



# Meeting Agenda

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

---

**Wednesday, September 21, 2022                      5:30 PM                      Room 207/Online and Via Phone**

---

**Register to Attend:**

[https://us02web.zoom.us/webinar/register/WN\\_q-MoRg7sSserUS2nG7-4wg](https://us02web.zoom.us/webinar/register/WN_q-MoRg7sSserUS2nG7-4wg)

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, community members may address the Committee for up to two (2) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

**5.A [22-0867](#)                      Approval of August 18, 2022 Finance Committee Meeting Minutes**

**Attachments:**    [Minutes](#)

**6. COMMITTEE BUSINESS**

**6.A [22-0569](#)                      Financial Management, Human Resource and Payroll Software Project Briefing**

**6.B [22-0848](#)                      Economic Development/ Olympia Strong Update**

**Attachments:**    [Initial Survey Report](#)  
[Timeline and Deliverables](#)  
[Link to Engage Olympia Webpage](#)

**6.C [22-0853](#)                      Technical and Trade Training Center Interlocal Agreement Update**

**Attachments:**    [Interlocal Agreement](#)  
[Convener Interview Follow Up Report](#)

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

*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 Council Committee meeting, please contact the Council's Executive Assistant at 360.753.8244 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

## Finance Committee

### Approval of August 18, 2022 Finance Committee Meeting Minutes

**Agenda Date:** 9/21/2022  
**Agenda Item Number:** 5.A  
**File Number:**22-0867

---

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

---

**Title**

Approval of August 18, 2022 Finance Committee Meeting Minutes



# Meeting Minutes - Draft

## Finance Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

---

Thursday, August 18, 2022

5:30 PM

Room 207, Online and Via Phone

---

Special Meeting Rescheduled from 8/17/22

Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_q-MoRg7sSserUS2nG7-4wg](https://us02web.zoom.us/webinar/register/WN_q-MoRg7sSserUS2nG7-4wg)

1. **CALL TO ORDER**

Chair Parshley called the meeting to order at 5:30 pm.

2. **ROLL CALL**

**Present:** 3 - Chair Lisa Parshley, Committee member Jim Cooper and Committee member Yén Huỳnh

3. **APPROVAL OF AGENDA**

The agenda was approved.

4. **PUBLIC COMMENT**

Robert Marino, Larry Dzieza and Thad Curtz spoke.

5. **APPROVAL OF MINUTES**

5.A [22-0777](#) Approval of July 20, 2022 Finance Committee Meeting Minutes

The minutes were approved.

6. **COMMITTEE BUSINESS**

6.A [22-0766](#) Snapshot: Biennial Budgeting

Finance Director Aaron BeMiller gave the report. He explained pros and cons of a biennial budget process versus the annual budget process the City currently uses.

The report was received.

6.C [22-0761](#) Sustainable Climate Funding

Climate Program Manager Dr. Pamela Braff discussed funding needs for the City's Climate Program. Dr. Braff went on to offer funding mechanism ideas and how the City could use those funds to further climate goals.

**The discussion was completed.**

**6.D** [22-0765](#)

Accounting Manager Joan Lutz reviewed information on the Capital Facilities Plan presented at the last Council meeting.

**The information was provided.**

**6.E** [22-0767](#) Workers Compensation Discussion

Finance Director Aaron BeMiller and City Manager Jay Burney gave an estimate of the cost to change from self-insured to the L&I workers comp program. They explained the rates to join L&I will be impossible to calculate accurately with the question of a Regional Fire Authority forming. Their recommendation to the Committee was to wait to see if Council makes a decision on a Regional Fire Authority and if a vote is held, results will inform any recommendations to Council.

**The discussion was completed.**

**7. REPORTS AND UPDATES**

Finance Director Aaron BeMiller reported the latest audit exit conference was great. There were no findings.

**8. ADJOURNMENT**

The meeting adjourned at 7:56 pm.



## Finance Committee

### Financial Management, Human Resource and Payroll Software Project Briefing

**Agenda Date:** 9/21/2022  
**Agenda Item Number:** 6.A  
**File Number:**22-0569

---

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

---

#### **Title**

Financial Management, Human Resource and Payroll Software Project Briefing

#### **Recommended Action**

Not referred to a committee.

#### **Report**

##### **Issue:**

Whether to receive a briefing on the City's Financial Management, Human Resource and Payroll Software Project.

#### **Staff Contact:**

Danelle MacEwen, Performance Management Specialist/Project Manager, 360.753.8211

#### **Presenter(s):**

Danelle MacEwen, Performance Management Specialist/Project Manager

#### **Background and Analysis:**

In 2020 the City embarked on a project to replace the City's 30-year old Financial Management and Payroll system. In December 2021, the City Council approved the execution of a contract for a Master Subscription Agreement with Workday, Inc. The Workday implementation includes a software solution for finance, payroll and human resource functions.

Staff will provide an update on the overall project status, including schedule, budget, and training.

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

There are not known community interests related to this briefing.

#### **Options:**

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

#### **Financial Impact:**

The implementation project budget is approximately \$4.5 million. This includes 2022 software subscription costs for Workday and Can/Am Teller (cashiering software), implementation consultant, Workday training and a ten percent contingency. With a \$3 million inclusion from 2021 year-end balance, the project implementation costs are fully funded. Beginning in 2023, software subscription costs will be allocated to funds/departments based on budget and FTEs.

**Attachments:**

None



## Finance Committee

### Economic Development/ Olympia Strong Update

**Agenda Date:** 9/21/2022  
**Agenda Item Number:** 6.B  
**File Number:**22-0848

---

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

---

#### **Title**

Economic Development/ Olympia Strong Update

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a Committee.

##### **City Manager Recommendation:**

Discuss the public input received so far for Olympia Strong: A Roadmap for Economic Resiliency.

#### **Report**

##### **Issue:**

Whether to discuss the public input received so far for Olympia Strong: A Roadmap for Economic Resiliency

##### **Staff Contact:**

Amy Buckler, Strategic Projects Manager, Economic Development, Office of Community Vitality,  
360.280.8947

##### **Presenter(s):**

Amy Buckler, Strategic Projects Manager  
Shawna Gan-Mershon, Public Engagement Intern, Economic Development

##### **Background and Analysis:**

In July, the City kicked off a public process for *Olympia Strong: A Roadmap for Economic Resiliency*. Olympia Strong will identify a long-term strategic framework and specific actions the City of Olympia and partners can take to achieve community-defined economic goals. The aim is to help Olympia residents, businesses, the broader community and City organization weather challenging times and thrive.

At the meeting staff will provide an overview of public feedback received so far from:

- An online survey launched July 12-August 16
- Around-the-Town Interviews conducted July 27-September 10



- 25 community interviews

Approximately 500 people responded to the online survey. An initial report is attached. Staff has completed additional analysis of the results to be provided at the meeting.

Olympia Strong will inform an update to the Economy chapter of the Comprehensive Plan. It will also identify specific actions and a strategic framework to inform the work of the Office of Community Vitality's Economic Development Department. The final plan is expected to be complete in Spring/Summer of 2023. A timeline is attached.

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

The initial online community survey report is attached.

**Options:**

1. Receive the briefing.
2. Do not receive the briefing.
3. Receive the briefing at another time.

**Financial Impact:**

The City Council has allocated \$100,000 toward development of Olympia Strong. \$90,000 has been allocated for consultant services and \$10,000 will go toward project staffing.

**Attachments:**

Initial Survey Report

Timeline & Deliverables

Link to Engage Olympia Webpage



# Resiliency Survey

---

## **SURVEY RESPONSE REPORT**

15 July - 16 August 2022

### **PROJECT NAME:**

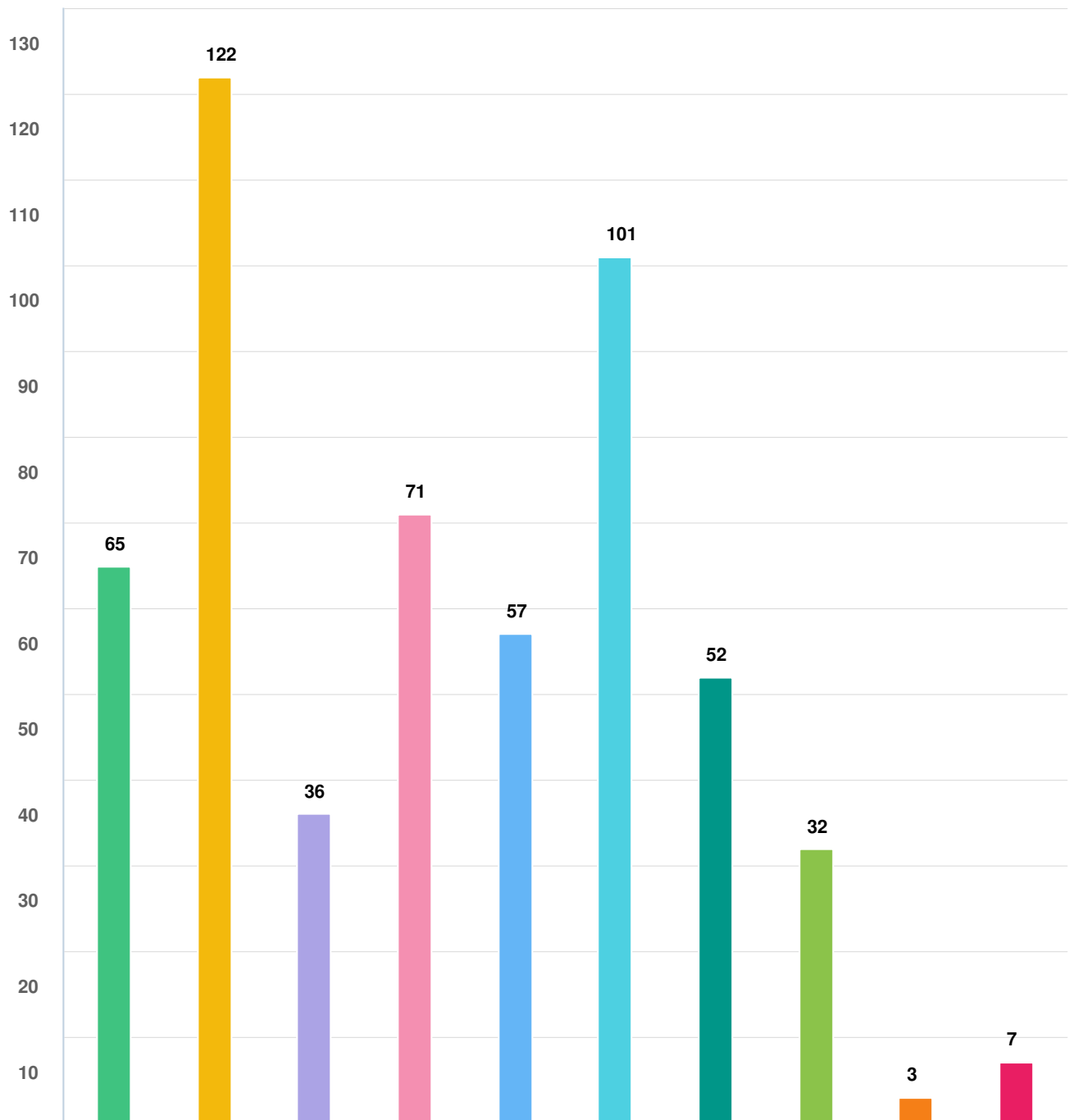
Olympia Strong: A Roadmap for Economic Resiliency

---

# SURVEY QUESTIONS

---

**Q1** In the last year, have you or your household experienced any of the following? (check all that apply)

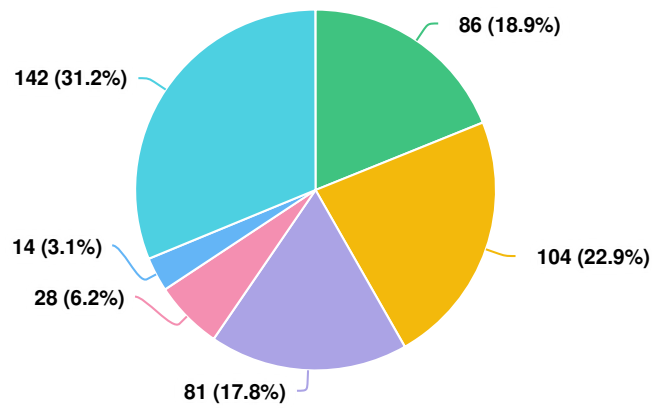


**Question options**

- Lost job or business    
 ● Lost income or hours    
 ● Been late on rent or mortgage    
 ● Found it difficult to make rent
- Been late on a utility payment    
 ● Had difficulty buying food/groceries    
 ● Owed medical bills beyond your means
- Moved in with family or friends    
 ● Been evicted    
 ● Became homeless

*Optional question (221 response(s), 263 skipped)*  
 Question type: Checkbox Question

**Q2** How many months could you meet expenses if you became unemployed today?

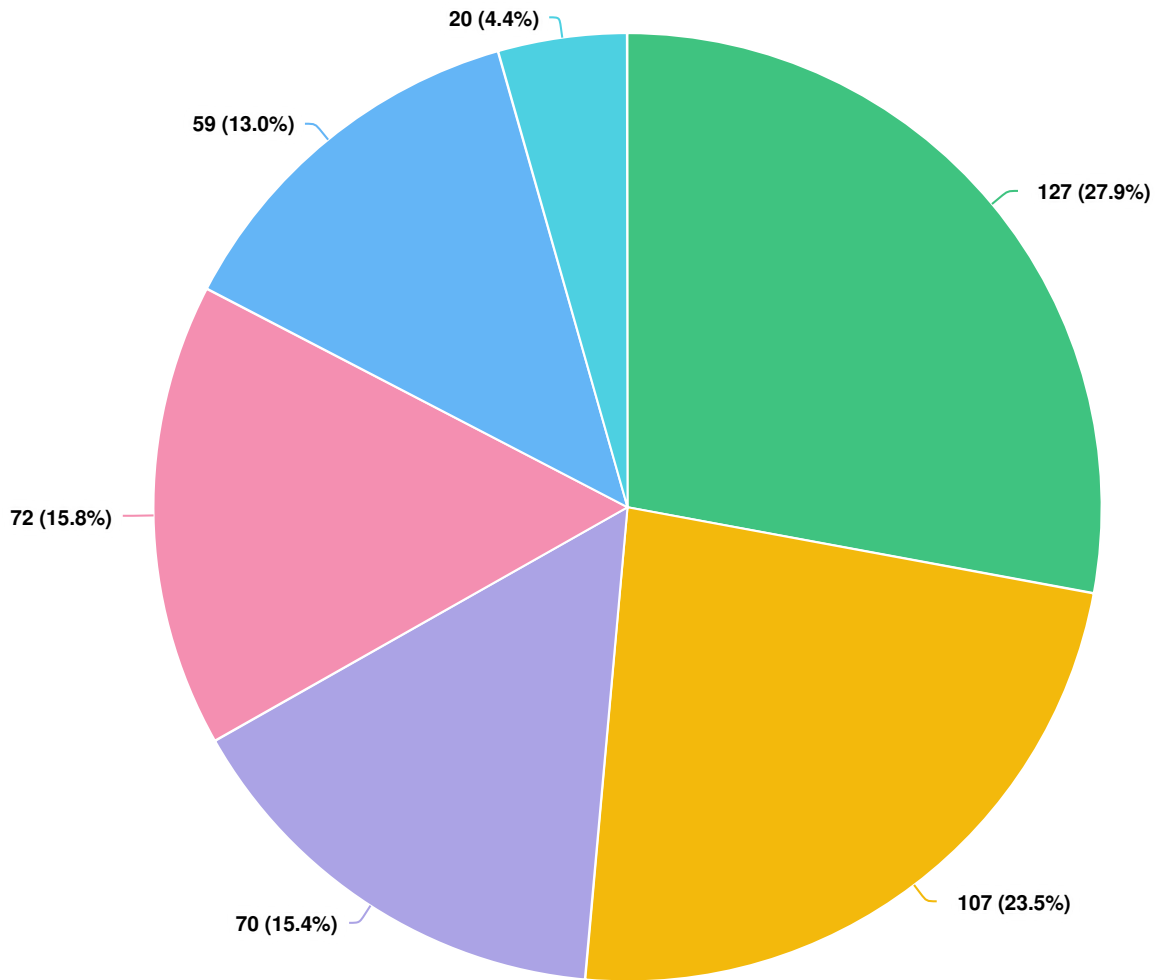


**Question options**

- Less than a month
- 1-3 months
- 4-6 months
- 7-9 months
- 10-12 months
- At least a year

*Optional question (455 response(s), 29 skipped)  
Question type: Radio Button Question*

**Q3** If you are currently employed, do you have opportunities to advance upward or otherwise increase your earnings at your current place of employment?

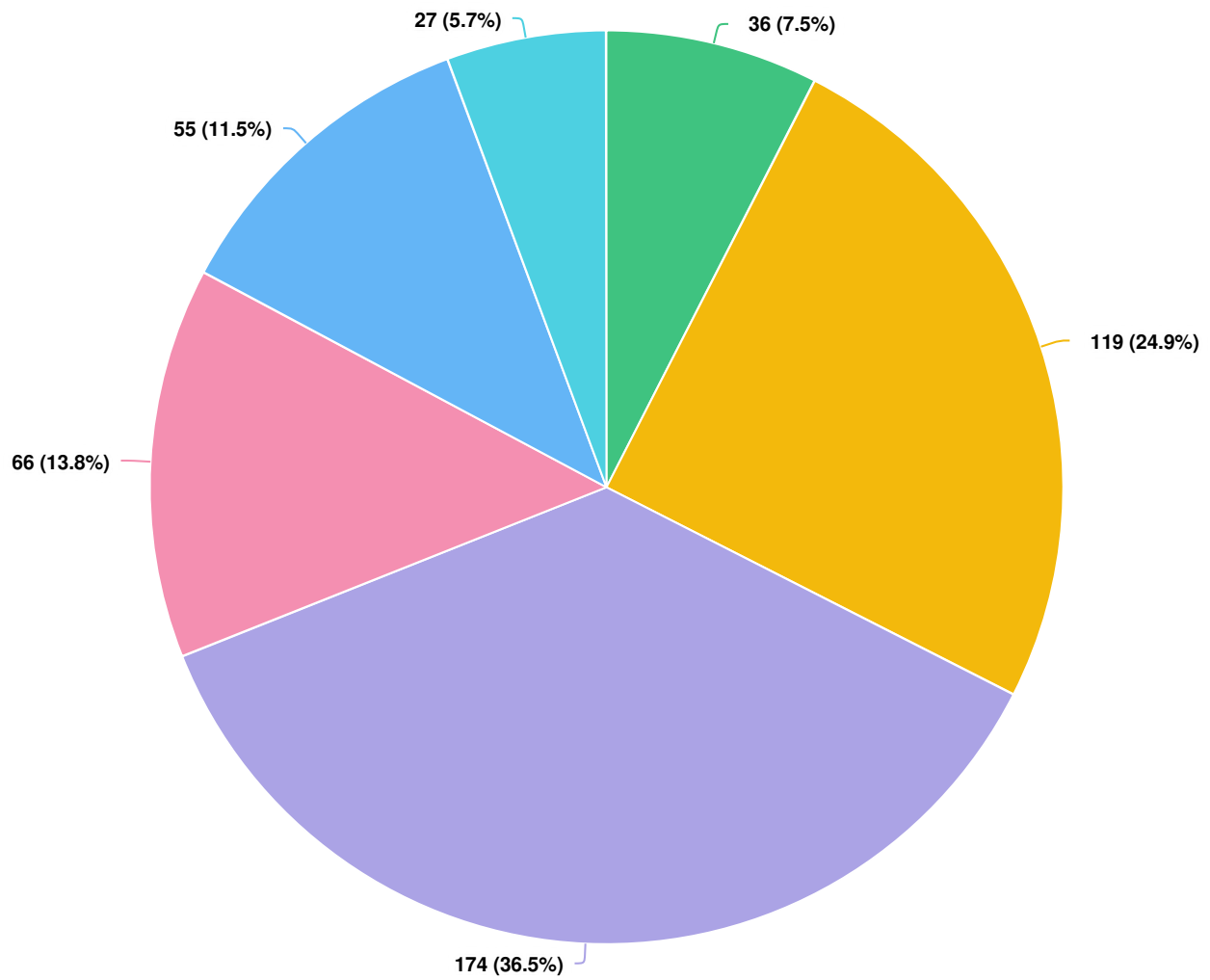


**Question options**

- Not unemployed/not applicable
- Yes
- No
- Probably
- Probably not
- Not sure/don't know

Optional question (455 response(s), 29 skipped)  
Question type: Radio Button Question

**Q4** How economically secure do you feel about your future?

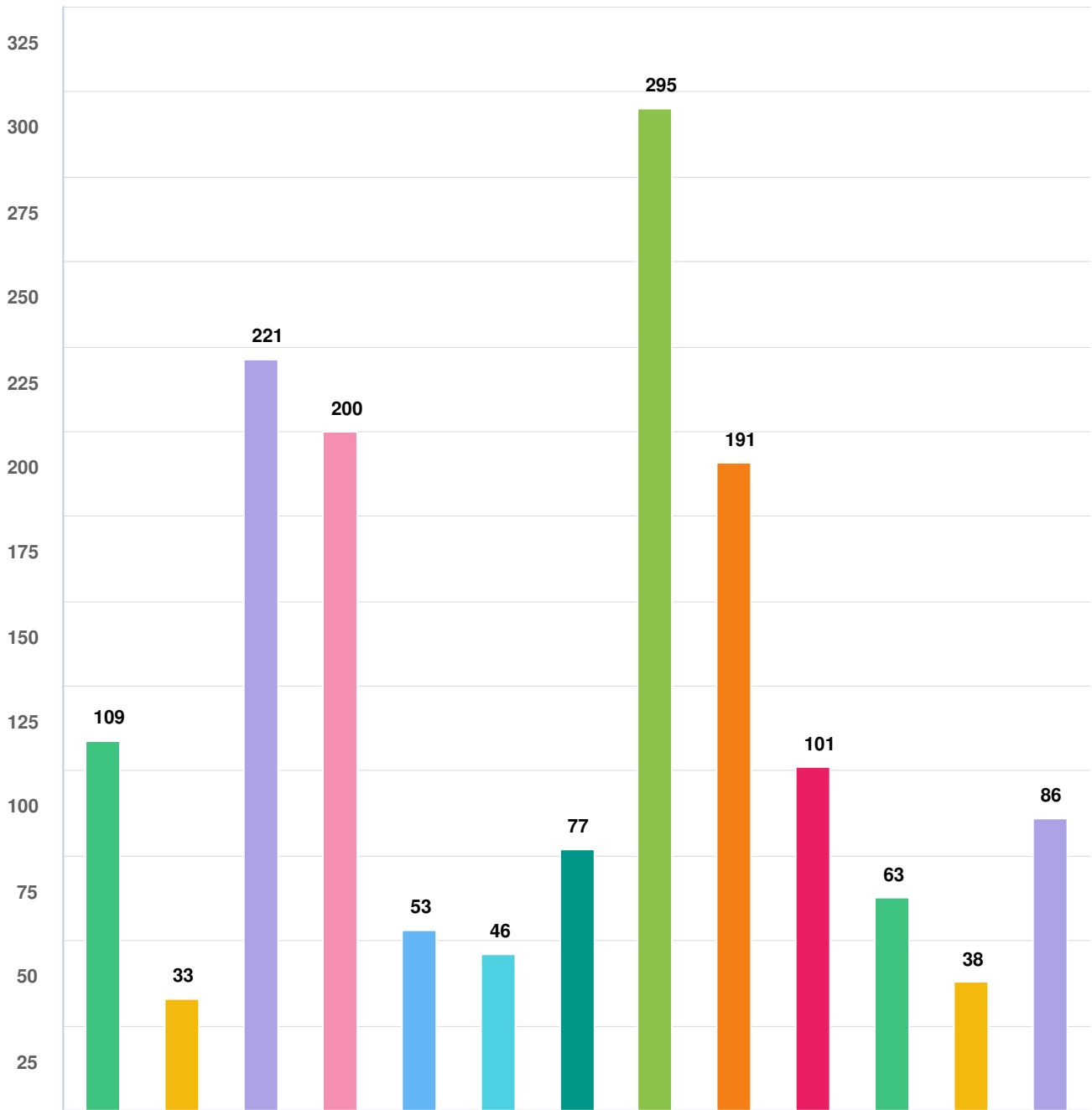


**Question options**

- Completely secure
- Very secure
- Somewhat secure
- Somewhat insecure
- Very insecure
- Completely insecure

Optional question (477 response(s), 7 skipped)  
Question type: Radio Button Question

**Q5** What barriers prevent you from feeling MORE economically secure? (check all that apply)



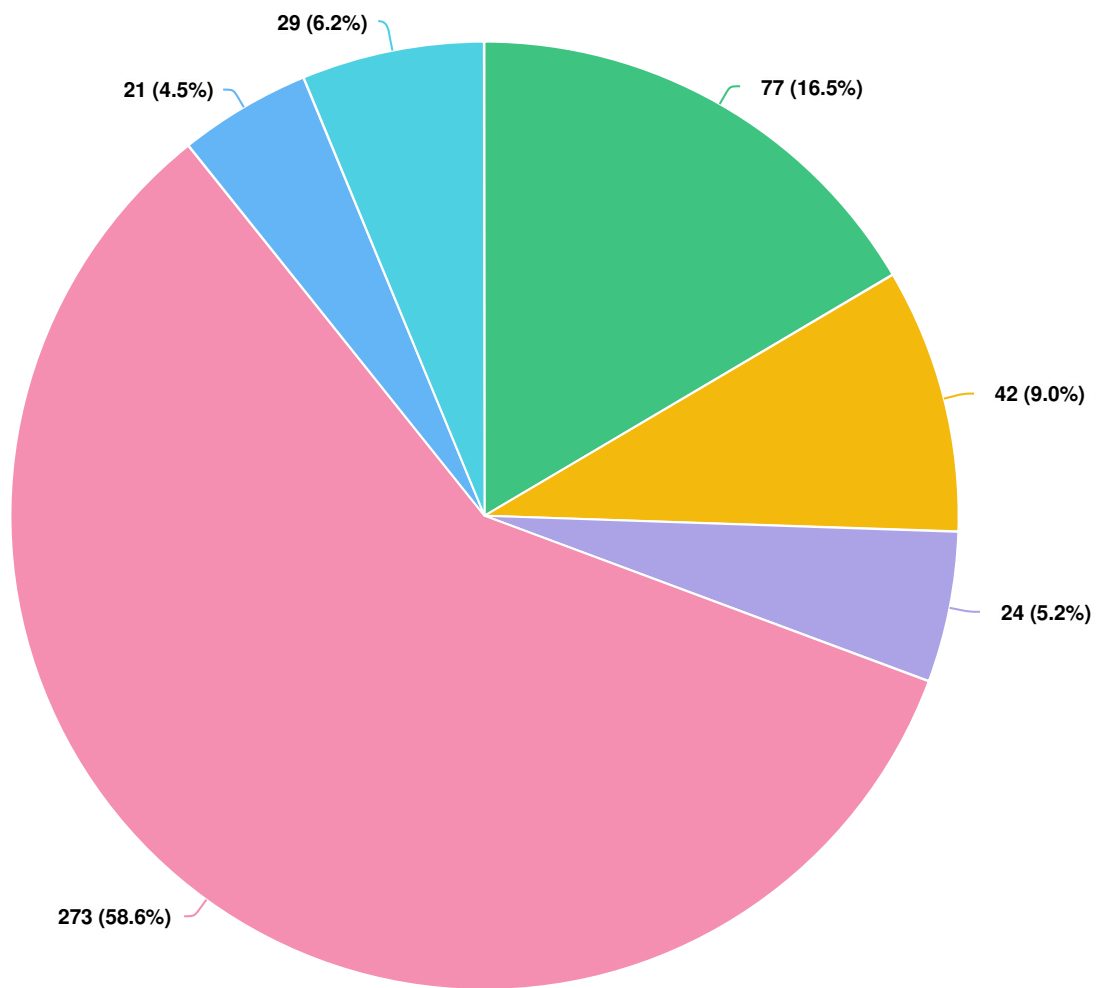
**Question options**

- Lack of higher paying jobs    
 ● Lack of technical training    
 ● Increasing housing costs    
 ● Increasing taxes and fees
- Unable to afford continuing education    
 ● Lack of transportation access    
 ● Lack of affordable childcare
- Rising cost of consumer products    
 ● Continuing/new public health risks    
 ● Personal or family medical situation
- Personal disability    
 ● Discrimination    
 ● Other (please specify)

*Optional question (444 response(s), 40 skipped)*  
 Question type: Checkbox Question



**Q6** Which of the following economic and workforce development goal is MOST important to you? Please select your top priority.

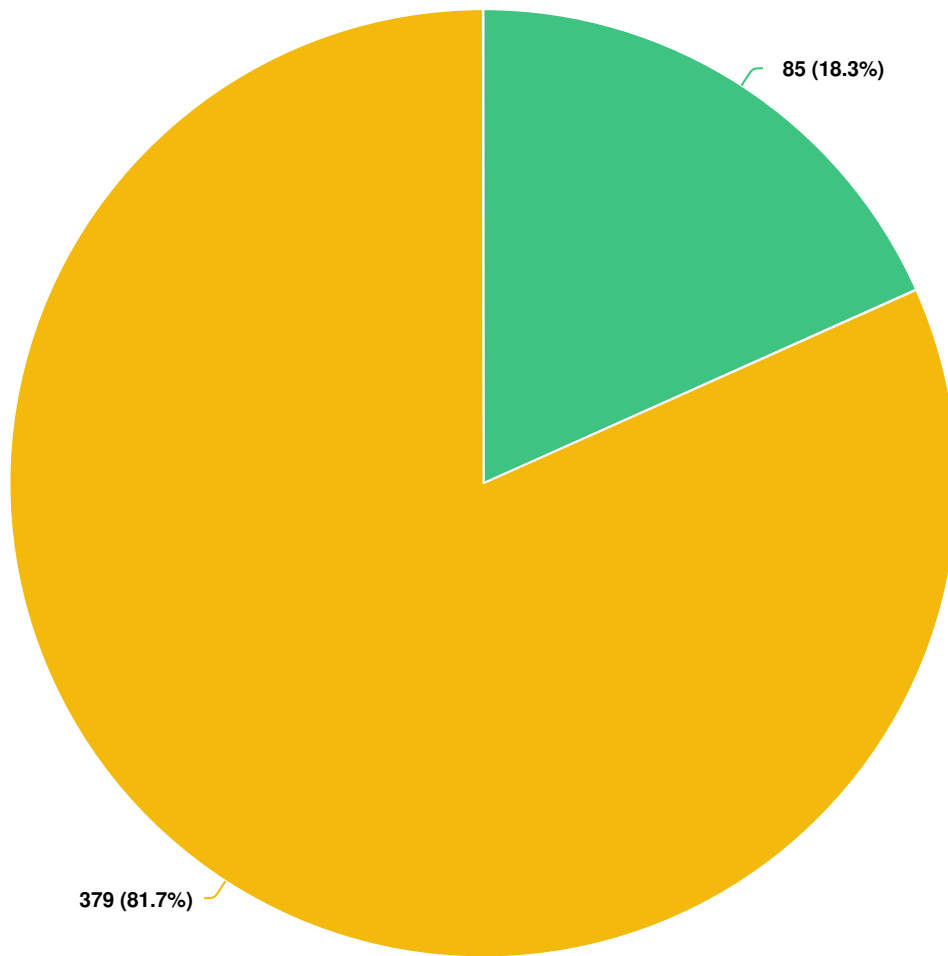


**Question options**

- More high-paying jobs
- More diverse local retail choices
- More entertainment options
- More affordable housing options
- More accessible workforce training
- More accessible continuing education

Optional question (466 response(s), 18 skipped)  
Question type: Radio Button Question

**Q7** Did you know the City of Olympia provides scholarships for people interested in starting or growing their business?

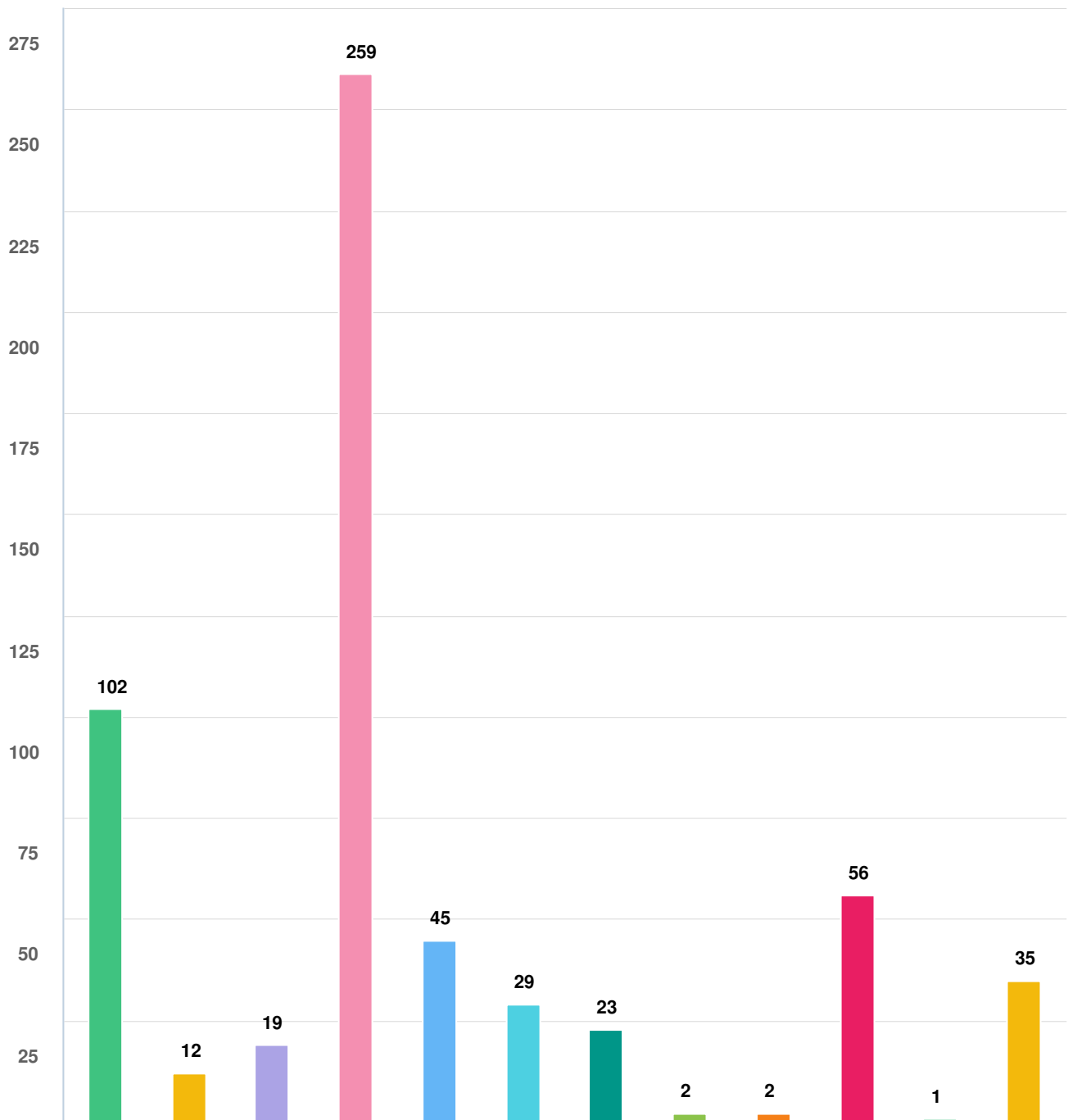


**Question options**

- Yes
- No

*Optional question (464 response(s), 20 skipped)*  
*Question type: Radio Button Question*

**Q8** What best describes your status as you respond to this survey? (check all that apply)

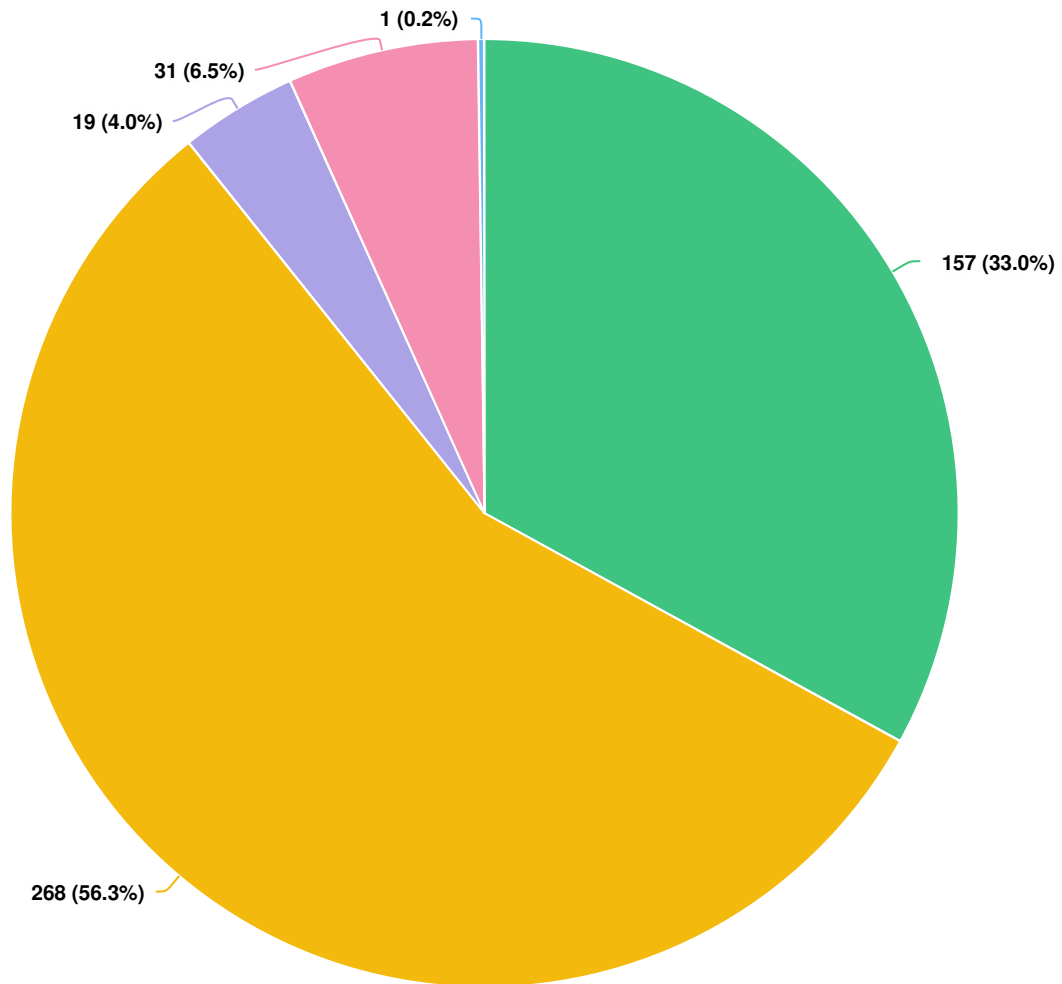


**Question options**

- Retired    ● Long-term unemployed worker    ● Recent unemployed worker    ● Full-time worker    ● Part-time worker
- Remote worker    ● Student    ● Houseless working    ● Houseless not working    ● Small business owner
- Large business owner    ● Other (please specify)

Optional question (477 response(s), 7 skipped)  
 Question type: Checkbox Question

**Q9** How do you identify?

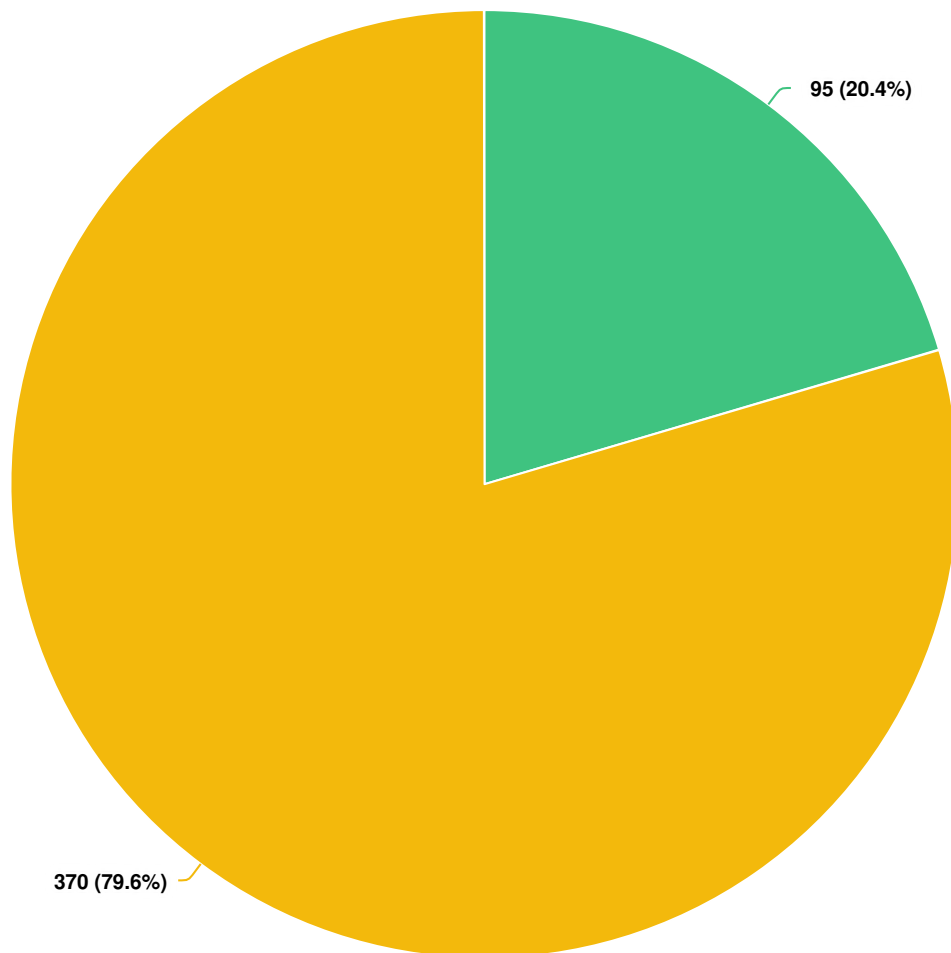


**Question options**

- Male
- Female
- Non-binary/third gender
- Prefer not to say
- Prefer to self-describe (please specify)

Optional question (476 response(s), 8 skipped)  
Question type: Radio Button Question

**Q10** Do you identify as LGBTQ+



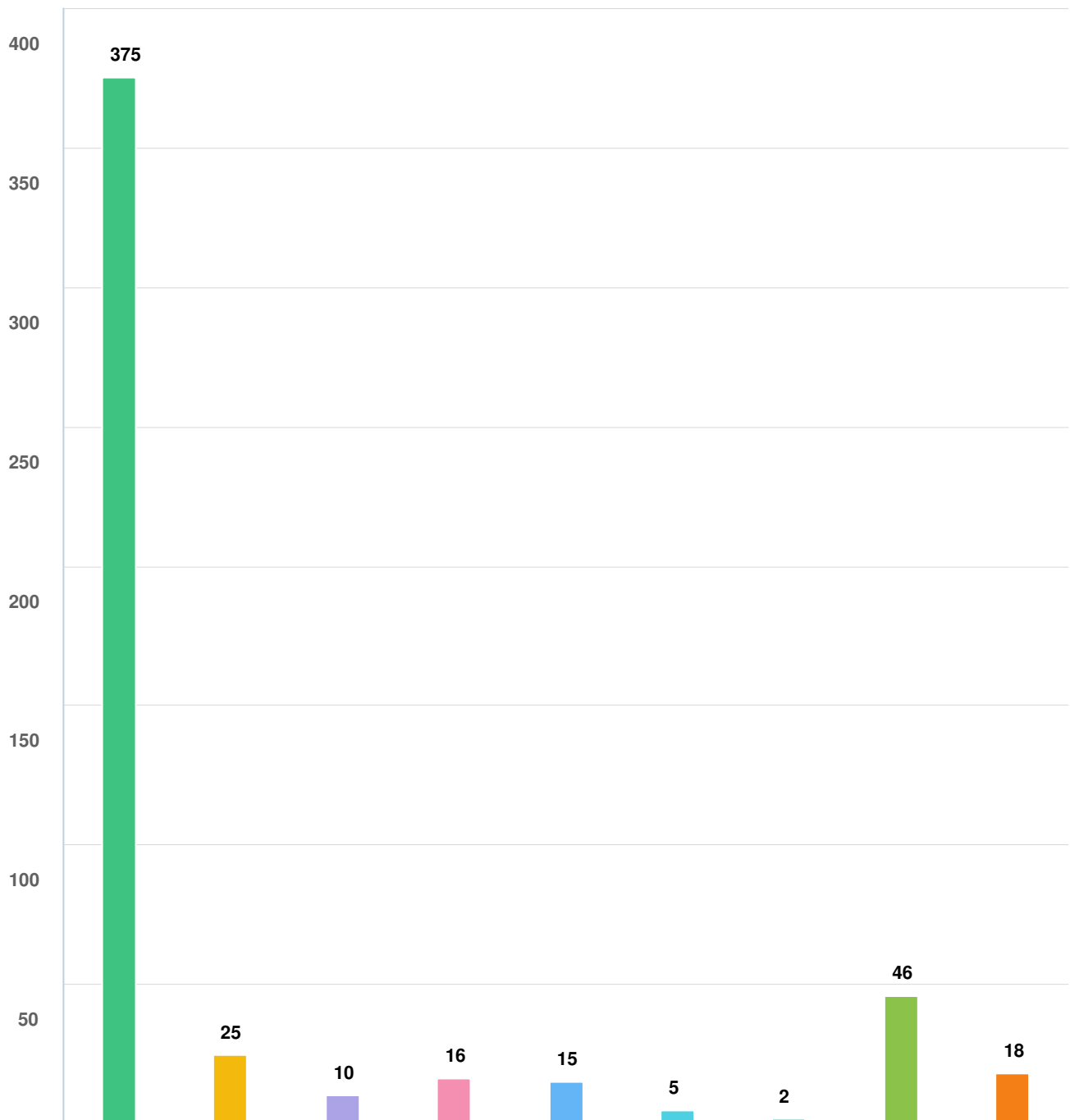
**Question options**

- Yes
- No

*Optional question (465 response(s), 19 skipped)  
Question type: Radio Button Question*



**Q11 What is your race or ethnicity? (check all that apply)**

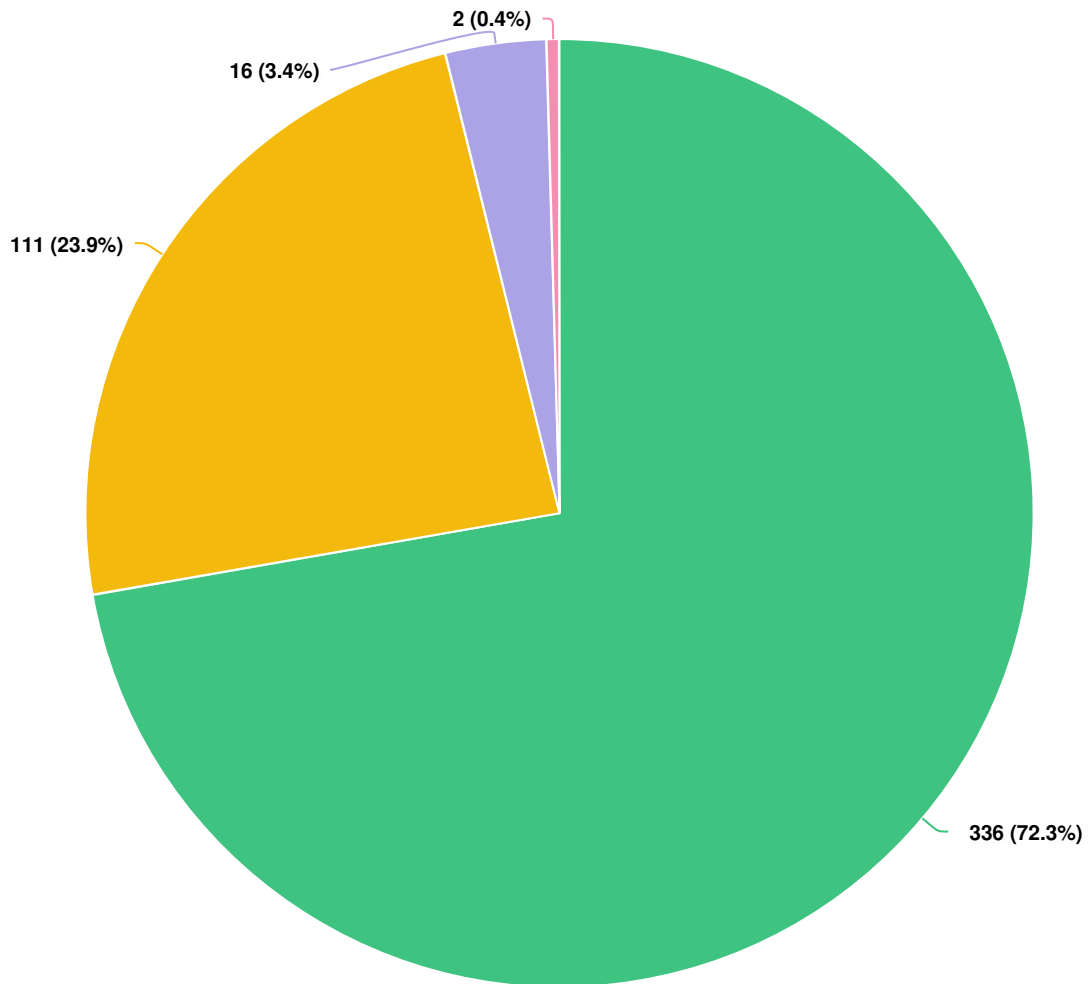


**Question options**

- White
 ● Hispanic, Latino or Spanish
● Black or African American
● Asian or Asian Indian
- American Indian or Alaska Native
 ● Middle Eastern or North African
● Native Hawaiian or Other Pacific Islander
- Prefer not to say
 ● Some other race or ethnicity (please specify)

*Optional question (470 response(s), 14 skipped)  
Question type: Checkbox Question*

**Q12 | What is your housing situation?**

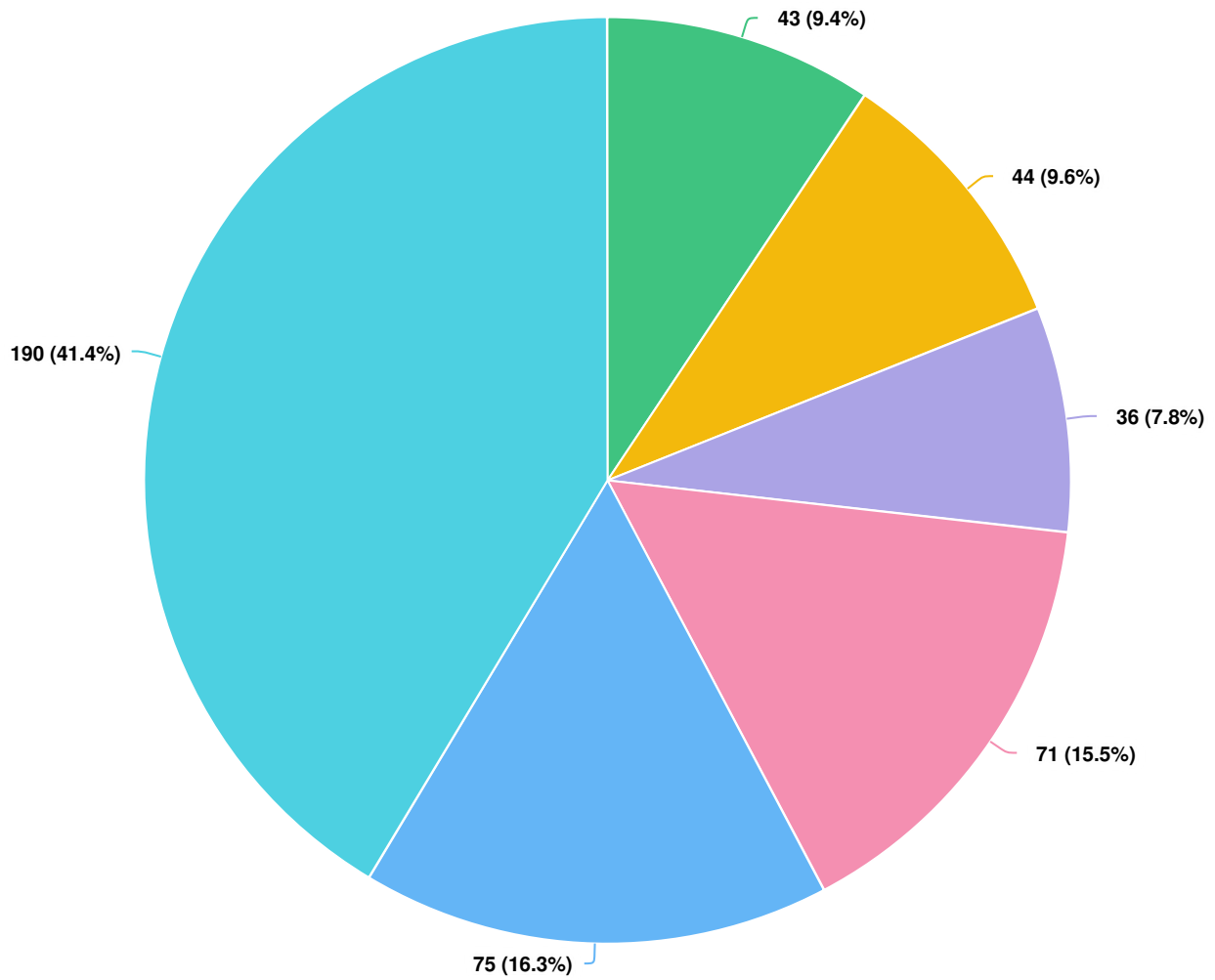


**Question options**

- Own
- Rent
- Stay with friends or family
- Experiencing homelessness

*Optional question (465 response(s), 19 skipped)  
Question type: Radio Button Question*

**Q13** What is your annual household income?



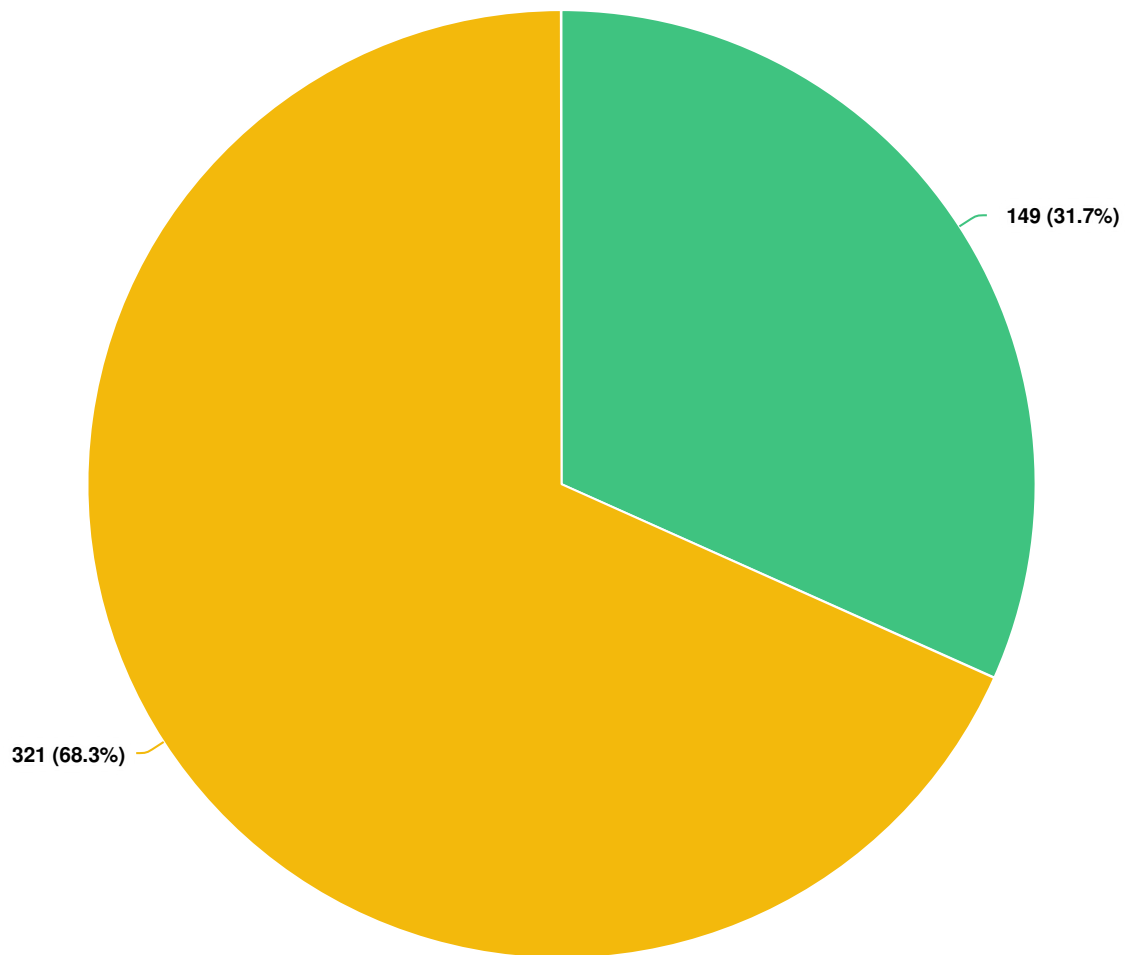
**Question options**

- Less than \$20,000
- \$20,000-\$34,999
- \$35,000-\$49,999
- \$50,000-\$74,999
- \$75,000-\$99,000
- Over \$100,000

Optional question (459 response(s), 25 skipped)  
Question type: Radio Button Question



**Q14** Do you have children aged 18 or under living at home?

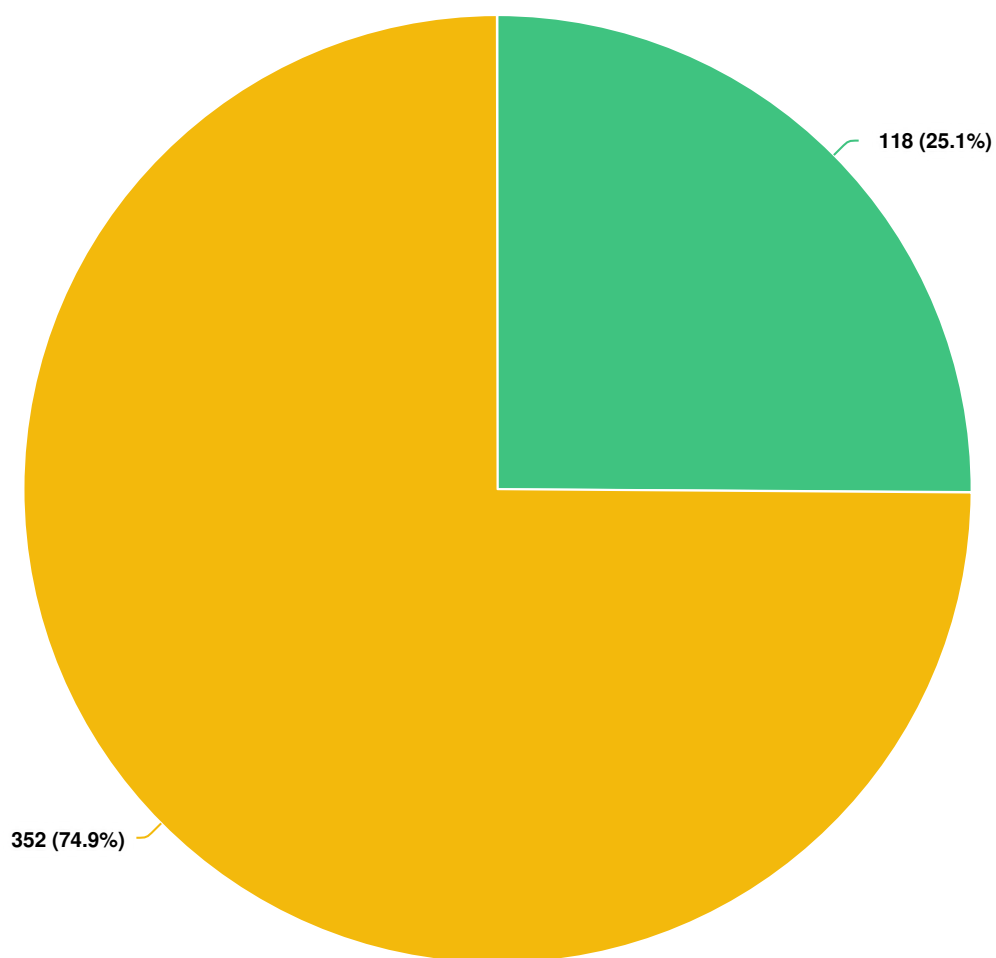


**Question options**

- Yes
- No

*Optional question (470 response(s), 14 skipped)*  
*Question type: Radio Button Question*

**Q15** Do you consider yourself a person with a physical or mental disability?

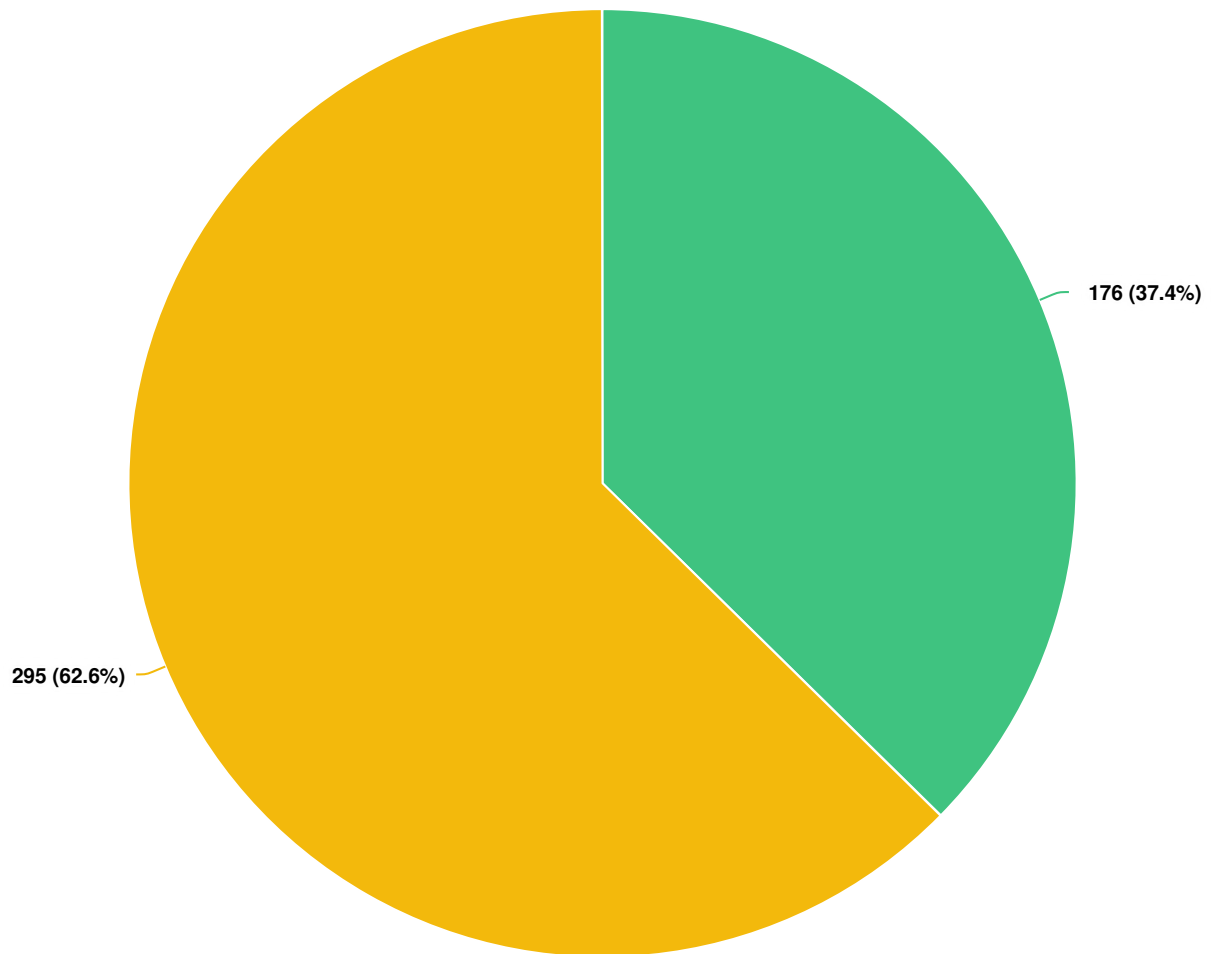


**Question options**

- Yes
- No

*Optional question (470 response(s), 14 skipped)  
Question type: Radio Button Question*

**Q16** Are you interested in participating in a community conversation to further discuss your perception of Olympia's economy and what is needed in the future?

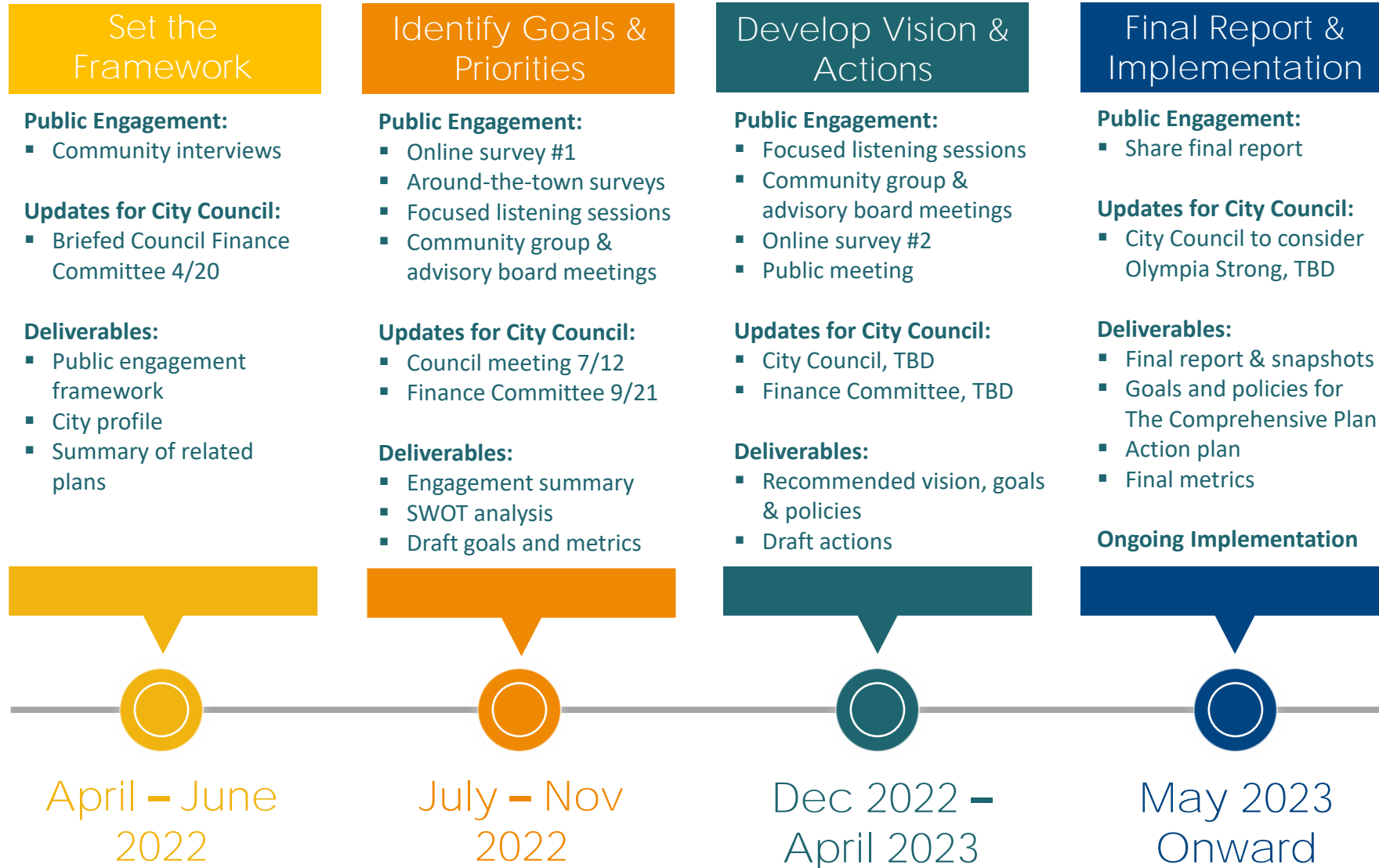


**Question options**

- Yes
- No

*Optional question (471 response(s), 13 skipped)*  
*Question type: Radio Button Question*

# Olympia Strong | Timeline





Home / Olympia Strong: A Roadmap for Economic Resiliency

# Olympia Strong: A Roadmap for Economic Resiliency



# What's Happening?

The City of Olympia is engaging the public in a plan for economic resiliency. This process will identify a long-term strategic framework and specific actions the City can take to help residents, businesses and the broader community weather challenging times and thrive. We are also focused on the City organization itself, to ensure revenues are available over the long-term to fund community goals.

- [Watch the July 12, 2022 presentation to City Council](#)

## Background

At the onset of the COVID-19 pandemic, Olympia joined forces with economic development partners from around the region in an effort known as Thurston Strong. The partners took immediate action to respond to the emergency, setting up a hotline for local businesses and impacted workers, distributing \$9 million in grants, shoring up child care options and ensuring access to personal protective gear.

The partners then developed a 24-month plan of action aiming to accelerate the region's Economic Recovery and Reset. This plan outlines immediate actions for stabilizing the economy, supporting workforce development and expanding pathways to more people. With implementation underway, it is time for Olympia to focus on long-term resiliency for our city and community.

## Why a focus on resiliency?

Resiliency refers to the capacity of people and organizations to adapt and recover quickly from difficulties, and to thrive in the face of long-term challenges. Cities can help strengthen community resiliency by responding effectively in a time of crisis or disruption, and also by planning for and implementing strategies that bolster the long-term economic durability of a region.

We recognize Olympia has many strengths. Among them, an overall stable economy, top-rated schools and people and organizations who genuinely care and work together to make a positive difference. We also face challenges which disrupt our economic system such as workforce and supply shortages, a housing crisis and climate change.

Disruption inevitability leads to change. Coming out of the pandemic, we have an opportunity to shape what kind of change that is over the long-term. Olympia Strong invites our community to imagine our economic system in new ways. To help us understand what resiliency means to Olympians and where the City and partners can best make a difference. In this process, we will explore how we might leverage our strengths differently and create new opportunities to:

- Build on the resiliency work of Thurston Strong,
- Expand on economic strengths and opportunities that Olympians value,
- Sustain economic growth and help people overcome hardships,
- Elevate more people of all backgrounds and abilities into financial stability, and
- Attract investment and generate new revenue to fund community goals and needs.

# Get involved

## Share your ideas!

Use the "Ideas" tab below to tell us your ideas for building a more stable and inclusive local economy. You can also click the heart button on other users ideas to show your support.

## Schedule a presentation

Invite staff to host a discussion with your community group. Between October 2022 – March 2023 City staff are available to present to community groups. We'll share some data about our economic ecosystem, what we are hearing from the public and discuss ideas for action. To schedule a presentation, please contact Amy Buckler at [abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us).

IDEAS

SURVEY

## What are your ideas for building a more stable and inclusive local economy?



17 days ago



To add your idea

### Sign In / Register

Start by submitting an idea

*Page last updated: 30 Aug 2022, 12:31 PM*

### Who's Listening

#### Amy Buckler

Strategic Projects Manager

**Email** [abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us)



#### Mike Reid





## Lifecycle



### **Set the framework**

*April – June 2022*

Develop the public engagement framework and background information.



### **Identify goals & priorities**

*July – Nov 2022*

Community surveys and listening sessions. Development of draft goals and metrics.



### **Develop vision & actions**

*Dec 2022 – April 2023*

Community group and advisory board meetings, public meeting and survey. Develop actions and recommendations.



### **Final report & recommendations**

*May 2023 Onward*

Present final report to the City Council, including goals, policies, a 6-year action plan and metrics.

## Documents

[Thurston Strong Plan \(1.32 MB\) \(pdf\)](#)

[Olympia Strong Overview and Data Slides \(2.48 MB\) \(pdf\)](#)

## Email Updates





## STAY INFORMED

Subscribe to receive news about this and other planning & development projects via email.

[olympiawa.gov/subscribe](https://olympiawa.gov/subscribe)

[Terms and Conditions](#)

[Privacy Policy](#)

[Moderation Policy](#)

[Accessibility](#)

[Technical Support](#)

[Site Map](#)

[Cookie Policy](#)





## Finance Committee

### Technical and Trade Training Center Interlocal Agreement Update

**Agenda Date:** 9/21/2022  
**Agenda Item Number:** 6.C  
**File Number:** 22-0853

---

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

---

#### **Title**

Technical and Trade Training Center Interlocal Agreement Update

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive the presentation updating the status of the Technical and Trade Training Center work identified in the Interlocal Agreement between LOTT, Port of Olympia, and City of Olympia.

#### **Report**

##### **Issue:**

Whether to have a presentation updating the status of the Technical and Trade Training Center work identified in the Interlocal Agreement between LOTT, Port of Olympia, and City of Olympia

##### **Staff Contact:**

Mike Reid, Economic Development Director, 360.753.8591

##### **Presenter(s):**

Mike Reid, Economic Development Director

#### **Background and Analysis:**

In February 2022, the City Council authorized the City to enter into an Interlocal Agreement between the City, LOTT Clean Water Alliance, and the Port of Olympia for the purposes of advancing the exploration of a technical and trade center. A group of representatives from each organization has been meeting and has retained a consultant to help advance the initial scoping work.

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

A multi-purpose training center would be a vital community asset and serve as a hub to advance the shared interests of the City, the Port, and the LOTT Clean Water Alliance.

#### **Options:**

1. Receive presentation on the status of the Technical and Trade Center effort.

2. Do not Receive presentation on the status of the Technical and Trade Center effort.
3. Receive the presentation at another time.

**Financial Impact:**

The City's portion of consulting services for the scoping work contemplated in the Interlocal Agreement would be up to \$10,000, with total projected costs not to exceed \$30,000. Funding to come from Economic Development reserves.

**Attachments:**

Interlocal Agreement  
Convener Interview Follow-Up Report

**INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF OLYMPIA, PORT OF OLYMPIA, AND LOTT CLEAN WATER ALLIANCE  
REGARDING SCOPING FOR A MULTI-PURPOSE TRAINING CENTER**

This interlocal agreement (the "Agreement") is entered into by and among the City of Olympia ("City"), a Washington non-charter code city, and the Port of Olympia ("Port"), a Port District formed under RCW Chapter 53.04 and the LOTT Clean Water Alliance ("LOTT"), a 501(c)(3) corporation acting as a public agency to provide wastewater resource management services. The City, Port, and LOTT are referred to herein collectively as the "Parties."

**RECITALS**

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each Party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: provided, that such contract shall be authorized by the governing body of each Party to the contract and shall set forth its purposes, powers, rights, objectives and responsibilities of the Parties; and

WHEREAS, the Parties share an interest in fostering education, trade training, workforce development, economic development, and environmental sustainability; and

WHEREAS, a multi-purpose training center would be a vital community asset and serve as a hub to advance these shared interests; and

WHEREAS, the Port owns property located in the North Point and East Bay districts that could potentially serve this purpose, and the Port has interest in advancing training opportunity for maritime careers; and

WHEREAS, the City has designated a tech/trade district in the area and has interest in advancing a cross-functional space such as a training center; and

WHEREAS, LOTT depends on employees with highly specialized technical and trade training, and operates a state-of-the-art wastewater treatment facility with advanced and unique treatment capabilities that could benefit from and contribute to related training programs; and

WHEREAS, the Parties recognize that by working together there is opportunity to leverage resources and that other organizations and community groups may also wish to participate; and

WHEREAS, the Parties wish to express their commitment to jointly explore these opportunities;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

**I. PURPOSE/OBJECTIVE**

The Parties intend to conduct a joint scoping exercise to explore a possible collaborative project and define a pathway toward implementation. The scoping exercise will identify and prioritize goals for the project, considering opportunities for physical infrastructure as well as related training/programming.

**II. SCOPE OF AGREEMENT/WORK**

- a. The scoping exercise will consist of a one day or partial day workshop, with pre- and post-activities, interest group meetings to inform the process and refine written products, and a one day or partial day workshop to prepare final conclusions and next steps.
- b. Each of the Parties will provide staff time for participation in the scoping activities and respond to requests for information and feedback in a timely manner.
- c. The Parties agree to jointly engage the services of one or more consultants to assist in the scoping effort. The consultant scope will focus on facilitating the scoping workshops, compiling feedback, preparing and revising a written summary of workshop results to define a potential joint project and steps toward implementation, disseminating project information, and assisting in outreach to other potential parties.
- d. For this first phase of work, LOTT will be responsible for the contract management and consultant communication. However, all of the Parties will work together to guide the planning process, and responsibility for managing any future phases of this effort will be shifted to the other Parties in turn.
- e. Each of the Parties will be responsible for communication of information about the scoping process to their own jurisdictions and gathering feedback from their organizations to inform the joint effort.

**III. COST SHARING**

- a. The Parties will divide costs for consulting services. The City, Port, and LOTT will each contribute up to \$10,000. Total costs for such services are not to exceed \$30,000. Potential changes in scope or expectations that entail an increase in consultant costs will be negotiated and approved in writing. If agreed upon, parties can supplement their cost share to accommodate a change in scope.
- b. The Center for Sustainable Infrastructure and other organizations that are invited to participate in the scoping effort will provide only in-kind contributions.

**IV. RIGHTS OF OWNERSHIP – FINAL PRODUCTS**

All products or intangible property that result from the work outlined in this Agreement will be jointly owned by the Parties. Such joint ownership shall continue after termination or expiration of this Agreement.

**V. METHOD OF PAYMENT**

- a. The consultant will invoice LOTT on a monthly basis. Payment will be made by LOTT for the full amount of the invoice.
- b. LOTT will bill the other Parties for their share on a regular basis not to exceed once per month, or at the end of the planning process, depending on the Parties' preference.

**VI. INDEMNIFICATION**

Each Party agrees to defend, indemnify and hold the other Parties, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including reasonable attorney fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, agents, and employees.

**VII. NO SEPARATE LEGAL ENTITY CREATED**

This Agreement creates no separate legal entity.

**VIII. EFFECTIVE DATE AND DURATION OF AGREEMENT**

This Agreement shall become effective on the first date when i) the Agreement has been duly executed by all of the Parties, and ii) the Agreement has been recorded or published pursuant to XIII below, and shall terminate upon completion of the tasks necessary to accomplish the purpose of the Agreement, unless sooner terminated by the Parties as provided herein.

**IX. DISPUTE RESOLUTION**

- a. Step One – Negotiation. In the event of a dispute concerning any matter pertaining to this Agreement, the Parties involved shall attempt to address their differences by informal negotiation. The Party perceiving a dispute or disagreement persisting after informal attempts at resolution shall notify the other Parties in writing of the general nature of the issues. The letter shall be identified as a formal request for negotiation and shall propose a date for representatives of the Parties to meet. The other Parties shall respond in writing within ten (10) business days. The response shall succinctly and directly set out that Party's view of the issues or state that there is no disagreement. The Parties shall accept the date to meet or shall propose an alternate meeting date not more than ten (10) business days later than the date proposed by the Party initiating dispute resolution. The representatives of the Parties shall meet in an effort to resolve the dispute. If a resolution is reached the resolution shall be memorialized in a memorandum signed by all Parties which shall become an addendum to this Agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step One expenses. Negotiation under this provision shall not exceed 90 days. If a resolution is not reached within 90 days, the Parties shall proceed to mediation.

- b. Step Two – Mediation. If the dispute has not been resolved by negotiation within ninety (90) days of the initial letter proposing negotiation, any Party may demand mediation. The mediator shall be chosen by agreement. Each Party will bear the cost of its own attorneys, consultants, and other Step Two expenses. The Parties to the mediation will share the cost of the mediator. A successful mediation shall result in a memorandum agreement which shall become an addendum to this Agreement. Mediation under this provision shall not exceed 90 days. If the mediation is not successful within 90 days, the Parties may proceed to litigation.
- c. Step Three – Litigation. Unless otherwise agreed by the Parties in writing, Step One and Step Two must be exhausted as a condition precedent to filing of any legal action. A Party may initiate an action without exhausting Steps One or Two if the statute of limitations is about to expire and the Parties cannot reach a tolling agreement, or if either Party determines the public health, safety, or welfare is threatened.

**X. TERMINATION OF AGREEMENT**

This Agreement may be terminated upon mutual agreement of the Parties.

**XI. INTERPRETATION AND VENUE**

This Agreement shall be governed by the laws of the State of Washington as to interpretation and performance. The Parties hereby agree that venue for enforcement of any provisions shall be the Superior Court of Thurston County, subject to the dispute resolution process in Section IX having been exhausted or dispensed with by agreement.

**XII. ENTIRE AGREEMENT**

This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes any and all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

**XIII. RECORDING**

Prior to its entry into force, this Agreement shall be filed with the Thurston County Auditor's Office or posted upon the Parties' websites as provided by RCW 39.34.040.

**XIV. NOTICE**

Any notice required under this Agreement shall be to the party at the address listed below and shall become effective three days following the date of deposit with the United States Postal Service.

**CITY OF OLYMPIA:**

Attn: Mike Reid, Economic Development Director  
City of Olympia  
PO Box 1967  
Olympia, WA 98507-1967

**PORT OF OLYMPIA:**

Attn: Jennie Foglia-Jones, Senior Manager of Communications  
Port of Olympia  
606 Columbia Street NW, Suite 300  
Olympia WA 98501

**LOTT CLEAN WATER ALLIANCE:**

Attn: Lisa Dennis-Perez, Environmental Planning & Communications Director  
LOTT Clean Water Alliance  
500 Adams Street NE  
Olympia, WA 98501

**XV. SIGNATURES**

This Agreement is hereby entered into between the Parties and shall take effect on the date of the last authorizing signature affixed hereto.

**CITY OF OLYMPIA**

**PORT OF OLYMPIA**

\_\_\_\_\_  
Steven J. (Jay) Burney, City Manager

\_\_\_\_\_  
Sam Gibboney, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

Approved as to form:

**Mark Barber**  
\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Port Legal Counsel

**LOTT CLEAN WATER ALLIANCE**

\_\_\_\_\_  
Michael Strub, Executive Director

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
LOTT Legal Counsel



# Multi-Purpose Technical and Trades Training Center Convenor Interview Follow Up Report

Prepared by Nancy M. Campbell  
August 30, 2022

## Overview

The consultant interviewed the following members of the convenor organizations (The City of Olympia (City), LOTT Clean Water Alliance (LOTT) and the Port of Olympia (Port) to finalize which stakeholders should be interviewed or invited to attend the first retreat. In addition, the consultant interviewed the convenor representatives to better identify and describe the collective interests of the parties and how the consultant should represent these interests to stakeholders in interviews. Those interviewed included: Sam Gibboney, Lisa Parshley, Matt Kennelly, Lisa Dennis-Perez, Mike Reid, Clark Gilman and Dr. Pamela Braff.

## Proposed Elevator Pitch

When the City of Olympia (City), LOTT Clean Water Alliance (LOTT) and the Port of Olympia (Port) met to explore issues unique to their workforce recruitment and training, they discovered they have a great deal more in common than finding and training skilled employees. They all have unique ties to water, the environment, and sustainability. They all recognize that innovative workforce development will be critical to meeting their future climate and sustainability goals. While they each need to address their workforce needs today and, in the future, they also believe they could serve as the strategic partner through which government can support the businesses and organizations that deliver water related technical workforce training and development services for the community and the region.

The convenors see that a regional Technical and Trade Training Center may provide unique opportunity to coordinate and connect the many programs and organizations that currently provide water related education and workforce training. Such a center could support efforts to not just create a healthier economy by bringing good jobs to the community, but also to support jobs that invest in the health and welfare of the community. They want to explore the possibility of a multi-purpose training center that will serve as the interface between industry and environmental sustainability.

The convenors recognize their own need to invest in the next generation workforce, but they are not educators. They want to collaborate to support educators and trainers who know how to prepare the workforce of the future and who understand the facility needs to support such as effort. The convenors want to explore the development of a center where the experts in education and training can partner together to expand and develop the programs needed to address today's and the future's maritime and water resource workforce issues. They envision a center that can foster not just education and trade training programs, but also, workforce development, economic development, and environmental sustainability.

The convenors believe a multi-purpose education and training center could be a vital community asset and serve as a hub to advance the shared interests of government and industry. The convenors want to explore

the potential benefits and challenges of this possible project with a small group of key stakeholders to identify interest and a pathway for possible implementation steps.

This interview is a first step in the process to explore this concept. Your insights, along with those of other key stakeholders, will help the convenors understand the level of interest, the potential needs, challenges, and benefits of developing this type of training center. If interest is sufficient, they will move ahead with a small group retreat for more in depth exploration. If interest indicates, a future larger group retreat would be held with more stakeholders in the future.

## Convenor Agreements

Minor changes were recommended to the list of stakeholders to be interviewed and invited to the first retreat. Changes that all parties agreed upon were the inclusion of South Puget Sound Community College (SPSCC) and Pacific Mountain Workforce Development should be retreat attendees.

Two of three of the stakeholder groups suggested the Chamber be an attendee. Two out of three feel the Center for Sustainable Infrastructure should be an interview only at this time.

One stakeholder suggested moving New Market Vocational Skills Center to an interview. Finally, one stakeholder suggested adding the Chehalis Tribe to retreat attendees and upon review of this document, another person suggested adding the Tribe.

The consultant included any changes proposed by all or two out of three of the stakeholders which include adding SPSCC, Pacific Mountain Workforce Development and the Chamber of Commerce to the retreat and moving the Center for Sustainable Infrastructure to an interview. In the attached chart a red x shows a shift from the initial proposal to the current proposal.

Category	Organization	Contact Name	Retreat attendee	Interview
Signatory	LOTT	Matt Kennelly, Mike Strub, Lisa Dennis-Perez Staff, Lisa Parshley - Board	X	
Signatory	Port of Olympia	Sam Gibboney - Staff,	X	
Signatory	City of Olympia	Mike Reid - Staff, Clark Gilman - Council	X	
Business Workforce	Center for Sustainable Infrastructure	Rhys Roth or Ted Sturdevant		X
Business Workforce	EDC	Michael Cade, CEO	X	
Business Workforce	Chamber	David Schaffert, CEO Megan Fiess, Workforce Director	X	
Climate Change	City of Olympia	Dr. Pamela Braff, Climate Manager		X
Education	SPSCC	Tim Stokes, President Tanya Mote, Foundation CEO	X	

Education	TESC	John Carmichael, Interim President and/or Dexter Gordent Exec VP		X
Education	New Market Vocational Skills Center	Matt Ishler, Executive Director	X	
Education	OSD	Patrick Murphy, Superintendent Gretchen Maliska, CTE Program Director		X
Education	Tumwater School District	Casey Taylor, Board president		X
Education	North Thurston School District	Debra Clemens, Superintendent		X
Education	St. Martin's			X
Government	Squaxin Island Tribe	Ray Peters	X	optional if preferred over meeting attendee
Government	Nisqually Tribe		X	optional if preferred over meeting attendee
Trade Labor	State Building Trades	Contact from Clark is: <b>Randall Friesen</b> , (360) 529-6676 <a href="mailto:apprenticeship@wabuildingtrades.org">apprenticeship@wabuildingtrades.org</a>	X	
Trade Labor	NWCI Carpenters Training Center, Dupont	Dustin Gregory		X <sup>1</sup>
Trade Labor	Laborers Local 252	Richie Myer - Business Agent		X
Trade Labor	ILWU 47	Robert Rose		X
Trade Labor	AFL-CIO			X
Workforce	Pacific Mountain Workforce Development	William Westmorland, CEO	X	

## Project Rationale

One of the best reasons for the collaboration of the convenors is the proven track record with similar projects. The Energizing East Bay Project is an example of a collective redevelopment project of the three convenors that has resulted in significant improvements and benefits to community members and businesses. Similarly, the Port and the City came to develop the successful Olympia Farmer's Market and the three entities have collaborated on the Sea Level Rise Response Plan.

The size and scope of this project will require additional funds and support from state private and possibly national funding sources. Funders typically look more favorably on projects that are jointly shared by different levels of government and organizations which share common interests but serve different sectors. The collaboration will be able to leverage funds that individual agencies and organizations may not be able to access.

<sup>1</sup> Nancy will interview one of two of the labor unions, possibly not all four.

## Interview Introduction and Questions

Consultant explains to the interviewee: Purpose of Interview. Themes will be captured and provided to the convenors.

### Draft Interview Questions

1. What industries and/or organizations are involved in water related programs or services in the Olympia area?
2. What do you see as the current workforce needs for water related industries or programs?
3. What programs or assets does the Olympia area currently have in water related training and education?
4. Are there that gaps in current workforce training and/or education for existing industries or programs – both in terms of programming and in terms of facilities?
5. Looking to future economic, environmental and sustainability needs, are there gaps in current water related workforce training and education?
6. Is there anything that might excite or interest you or your constituents about this type of center?
7. What benefits, if any, might such a program have?
8. What concerns or problems might you or your constituents believe that such a center might pose?
9. Are there other groups or constituents that you believe will support this concept? Oppose the concept?
10. Does it make sense to you that these three organizations continue to explore this possibility? Why or why not?
11. Who do you believe are key stakeholders with an interest in this area that should be Interviewed?