project.

Boardmember Zohn moved, seconded by Boardmember Leamy, to use \$25,000 of the PBIA holdover fund for phase 2. The motion passed

unanimously.

6.B [26-0344](#) Discussion to Remove An Advisory Board Member

Boardmembers discussed removing a member for non-attendance per PBI bylaws.

Boardmember Hobick moved, seconded by Boardmember Ossa, to remove Boardmember Dean per the bylaws of being absent for three consecutive meetings. The motion passed unanimously.

7. REPORTS - None

8. OTHER TOPICS

Ms. Machado discussed an update on the Downtown Vacancy study.

Boardmember Davis discussed the recent change in downtown parking ticketing system and lack of payment options.

9. ADJOURNMENT

The meeting adjourned at 1:00 p.m.



PBIA Advisory Board

Update Regarding Olympia Downtown Alliance's Role in Phase 2

Agenda Date: 6/3/2026
Agenda Item Number: 6.A
File Number:26-0424

Type: information **Version:** 1 **Status:** In Committee

Title

Update Regarding Olympia Downtown Alliance's Role in Phase 2

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the requested follow up conversation with the Olympia Downtown Alliance regarding their role in Phase 2 of the PBIA restructuring project.

Staff Contact:

Jennica Machado, Economic Development Director, Community Planning and Economic Development, 360.480.9167

Presenter(s):

Jennica Machado, Economic Development Director

Background and Analysis:

The Parking Business Improvement Area (PBIA) Advisory Board met on May 6, 2026 to discuss next steps for Phase 2 of the PBIA restructure project. During the meeting, the PBIA Board discussed various organization's roles during the project. The Olympia Downtown Alliance was proposed to serve as the managing entity for PBIA during the Phase 1 evaluation. A Board member requested City staff to engage in further discussion with the Olympia Downtown Alliance (ODA) regarding how the ODA could participate within the Phase 2 effort. City staff will report on the conversation and discuss next steps.

Climate Analysis:

There are no climate impacts on this item.

Equity Analysis:

There are no equity impacts on this item.

Neighborhood/Community Interests (if known):

No community concerns have been received.

Options:

1. Discuss the update
2. Do not discuss the update

Financial Impact:

The Phase 2 PBIA Restructure Project is funded through fifty percent PBIA funds and fifty percent through City general funds. The total cost of the project will not exceed fifty thousand dollars.

Attachments:



PBIA Advisory Board

Introduction of the Thurston Economic Development Council as PBIA Phase 2 Consultant

Agenda Date: 6/3/2026
Agenda Item Number: 6.B
File Number:26-0427

Type: discussion **Version:** 1 **Status:** In Committee

Title

Introduction of the Thurston Economic Development Council as PBIA Phase 2 Consultant

Recommended Action

No action requested.

Report

Issue:

Introduction of the Thurston Economic Development Council as the consultant leading Phase 2 of the PBIA Restructure Project.

Staff Contact:

Jennica Machado, Economic Development Director, Community Planning and Economic Development, 360.480.9167

Presenter(s):

Jennica Machado, City of Olympia

Michael Cade, Thurston Economic Development Council

Background and Analysis:

The Parking Business Improvement Area (PBIA) Advisory Board and the Olympia City Council reviewed the Phase 1 PBIA Evaluation and approved Phase 2 to move forward. The Thurston Economic Development Council (EDC) is moving forward as the consultant to complete Phase 2 of the project.

The Executive Director of the EDC, Michael Cade, will attend the June PBIA Advisory Board meeting to introduce himself, the organization, and discuss Phase 2's scope of work. As the newly appointed

consultant, the EDC aims to use this initial session to establish a collaborative foundation with the Advisory Board. Beyond a formal introduction, Mr. Cade will facilitate a discussion to align project expectations and solicit early input from the group. Specifically, the EDC will seek the Board's insights on designing the upcoming project kickoff and shaping subsequent stakeholder engagement strategies. This collaborative approach ensures that the framework for community outreach is deeply informed by the Board's expertise and historical context from Phase 1 before next steps are finalized.

Climate Analysis:

There are no climate impacts from this item.

Equity Analysis:

The Phase 2 evaluation will apply an equity lens to both the stakeholder engagement process and the restructuring of the PBIA model. The analysis will focus on creating an equitable ratepayer structure that considers the impacts on marginalized, low-income, or minority-owned business communities downtown to prevent unintended financial or operational harm.

Neighborhood/Community Interests (if known):

Direct outreach, surveys, and formal neighborhood comment periods have not yet been conducted for Phase 2. A comprehensive stakeholder engagement and outreach plan will be designed in collaboration with the Thurston EDC following the June PBIA Advisory Board meeting.

Options:

1. Discuss Phase 2 with the Thurston Economic Development Council
2. Do not discuss Phase 2 with the Thurston Economic Development Council

Financial Impact:

The Phase 2 PBIA Restructure project is funded with twenty five percent PBIA funds and twenty five percent City general funds. The contracts are not to exceed fifty thousand dollars.

Attachments:



PBIA Advisory Board

PBIA Advisory Board Meeting Schedule Discussion

Agenda Date: 6/3/2026
Agenda Item Number: 6.C
File Number:26-0428

Type: decision **Version:** 1 **Status:** In Committee

Title

PBIA Advisory Board Meeting Schedule Discussion

Recommended Action

Move to approve moving Parking Business Advisory Board meetings to bi-monthly schedule.

Report

Issue:

Whether to move Parking Business Advisory Board meetings to bi-monthly schedule.

Staff Contact:

Jennica Machado, Economic Development Director, Community Planning and Economic Development, 360.480.9167

Presenter(s):

Jennica Machado, City of Olympia

Background and Analysis:

During the May 2026 PBIA Advisory Board meeting, several board members requested consideration to transition from a monthly meeting schedule to a bi-monthly (every other month) cadence.

There is no mandate requiring the Advisory Board to meet on a monthly basis. The Board has full discretion to adjust its meeting frequency to best suit its needs.

City staff support this transition. Shifting to an every-other-month schedule will allow the newly appointed consultant (Thurston EDC) sufficient time between meetings to hit project milestones, gather data, and prepare substantive updates for Phase 2.

Climate Analysis:

There is no climate impact for this item.

Equity Analysis:

There is no equity analysis for this item.

Neighborhood/Community Interests (if known):

No public comments have been received.

Options:

1. Move to approve moving PBIA Advisory Board meetings to a bi-monthly meeting basis.
2. Move to approve moving PBIA Advisory Board meetings with a different modified schedule.
3. Do not move to approve PBIA Advisory Board meetings.

Financial Impact:

There is no financial impact to this item.

Attachments:



PBIA Advisory Board

Advisory Board Vacancy Update

Agenda Date: 6/3/2026
Agenda Item Number: 6.D
File Number:26-0429

Type: resolution **Version:** 1 **Status:** In Committee

Title

Advisory Board Vacancy Update

Recommended Action

Information only. No action requested.

Report

Issue:

Discussion on the allowable next step to fill a PBIA Advisory Board seat.

Staff Contact:

Jennica Machado, Economic Development Director, 360.480.9167

Presenter(s):

Jennica Machado, City of Olympia

Background and Analysis:

During the Parking Business Improvement Area (PBIA) Advisory Board on May 6, 2026, the Board voted to remove a Board member due to consistent missed meetings in accordance with the Bylaws. Per the Bylaws Section 10.01.03, the Advisory Board may appoint another person to fill the vacant seat by majority vote. The PBIA Advisory Board may vote to appoint a new member at the next meeting.

Climate Analysis:

There is no climate impact to this item.

Equity Analysis:

The vacancy on the PBIA Advisory Board presents an opportunity to engage a diverse downtown community to participate in the PBIA Advisory Board.

Type: resolution **Version:** 1 **Status:** In Committee

Neighborhood/Community Interests (if known):

No public comment was receive and no outreach has been conducted at this time.

Options:

1. Discuss the update
2. Do not discuss the update

Financial Impact:

There is no financial impact from this item.

Attachments:



PBIA Advisory Board

Public Art Maintenance Request

Agenda Date: 6/3/2026
Agenda Item Number: 6.E
File Number:26-0436

Type: resolution **Version:** 1 **Status:** In Committee

Title

Public Art Maintenance Request

Recommended Action

Move to approve the use of PBIA funds to maintain public art pieces commissioned by PBIA.

Report

Issue:

Whether to fund the repair of public art pieces in downtown Olympia that was initially commissioned by the PBIA.

Staff Contact:

Jennica Machado, Economic Development Director, 360.480.9167

Presenter(s):

Jennica Machado, City of Olympia

Background and Analysis:

Two public art installations that were previously funded through the Parking Business Improvement Area have required maintenance. The Parks Department reached out to ask if the PBIA Advisory Board would consider approving existing PBIA funds to help cover the repair expenses.

One art repair that has been completed was the Artesian Mosaic. The art piece needed repair of some lost pieces and a deep cleaning. The cost was \$2,400. The second art repair was for the purchased sculpture, CORE, Ring Dance #2 was removed for repair because two of the three bolts were gone. They need to replace the tabs at the bottom and then have to re-powder to cover the new metal. The estimated cost is \$1,200 plus tax.

Climate Analysis:

There is no climate impact for this item.

Equity Analysis:

There is no equity analysis for this item.

Neighborhood/Community Interests (if known):

No public comments were received on this item. The downtown neighborhood may have a vested interest in the continued preservation of public art installations to maintain beautification of downtown public spaces.

Options:

1. Move to approve using PBIA funds to cover the full cost of the public art repairs.
2. Move to approve using PBIA funds to cover part of the cost of the public art repairs.
3. Do not approve the use of PBIA funds to cover the repair costs of the public art pieces.

Financial Impact:

Funding decisions would impact the remaining PBIA fund balance. Currently, the available fund balance is \$23,492.

Attachments: