

COVER MEMO

Briefing Date/Time: September 28, 2026
Staff Contact/Title: Alex Smith, Executive Director, 360-528-8001
alexs@portolympia.com
Subject: POCAC Resolution Updates
Purpose: ☐ Information Only ☒ Decision Needed

Type of Agenda Item:

- Action/Other

Background:

On June 8, 2026, the Commission passed Resolution 2026-05 updating the rules governing the Port of Olympia Community Advisory Committee (the POCAC). The Resolution provides for a 15-member POCAC, with a goal of having three members from each of the Port of Olympia election districts. Each Commissioner appoints three POCAC members.

Under the Resolution, each Commissioner nominates three candidates: one from within his or her district and two "at-large" candidates from within Thurston County. The Commission as a whole votes on the full slate of nominations at a public meeting. For this first selection period, each Commissioner uses one of their at-large nominations to nominate a current member of the POCAC who asked to be reappointed.

On August 10, 2026, staff presented an advisory briefing on the initial applicant pool and the recruitment process. At the September 14th Commission Meeting, the Commission appointed a 15-member POCAC with one alternate.

The Commission also recognized that there are areas in the new process for POCAC appointments and Commission participation in POCAC meetings that need improvement. At the September 14th Commission Meeting, the Commission appointed a subcommittee to draft changes to the POCAC Resolution to address these areas. The subcommittee, made up of Commissioners Montano and Hansen, drafted proposed changes to the Resolution, and those are presented for Commission discussion and consideration tonight.

Summary and Financial Impact:

The Commission Subcommittee developed language to address identified shortcomings in the processes laid out in the POCAC Resolution adopted earlier this year (Resolution

2026-05). The proposed changes add clarity to the POCAC appointment process but should not have any financial impact.

Alignment with Vision 2050:

Supports the Vision 2050 Goal to build community partnerships and expand communication and public participation.

Environmental Considerations and Review:

N/A

Alternatives Considered:

Option 1 — Review, discuss, and defer. The Commission discusses the changes to the POCAC Resolution proposed by the Commission Subcommittee but defers action on the amendments until a future meeting.

Option 2 — Review, discuss and vote on the proposed changes. The Commission can also consider the proposed changes and adopt them, or adopt amendments to the proposed changes and adopt the changes as amended.

Staff Recommendation:

Staff recommends the Commission consider choose the alternative that best meets the Commissions need.

Document(s) Attached:

- Resolution 2026-05
- Redlined version of Resolution 2026-05 with the Subcommittee's proposed changes
- Clean version of Resolution 2026-XX with the Subcommittee's proposed changes incorporated