



# Meeting Minutes

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

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**Thursday, June 14, 2018**

**6:00 PM**

**Council Chambers**

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### 1. CALL TO ORDER

Chair Ruse called the meeting to order at 6:02 p.m.

#### 1.A ROLL CALL

**Present:** 6 - Chair Danielle Ruse, Vice Chair Jeffrey Barrett, Boardmember Mary Corso, Boardmember Jacob David, Boardmember Nathan Rocker and Boardmember Jeffrey Trinin

**Excused:** 2 - Boardmember Kimberly Murillo and Boardmember David Rauh

**Absent:** 3 - Boardmember Janis Dean, Boardmember Lyndsay Galariada and Boardmember Sandra Hall

#### OTHERS PRESENT

City of Olympia Community and Development Planning Staff:

Downtown Program Manager Amy Buckler  
Parking Program Analyst Max DeJarnatt  
Downtown Liaison Mark Rentfrow  
Downtown Ambassador Katherine Trahan

Downtown Neighborhood Association (DNA) President Tim Kenney

### 2. APPROVAL OF AGENDA

Business item 6.B was moved to 6.A and 6.A moved to 6.B per request.

**The agenda was approved as amended.**

### 3. APPROVAL OF MINUTES

#### 3.A [18-0579](#) Approval of May 10, 2018 PBIA Meeting Minutes

Approval of minutes after spelling corrections were made to reflect the correct spelling of Lyndsay, DeJarnatt and Kenney throughout.

**The minutes were approved as amended.**

#### 4. PUBLIC COMMENT

Kevin Evoy of Edwards Jones Investments introduced himself and expressed an interest in observing the meeting and potentially becoming involved.

#### 5. ANNOUNCEMENTS

Ms. Buckler introduced Parking Planning Analyst Max DeJarnatt who will be implementing the Downtown Parking Strategy. Ms. Buckler noted she will transition off the PBI staff liaison as Mr. DeJarnatt assumes his duties.

Mr. Rentfrow announced 150 baskets have been put up throughout the City and gave an update on the modifications to the cigarette butt collectors.

Ms. Buckler highlighted the City's webpage regarding what the City is doing to address homelessness.

The Downtown Walking Patrol is fully staffed.

#### 6. BUSINESS ITEMS

##### 6.A [18-0572](#) Welcoming New Residents

Mr. Kenney introduced himself and shared his vision for preparing a memorable but simple welcoming packet to share information and resources with new residents. The Board discussed the welcome packet.

**The discussion was completed.**

##### 6.B [18-0552](#) Briefing on Welcoming New Businesses

Mr. Rentfrow discussed the "Welcome Wagon Tour" aimed to encourage business participation.

Ms. Trahan provided a report of the statistics of the Downtown Ambassador Program and Clean Team for the past six months.

**Boardmember Corso moved, seconded by Vice Chair Barrett, to direct \$200 from PBI Communications funds to purchase supplies to make "I Love Downtown Olympia" buttons. The motion carried by the following vote:**

**Aye:** 6 - Chair Ruse, Vice Chair Barrett, Boardmember Corso, Boardmember David, Boardmember Rocker and Boardmember Trinin

**Excused:** 2 - Boardmember Murillo and Boardmember Rauh

**Absent:** 4 - Boardmember Dean, Boardmember Galariada, Boardmember Hall and Phegley

**6.C**     [18-0574](#)            Timeline for 2019 PBI Budget Discussion

Ms. Buckler provided an overview of the 2018 budget and discussed implementing a timeline for budget discussions to the agenda. Final budget recommendations will go to the City Council in November with their final operating budget completed in December.

**Vice Chair Barrett moved, seconded by Boardmember David, to direct from PBI Communications \$500 each to support Pride and Halloween events. The motion carried by the following vote:**

**Aye:**            6 - Chair Ruse, Vice Chair Barrett, Boardmember Corso, Boardmember David, Boardmember Rocker and Boardmember Trinin

**Excused:**    2 - Boardmember Murillo and Boardmember Rauh

**Absent:**       4 - Boardmember Dean, Boardmember Galariada, Boardmember Hall and Phegley

**6.D**     [18-0576](#)            Board Appointments

Ms. Buckler announced four open seats on the Board and the nomination forms are in the staff report. The Board discussed changing the meeting dates from Thursday to Wednesday and will vote on it next month.

**The report was received.**

**7.        REPORTS**

Ms. Buckler reported some PBI and Olympia Downtown Alliance Boardmembers have met three times to flush out a marketing strategy to present at a special meeting to be held in July.

**8.        OTHER TOPICS - NONE****8.A**     [18-0571](#)            Round Table Discussion

The Board discussed the upcoming quarterly survey for the PBI rate payers. Mr. DeJarnatt will prepare three survey questions for the Board to vote on next month.

**The report was received.**

**9.        ADJOURNMENT**

The meeting adjourned at 8:05 p.m.