



## PBIA Advisory Board

### Vote to Fill Board Vacancies

**Agenda Date:** 8/9/2018  
**Agenda Item Number:** 6.F  
**File Number:** 18-0747

---

**Type:** information **Version:** 1 **Status:** Filed

---

#### **Title**

Vote to Fill Board Vacancies

#### **Report**

##### **Issue:**

Whether to appoint a new board member to fill a seat vacated by resignation

#### **Staff Contact:**

Amy Buckler, Downtown Programs Manager, [abuckler@ci.olympia.wa.us](mailto:abuckler@ci.olympia.wa.us)  
<<mailto:abuckler@ci.olympia.wa.us>>, 360-570-5499

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

Danielle Ruse, PBIA Chair  
Amy Buckler

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

In June, the Board discussed potentially appointing new board members to fill vacated seats. The Board agreed to gather nomination forms from interested business owners or their employee representatives.

At the July meeting, the Board appointed Jeremy Williamson from Olympia Coffee Roasters to fill a vacated seat ending 12/31/2019. An additional nomination to fill a vacated seat ending 12/31/2020 may be considered at this meeting. The completed nomination form is still pending.

#### **BACKGROUND**

3.62.130 of the City ordinance regarding the PBIA states, “the Board shall consist of an odd number totaling at least 15 member representatives of Ratepayers.” Currently, there are 11 members seated on the board. Previously this year, the Board opted to put off filling all the empty seats due to the historic difficulty of keeping 15 seats filled and the upcoming work plan opportunity to change the required number in the ordinance.

All four empty seats were vacated by resignation, which means a majority of the seated members may vote to appoint a new person to fill the seat.

Bylaws, Section 10.02.03: Any vacancy occurring in any office of the PBIA for reason of death, resignation, or removal shall be filled promptly by a majority vote of the Advisory Board. The person so elected shall serve during the unexpired term of the Advisory Board member whose position has become vacant.

**ADDITIONAL INFO**

- Any ratepayer in good standing may be nominated.
- Traditionally, businesses have been able to have an employee serve instead of the actual business owner. Staff's recommendation is to follow this tradition. If the Board wants to discuss potentially limiting this in some way in the future, it can be discussed as part of updating the Ordinance and Bylaws.
- Boardmembers should represent a diversity of business classifications, interests, and viewpoints.
- Consider what zone nominees are in. We need a mix. Currently most members are from Zone A.
- There is no limit to the number of terms a Board member can complete, as long as they are appointed or run for election each time.
- According to City Ordinance, the Board's duties include:
  - The annual development of a proposed work program with specific projects and budgets,
  - The recommendation of the same to the City Council for its consideration, and
  - Preparation of a plan for regular communication of PBIA projects and information to Ratepayers.

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

N/A

**Options:**

Following an oral nomination from the board member making the nomination, the Board will take a vote on whether to make the appointment.

**Financial Impact:**

N/A

**Attachments:**

None