

**Commission Meeting Minutes
Monday, October 27, 2025****Call to Order**

Commission President Jasmine Vasavada called a regular meeting of the Port of Olympia Board of Commissioners to order and open to the public at 5:30 p.m., Monday, October 27, 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.

Excused: 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; Brent Barnes, Director of Enterprise Services; Trisha Miller, Controller; Chris Paolini, Airport Senior Manager; James Sommer, Public Works Program Manager; Afsin Yilmaz, Marine Terminal Senior Manager; Damien Egan, Harbor Senior Manager; Tina Champion, Executive Coordinator; and Missy Goodell, Commission Coordinator.

Approval of Agenda

Commissioner Harding moved to approve the agenda. Commissioner Montano seconded the motion. Commissioner Harding moved to amend the agenda, moving agenda item F.1. Professional Services Contract Amendment – Thomas Architecture Studios to J.2. on the Advisory Calendar. Commissioner Vasavada seconded the amended motion. Amended motion passed unanimously.

Executive Director Report

Alex Smith, Executive Director, reported on recent port activities. Port Commissioners Harding Montano and Sanders alongside staff participated in the Boo-Coda Casket Races, winning the Best Costume award. A Town Hall with Executive Director Alex Smith will be held Wednesday, November 12 from 5:30 to 6:30 p.m. The latest edition of the Port's monthly publication, the "Port Pulse" is now available to read on the Port's website. On Wednesday, October 29, the Port of Port Angeles is hosting the next session of the WPPA Port Academy Series. A number of Port staff will attend to learn what best practices and lessons learned the Port of Port Angeles can share. On Monday, November 3, Mike Reid, the Port's Director of Community and Economic Development, will be speaking at the Regional Port Forum at the Satsop Business Park. Convened by the Thurston Economic Development Council, the Forum includes participants from Grays Harbor, Mason, Pacific and Thurston Counties discussing strategic port infrastructure and investment, regional collaboration for economic development, and building resilient and sustainable operations.

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

Two individuals provided public comments regarding renovations of the new Port administrative building and the Port's economic benefit study.

Consent Calendar

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

Pending Issues or Business

Pending Issues Updates. Executive Director Alex Smith provided brief updates to ongoing Port projects: the Airport Master Plan – the ruling on the SEPA appeal was received, with staff currently evaluating options. The Port has been meeting with the Thurston Regional Planning Council (TRPC) regarding the Peninsula Master Plan.

Action Calendar

None.

Action/Other Calendar

None.

Advisory Calendar

2026 Draft Budget and Capital Investment Plan. Alex Smith, Executive Director, and Brent Barnes, Director of Enterprise Services, presented a second review of the proposed 2026 Port budget and Capital Investment Plan. The schedule for budget adoption was reviewed, as were budget assumptions, the tax levy, bond debt, non-operations, the capital investment plan and environmental expenses.

Professional Services Contract Amendment – Thomas Architecture Studios. James Sommer, Public Works Program Manager, presented information supporting the request to amend the contract with Thomas Architecture Studios, increasing the spending authority.

Commissioner Reports/Discussion

Commissioner Harding provided an update on Experience Olympia and Beyond's search for a new executive director. An update on the TRPC's (Thurston Regional Planning Council) search for an executive director was also provided.

Commissioner Vasavada provided an update on the status of the Thurston County Economic Development Council and the challenges that they currently face.

Commissioner Sanders stated that she attended a ribbon cutting ceremony for the county's new Ballot Processing Center, and will attend the TRPC open house to meet the finalists of their executive director search.

Other Business

Commissioner Vasavada requested a report on the Harbor Patrol and would like them to be invited to future Commission meeting. She would also like to bring forward a proposal to consider deepening the connection between the POCAC and the Commission.

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 will be held on Monday, November 10, 2025, at 5:30 p.m.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, October 27, 2025, regular meeting was adjourned at 6:43 p.m.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Secretary