

## COVER MEMO

**Briefing Date/Time:** June 9, 2025

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**Subject:** Port of Olympia Citizens Advisory Committee

**Purpose:** ☒ Information Only ☐ Decision Needed

### **Overview:**

This provides background information for the Commission discussion of the Port of Olympia Citizens Advisory Committee (POCAC) and how the Commission would like to direct the POCAC's work.

### **Background:**

For decades, the Port of Olympia has had a Citizens Advisory Committee to provide the Commission with community perspectives on topics the Commission identifies.

In 2022, the Port Commission passed a resolution increasing the number of positions on the POCAC to between nine and seventeen members. That resolution also specified that the Commission assigns tasks to the POCAC through written requests that include the scope of the assignment to the POCAC and specified the type of work product the Commission would like on that topic (for example, a white paper, or a policy recommendation). The resolution did not specify, however, how the Commission would identify and transmit tasks for the POCAC.

In 2024, the POCAC engaged in a workshop to discuss roles, expectations and operating rules. From that two documents were produced: one on roles and expectations for POCAC members, and one that laid out operating rules. The operating rules included possibility of creating subcommittees, and three were ultimately established: the Budd Inlet, Destination Waterfront and Economic Development subcommittees.

However, the document outlining roles and expectations conflicted with the governing resolution on how the POCAC was to be assigned tasks. In addition, the operating rules were unduly complex and needed to be simplified.

The revisions to the “Roles and Expectations” document and the “Operating Rules” document include the following changes:

- Consolidation of the following two documents into one:
  - The “Committee Roles and Expectations” document (Exhibit A to the Commission Resolution), and
  - The “Operating Rules” document (Exhibit B to the Commission Resolution).
- Alignment of the operating rules with Resolution 2025-02 in regard to how POCAC assignments are developed and assigned.
- Simplification of how Port staff support the POCAC.
- Removal of the procedures for Open Public Meetings Act compliance.

The Commission is scheduled for a joint session with the POCAC on June 17<sup>th</sup> at 5:00 p.m. to discuss, in part, how the Commission would like to develop and transmit assignments to the POCAC. This work session is to provide the Commission with an opportunity to discuss this issue in advance of the joint meeting with the POCAC.

**Documents Attached:**

Resolution 2025-02

Revised POCAC Operating Rules

**Next Steps/Timeframe:**

The Commission will hold a joint meeting with the POCAC on June 17<sup>th</sup> to further the discussion.