



## Commission Meeting Minutes Tuesday, October 14, 2025

### Call to Order – Commission Meeting

Commission President Jasmine Vasavada called a Commission Meeting of the Port of Olympia Board of Commissioners to order and open to the public at 5:34 p.m., Tuesday, October 14, 2025, at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington 98501.

### Present

Commissioners: Jasmine Vasavada – President, Maggie Sanders – Vice President, Amy Harding and Bob Lyall.

Attended Virtually: Commissioner Sarah Montano – Secretary.

Staff: Alex Smith, Executive Director, Chris Pierce-Wright, General Counsel; Warren Hendrickson, Director of Operations; Mike Reid, Director of Community and Economic Development; Karen Andrade, Communications Specialist; Tina Champion, Executive Coordinator; and Missy Goodell, Commission Coordinator.

### Approval of Agenda

Commissioner Harding moved to approve the agenda. Commissioner Sanders seconded the motion. Commissioner Harding moved to amend the agenda, removing item F4, *Approval of Minutes: Commission Meeting – September 22, 2025* from the Consent Calendar. Commissioner Vasavada seconded the amended motion. Amended motion passed unanimously.

### Executive Director Report

Alex Smith, Executive Director, reported on recent port activities. She recently met with the East Bay Neighborhood Association to discuss several Port initiatives. Three Port Commissioners and staff are officially entered in the Boo-Coda Casket Races this Saturday as part of the Bucoda Spooktacular Festival. Monday, October 20 at 6:00 p.m. Commissioner Montano will hold a Town Hall. Executive Director Smith gave an update on Port paving projects. The Lacey MakerSpace's inaugural fundraiser was attended by Commissioners Sanders and Montano, along with Port staff. Port staff and Commissioners attended and supported the Thurston Economic Development Council's Annual Real Estate Forum.

In addition, she reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the Port's website and encouraged everyone to check it out.

### Public Comment

One individual provided public comments regarding the Port's finances.

## **Consent Calendar**

Commissioner Harding moved to approve the consent agenda as amended; Commissioner Sanders seconded the motion. Motion passed unanimously.

## **Pending Issues or Business**

Pending Issues Updates. Executive Director Alex Smith reported that there were no new updates to the Pending Issues list.

## **Action Calendar**

None.

## **Action/Other Calendar**

None.

## **Advisory Calendar**

Website Update Contract. Mike Reid, Director of Community and Economic Development, introduced Karen Andrade, Communications Specialist, who presented background information on updating the Port's website, the scope, goals and objectives for the project, and its projected costs and breakdown of services. After reviewing 33 proposals and two rounds of review, Snowberry Media was selected for the contract. The project should commence in November 2025, and completion is anticipated by July 2026. Consent approval will be requested at the October 27, 2025, Commission meeting to approve the contract with Snowberry Media.

## **Commissioner Reports/Discussion**

Commissioner Montano reminded and invited everyone to her Town Hall, held this Monday, October 20, 2025, from 6:00 – 7:00 p.m. in the Port of Olympia's Olympics Room. She is looking for public input on the Port's budget, the Waterfront Center and environmental plans. She thanked Port staff for the recent budget retreat.

Commissioner Harding shared that the Thurston Regional Planning Council (TRPC) will conduct interviews for a new executive director next week. Experience Olympia and Beyond, in its desire to be collaborative and transparent, has invited all of the mayors and chair people of our neighboring jurisdictions to attend their next meeting, and to give feedback as to what they would like to see in the next executive director. Commissioner Harding's quote is from Jane Goodall: "You cannot get through a single day without having an impact on the world around you. What you do makes a difference, and you have to decide what kind of difference you want to make."

Commissioner Iyall reported that he recently attended the WPPA 2025 Environmental Seminar, a meeting of the Solid Waste Advisory Committee (SWAC) where an Open Public Meetings Act training was provided, a Transportation Policy Board meeting, and a Public Records Act training facilitated by the Port of Olympia.

Commissioner Sanders stated that she attended the first annual Lacey MakerSpace fundraiser, she was invited to attend the Bucoda pie eating contest, and she attended a Public Records Act training. Tomorrow she will attend the Tenino Chamber of Commerce meeting, and she will be attending a

South Thurston Economic Development Initiative (STEDI) meeting this Friday. Commissioner Sanders is looking forward to the Boo-Coda (Bucoda) Casket Races this Saturday.

Commissioner Vasavada reported that she appreciated the Port's recent budget retreat.

### **Other Business**

Commissioner Harding requested that the Commission review the procurement process facilitated at the Port of Olympia in a future work session. She was curious if there was a way to prioritize local and/or minority-owned businesses in at least a certain size of Port projects. Would the Commission support having the staff explore how other jurisdictions have facilitated prioritizing local and/or minority-owned businesses in at least a certain size. It was agreed to have this examined as part of the Port's procurement procedures/policies.

Commissioner Iyall requested that Shawn Gilbertson, the Port's Director of Environmental Planning and Programs, present a summary of the Washington Public Port Association's 2025 Environmental Seminar.

### **Meeting Announcements**

A list of upcoming events was displayed for viewers to note upcoming Commission and POCAC meetings. Executive Director Smith stated the next Commission meeting, a Work Session, will be held on Monday, October 20, 2025, at 4:00 p.m.

### **Adjournment**

There being no further business to come before the Port of Olympia Board of Commissioners, the Tuesday, October 14, 2025, regular meeting was adjourned at 6:15 p.m.

### **Call to Order – Special Meeting**

Commission President Jasmine Vasavada called the Commission Special Meeting/Executive Session of October 14, 2025, to order at 6:15 p.m., at the Percival Plaza at 626 Columbia Street NW, Suite 1-B, Olympics Room, in Olympia, Washington 98501.

### **Present**

Commissioners: Jasmine Vasavada – President, Maggie Sanders – Vice President, Amy Harding and Bob Iyall.

Attended Virtually: Commissioner Sarah Montano – Secretary.

### **Executive Session**

At 6:15 p.m., Commissioner Jasmine Vasavada, Port of Olympia Commission President, announced that the Commission would recess into a closed Executive Session for 45 minutes, until 7:00 p.m., to review the performance of a public employee (RCW 42.30.110(1)(g)).

Commissioner Vasavada returned the meeting to order and stated that the Commission was in Executive Session until 7:00 p.m. No decisions were made, and no action was taken.

The Executive Session was then adjourned.

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Jasmine Vasavada, President

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Sarah Montano, Secretary

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