



Commission Work Session Minutes Monday, March 16, 2026

Call to Order

Commission President Jasmine Vasavada called the Commission Work Session of March 16, 2026, to order and open to the public at 4:00 p.m., at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington 98501.

Present

Commissioners: Jasmine Vasavada – President, Sarah Montano – Vice President, Joel Hansen – Secretary, Jerry Toompas and Krag Unsoeld.

Guests: POCAC Members: Quentin Phillips, Debby Pattin, Bob Wubbena, Jim Thornton, Sue Patnude and Sheila Wilson.

Staff: Alex Smith, Executive Director; Warren Hendrickson, Director of Operations; Shawn Gilbertson, Director of Environmental Planning and Programs; Mike Reid, Director of Community and Economic Development; and Missy Goodell, Commission Coordinator.

Approval of Agenda

Commissioner Toompas moved to approve the agenda. Commissioner Hansen seconded the motion. Motion passed unanimously.

Port of Olympia Community Advisory Committee (POCAC) Resolution 2026-04

Executive Director Alex Smith shared a draft Resolution and draft Operating Procedures and Rules with the Commission that was recently updated. Updates included provisions around POCAC membership, terms of POCAC members, how POCAC projects are development and assigned and POCAC recruitment.

POCAC Projects

Assignments to the POCAC would be approved by the Commission in writing, and would be initiated by the Commission, or a POCAC or staff member through submission of a form; and the Commission will decide the work product required for each task.

Three standing subcommittees will be formed: 1) Budd Inlet Environmental, 2) Destination Waterfront, and 3) Economic Development. Ad hoc subcommittees can also be formed as needed.

POCAC Recruitment

It was suggested that membership consisted of 15 members, with three from each legislative district if possible, with no fewer than 9 members total. Terms would be three years, with no more than four terms and the Commission has the ability to re-appoint members or extend terms to address exigent circumstances.

Recruitment will include advertising for new members or referral from Commissioners; each candidate submits an application; applications will be sent to all Commissioners, the Executive Director and the POCAC Chair for review; interview will be held by a Port Commissioner, the Executive Director and the POCAC Chair.

Operating Procedures and Rules

Includes ethics and conflict of interest; coordination with Port staff; required training; how meetings are conducted (using Roberts Rules of Order); responsibilities of members; and a Task form.

Differences from Prior Resolution

The newly drafted Resolution clarifies total number of members and district representation goals; removes provisions to align with OPMA; clarifies how tasks are assigned; and clarifies how and when recruitment for new POCAC members happens.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, March 16, 2026, Commission Work Session was adjourned at 5:19 p.m.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Joel Hansen, Secretary