

## COVER MEMO

<b>Briefing Date/Time:</b>	May 11, 2026
<b>Staff Contact/Title:</b>	Alex Smith, Executive Director, 360.528.8001, <a href="mailto:alexs@portolympia.com">alexs@portolympia.com</a>
<b>Subject:</b>	POCAC Resolution and Operating Rules
<b>Purpose:</b>	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

**Type of Agenda Item:**

Action

**Background:**

Over the past eight months, the Port of Olympia Community Advisory Committee (POCAC) and Port Staff have been updating a draft of the Commission Resolution that governs the POCAC and its operations, as well as a draft of the Operating Procedures and Rules the POCAC is to follow in conducting its business. The POCAC discussed the drafts in a joint meeting with the Port Commission on March 16, 2026, and additional changes to the documents were proposed following that meeting. The draft documents before the Commission are the most recent versions supported by POCAC members.

The draft Resolution and Operating Rules include the following new or clarified provisions:

1. A process for recruiting new members with a focus on representation from across Port Commission districts;
2. Commission assignment of tasks to the POCAC based on ideas generated by the POCAC, Port staff, or the Commission, using a form that identifies the task, the anticipated work, the proposed deliverable, the timeline for completing the task, and the staff resources needed;
3. Three standing subcommittees: (a) Public Access; (b) Environmental Stewardship; and (c) Economic Opportunities;
4. The possibility of additional ad hoc subcommittees to address specific issues; and
5. Ethics and rules of engagement for POCAC members during meetings.

**Summary & Financial Impact:**

The POCAC is currently funded in the Port Operating budget under “Government Services.” Any POCAC projects that require extensive staff time or outside consultants would be presumptively funded out of this budget.

**Alignment with Vision 2050:**

The amended POCAC Resolution and Operating Rules is aligned with Goal 10: “Build community partnerships and expand communications and public participation strategies.”

**Environmental Considerations and Review:**

N/A

**Alternatives Considered:**

Staff and the POCAC considered different provisions around POCAC membership, how POCAC leadership is selected, terms of POCAC members, how POCAC projects are developed and assigned, and POCAC recruitment.

**Staff Recommendation:**

Staff recommends the Commission adopt a Resolution and Governing Rules at the May 11<sup>th</sup> Commission Meeting. Staff will come to the May 11<sup>th</sup> meeting prepared to discuss the pros and cons of proposed amendments to the Resolution.

**Document(s) Attached:**

- Draft of Resolution 2026-04, with redlined markup
- Clean Version of Resolution 2026-04 incorporating redlined changes
- Draft POCAC Operating Rules and Procedures with redlined markup
- Clean Version of Operating Rules and Procedures incorporating redlined changes