



# Meeting Minutes

## PBIA Advisory Board

City Hall  
601 4th Avenue E  
Olympia WA 98501

Contact: Amy Buckler  
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**Thursday, August 10, 2017**

**6:00 PM**

**Room 207**

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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, Boardmember Alana Carr, Boardmember Jacob David, Boardmember Janis Dean, Boardmember Bobbi Kerr, Boardmember Kim Murillo, Boardmember David Rauh, Boardmember Nathan Rocker, Boardmember Danielle Ruse and Boardmember Jeffrey Trinin

**Excused:** 3 - Vice Chair Justin McIntyre, Boardmember Audrey Henley and Boardmember Sheila Irish

**OTHERS PRESENT**

Councilmember Jeannine Roe  
Community Planning and Development Staff:  
PBIA Staff Liaison Amy Buckler  
Downtown Liaison Mark Rentfrow  
Downtown Ambassadors: Katherine and Teal  
Minutes Recorder Stacey Rodell

**2. APPROVAL OF AGENDA**

**The agenda was approved.**

**3. APPROVAL OF MINUTES**

**3.A [17-0836](#) Approval of July 13, 2017 PBIA Meeting Minutes**

Chair Corso suggested an addition to the Reports section of the minutes. Add in Clean and Safe Committee - no report at this time.

**The minutes were approved as amended.**

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS - None**

**6. BUSINESS ITEMS****6.A**     [17-0828](#)            2018 Work Plan & Budget Development Process

Ms. Buckler reviewed the PBI 2018 work plan and budget development process via PowerPoint presentation.

The Board agreed to have Ms. Buckler restructure the 5-year plan. Each of the sub-committees will meet with Ms. Buckler for one hour over the next month.

The Board decided on September 14, 2017 from 5:00 p.m. - 7:00 p.m. as the date for its annual retreat. It will be held in the LOTT Center boardroom.

**The information was discussed.**

**6.B**     [17-0829](#)            Discussion about the PBI's Annual Ratepayer Meeting and Survey

**The information was discussed. The Board decided on September 27, 2017 from 6:00 p.m. to 8:00 p.m. as the date for the annual ratepayer meeting.**

**6.C**     [17-0830](#)            Consideration of Clean & Safe Committee Recommendations

Clean & Safe Committee discussed buying additional Vandalguard to protect existing murals. The Committee also discussed ordering positive message signage to be distributed to downtown businesses who wish to display them. Additional alley flushes will begin this weekend. A map of those alleys was passed around to the Board. Additional Clean Team service during weekends in December for the holiday season was discussed and Mr. Rentfrow will obtain additional information about services. Additional cigarette butt collectors are being repaired.

**Boardmember David moved, seconded by Boardmember Trinin, to use the following funds from the Clean and Safe 2017 budget: \$3,200 for Vandalguard, \$800 for alley flushes and \$200 for positive signs. The motion was unanimously approved.**

**6.D**     [17-0814](#)            Twinklefest 2017 Status Report/Update

The Marketing Committee reported on its last meeting where it discussed the fourth quarter marketing and advertising budget.

**Boardmember Dean moved, seconded by Boardmember David, to move \$1700 from the 2017 marketing budget and \$2300 from the communications budget into the holiday support 2017 budget. The motioned was unanimously approved.**

**6.E**     [17-0831](#)            Formation of a Nomination Committee for Upcoming Elections

Ms. Buckler stated the Board needs to determine who from the Board will serve on a nominating committee that will be tasked with soliciting prospective new board

members to stand for election in November. The Board should also identify a lead for this committee. Boardmembers: Kerr, Rauh and Ruse indicated they would like to serve on this Committee. Boardmember Kerr will serve as the Chair of this Committee.

**The Committee was unanimously approved.**

## **7. REPORTS**

Chair Corso reported on the Jurassic Parliament training she attended.

Mr. Rentfrow handed out the Downtown Ambassador's monthly work report. The Ambassador's briefly spoke about the past month. There has been an increase in graffiti and the Clean Team is working hard to address this issue.

Councilmember Roe inquired as to when the new Portland Loo restroom facility at the Artesian Well would be open. Mr. Rentfrow stated Public Works indicated it will be open very soon.

Ms. Buckler indicated she is working on obtaining signed technology policies from the Board. She will provide additional information on logging into a City email account at a future meeting.

Ms. Buckler indicated staff is working with the Marketing Committee on a Request for Proposal (RFP) for a vendor to supply the hanging flower baskets as well as a vendor to water the flower baskets for next year.

## **8. OTHER TOPICS**

- 8.A**     [17-0838](#)             PBIA Advisory Board Priorities, August-December 2017

**The information was received.**

- 8.B**     [17-0837](#)             Upcoming PBIA meetings

**The information was received.**

## **9. ADJOURNMENT**

The meeting adjourned at 7:40 p.m.