



# Meeting Agenda

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Jennica Machado  
360.753.8591

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**Wednesday, May 6, 2026**

**11:30 AM**

**Room 207**

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**1. CALL TO ORDER**

**1.A ROLL CALL**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES**

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

**Attachments:** [PBIA 3.4.2026 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 [26-0343](#) Discussion on next steps for PBIA Phase 2 Project**

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

**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 March 4, 2026 PBIA Meeting Minutes**

**Agenda Date: 5/6/2026**  
**Agenda Item Number: 3.A**  
**File Number:26-0346**

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

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#### **Title**

Approval of the March 4, 2026 PBIA Meeting Minutes



# Meeting Minutes

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Jennica Machado  
360.753.8591

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**Wednesday, March 4, 2026**

**11:30 AM**

**Room 207**

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**1. CALL TO ORDER**

Chair David called the meeting to order at 11:32 p.m.

**1.A ROLL CALL**

Present:

Chair Jacob David

Vice Chair Alden Davis

Boardmember Christina Costello

Boardmember Anne Gavzer

Boardmember Kaitlyn Leamy

Boardmember Monique Ossa

Boardmember Timothy Zohn

Boardmember Elise Landry

Absent:

Boardmember Janis Dean

Boardmember Sophia Landis

Boardmember Cher Hobick

**1.B OTHERS PRESENT**

Economic Development Director Jennica Machado, City of Olympia  
Brian Scott, Uncommon Bridges

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS - None**

**6. BUSINESS ITEMS**

**6.A**     [26-0172](#)            Uncommon Bridges Evaluation Overview

Mr. Scott presented an evaluation overview.

**Boardmember Ossa moved, seconded by Vice Chair Davis, to recommend City Council approve implementation of the report's Phase Two road map actions with the contingency that the City of Olympia match PBI in funding Phase Two work. The motion passed unanimously.**

**6.B**     [26-0173](#)            Special Session Approval

A discussion was held.

**No motion was made. Due to the recommendation made previously, no special session was required.**

**7.        REPORTS - None****8.        OTHER TOPICS - None****9.        ADJOURNMENT**



## PBIA Advisory Board

### Discussion on next steps for PBIA Phase 2 Project

**Agenda Date:** 5/6/2026  
**Agenda Item Number:** 6.A  
**File Number:**26-0343

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

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#### Title

Discussion on next steps for PBIA Phase 2 Project

#### Recommended Action

Information only. No action requested

#### Report

#### Issue:

Discussion on the next steps for Phase 2 of the PBIA Reconfiguration Project

#### Staff Contact:

Jennica Machado, Economic Development Director, 360.480.9167

#### Presenter(s):

Jennica Machado, Economic Development Director

#### Background and Analysis:

The PBIA Board was established to develop an annual recommendation to the City Council about how to invest the PBIA Fund. In recent years, concerns have emerged around the equity of the assessment structure, program sustainability, and administrative complexity.

In 2024, the PBIA Advisory Board discussed potential next steps, including the possibility of dissolving the district. After extensive discussion, however, the Advisory Board determined that further evaluation was needed to assess current conditions and identify potential paths forward for the PBIA. City Council similarly indicated that a comprehensive evaluation would be beneficial.

In late 2025, the evaluation project was initiated, and the PBIA Advisory Board selected Uncommon Bridges as the project consultant. The evaluation examined the PBIA structure, operations, fee, and administrated processes and identified potential recommendations for improvement based on best

practices from comparable downtowns. Uncommon Bridges has now completed the evaluation and will present its final findings and recommendations.

The PBIA Advisory Board received the final recommendations at their monthly meeting on March 4, 2026. The Board voted to recommend that City Council approve implementation of the report's roadmap actions by advancing to Phase Two. The recommendation included a contingency requesting that the City match the Advisory Board's use of PBIA funds to support the Phase Two scope of work.

On March 25, 2026, the PBIA Evaluation was presented to the Community Livability and Public Safety (CLPS) Committee. The Committee recommended that Council approve the Evaluation recommendations, meaning to proceed with the roadmap implementation plan or "Phase Two".

On April 14, 2026, the PBIA Evaluation was presented to City Council. City Council approved Phase Two. However, any vote to change the rate and administrative structure will be brought forward for Council approval at the conclusion of Phase Two, after additional proposal development and stakeholder outreach is conducted.

### **Climate Analysis:**

The PBIA evaluation does not directly affect climate mitigation sectors. The project is focused on evaluating the PBIA's fees, structure, governance, and administrative processes to determine whether and how the district could be restructured to continue operating.

Advancing the project to Phase Two would support planning and stakeholder engagement to determine the PBIA's future structure and operations. While the evaluation itself does not result in direct climate impacts, future PBIA activities could potentially support sustainability initiatives for downtown businesses depending on future priorities and work plans.

### **Equity Analysis:**

Business and property owners within the PBIA district may benefit from the evaluation by gaining a clearer understanding of how the program operates and identifying opportunities to improve fairness, transparency, and effectiveness of the district. Advancing to Phase Two would also provide an opportunity for broader stakeholder engagement to ensure the perspectives of affected businesses are incorporated into potential changes.

The evaluation itself does not impose new financial burdens; however, the existing PBIA assessment structure has raised concerns about equity among assessed businesses. Phase Two planning and engagement would allow stakeholders to explore these concerns and identify potential changes that could create a more equitable fee structure.

**Neighborhood/Community Interests (if known):**

The downtown Olympia neighborhood, specifically the business community, may be interested in the evaluation considering PBIA funded programs directly impact cleanliness, safety, beautification, and overall economic vitality in the area. Additionally, any future change in rates may directly impact downtown business owners within the PBIA ratepayer zones.

**Options:**

Discussion Only- No Action Required

**Financial Impact:**

Phase Two is funded through up to \$25,000 of PBIA funds and is matched by the City Economic Development Reserve Fund.

**Attachments:**



## PBIA Advisory Board

### Discussion to Remove An Advisory Board Member

**Agenda Date:** 5/6/2026  
**Agenda Item Number:** 6.B  
**File Number:**26-0344

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**Type:** decision **Version:** 2 **Status:** In Committee

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#### Title

Discussion to Remove An Advisory Board Member

#### Recommended Action

Move to approve removal of an Advisory Board member who has missed more than three consecutive meetings.

#### Report

##### Issue:

Whether to remove a PBIA Advisory Board member who has missed more than three consecutive meetings.

##### Staff Contact:

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

##### Presenter(s):

Jacob David, PBIA Advisory Board Chair

#### Background and Analysis:

According to the PBIA Advisory Board bylaws, Section 11.03, "Any Officer who shall miss three (3) consecutive meetings without an excuse satisfactory to the Advisory Board may be subject to removal by majority vote thereof.

One PBIA Advisory Board member has missed more than three consecutive meetings. The Board has asked to discuss their removal in order to recruit an active member.

Attempts have been made to contact the Board Member that have not been successful.

**Climate Analysis:**

The discussion and potential action is focused on maintain active participation and effective governance. This action has no direct effect or indirect effect on climate.

**Equity Analysis:**

Ensuring that the PBIA Advisory Board members are able to consistently attend meetings supports equitable participation in decision-making and creates an opportunity to recruit a new member who may bring additional perspectives or representation.

**Neighborhood/Community Interests (if known):**

No community concerns have been identified.

**Options:**

1. Do not move to approve removal of the PBIA Advisory Board member
2. Move to approve the removal of the PBIA Advisory Board member and hold elections for a replacement
3. Move to approve an alternative action

**Financial Impact:**

No financial impact is identified.

**Attachments:**