

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2026-XX**

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the community advisory committee known as the Port of Olympia Community Advisory Committee (POCAC) and superseding Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10, 2019-03, and 2026-05.

WHEREAS, the Port of Olympia desires to have a community advisory committee to advise the Port of Olympia Commission (Port Commission) on matters it may wish to assign from time-to-time; and

WHEREAS, this Resolution supersedes Port Commission Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10, 2019-03, and 2026-05.

NOW, THEREFORE, BE IT RESOLVED, after due consideration, the Port Commission establishes the following:

1. The Port of Olympia Community Advisory Committee (POCAC):

The POCAC is a committee of community members selected through an application process as determined by the Port Commission.

2. Purpose:

The purpose of the POCAC is to provide input to the Port Commission on tasks assigned by the Port Commission. The purpose is for the POCAC to provide feedback representing a community perspective on Port operations and projects. This feedback is important to fully understand community sentiment related to Port affairs and the areas for which improved communication and transparency may be needed.

3. Composition:

POCAC membership shall consist of fifteen (15) members with membership not to fall under nine (9) members. All members shall be residents of Thurston County. The 15 members shall comprise, if possible, of three (3) members from each of the five (5) Port of Olympia election districts. In the event that each election district is unable to field 3 members the remaining membership shall be recruited from Thurston County community at large. Two Port Commissioner (on a rotating schedule set forth in Section 6) and the Executive Director or their designee shall serve as ex officio members of POCAC and attend monthly POCAC meetings. In this case ex officio shall mean non-voting members and attendance will be to better understand POCAC projects and to provide direct feedback to POCAC on these projects and other Port business.

In making appointments, the Port Commission shall strive to maintain balanced representation from across the Port Commissioner districts and from diverse community perspectives within Thurston County.

The Commission may consider geographic distribution, community involvement, professional background, and other factors necessary to ensure that the committee reflects a broad range of community viewpoints.

4. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward public input received by POCAC members to the Port Commission, who will determine how such unsolicited input shall be handled.

The Port shall supply a commission coordinator to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Port Commission or Executive Director.

The Port Commission or Executive Director will provide guidance when requested by the POCAC. The Executive Director will assign Port staff for expertise, if required and as capacity allows.

5. Assignments:

The Port Commission shall initiate POCAC tasks in writing. The written request shall include a description of the proposed task, staff involvement, schedule and deliverables, if necessary. The POCAC shall review and either accept the task or propose changes to the task for Port Commission review and approval. If a task is proposed to the Port Commission by the POCAC, it shall include a description of the proposed task, staff involvement, schedule and deliverables. The Port Commission may approve, deny or request amendments to the proposed POCAC task.

The Port Commission will identify the type of work products to be delivered by the POCAC. More than one product type may be requested:

- a. **Report:** This product will help to create an awareness of policy issues among the Port Commission, staff, and the public and to encourage an exchange of information and analysis. It can also serve as an educational tool. The Port Commission may or may not take action or give further direction to the Executive Director upon receipt of this product. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- b. **Policy recommendation:** This product will recommend a new policy or modification or amendment to an existing policy. If the Port Commission decides to take action on such a recommendation, the Port Commission will give direction to the Executive Director and/or legal counsel for further analysis and preparation of proposed policy language for Port Commission consideration. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- c. **Project recommendation:** This product will present a recommendation for implementation by the Port. Should the Port Commission choose to take action, the Port Commission will direct the Executive Director to include the implemented recommendation in the Port's annual budget process. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

6. Scheduled Meetings:

POCAC shall establish a monthly meeting schedule. Monthly meetings shall normally not be held in August or December. Special meetings may be called by a majority of the existing membership or by the Chair of POCAC.

The rotation schedule for Commissioner participation in POCAC meetings is set forth below and shall take effect upon adoption of this Resolution and continue on a rolling basis. Any Commissioner who cannot attend their scheduled meeting is responsible for identify a replacement/swap if possible.

[**OPTIONAL:** If a third Commissioner wishes to participate in a POCAC meeting, that Commissioner must notify the commission coordinator at least one week prior to the meeting. All Commissioners will comply with Open Public Meetings Act requirements, as applicable.]

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OCT	District 1	District 5
Nov	District 1	District 4
Dec	District 1	District 3
2027: Jan	District 1	District 2
Feb	District 5	District 4
Mar	District 5	District 3
Apr	District 5	District 2
May	District 5	District 1
June	District 4	District 3
July	District 4	District 2
Aug	District 4	District 1
Sept	District 4	District 5
Oct	District 2	District 4
Nov	District 2	District 3
Dec	District 2	District 2
Mar	District 2	District 1
Apr	District 3	District 5
May	District 3	District 4
Jun	District 3	District 2
Jul	District 3	District 1

7. Community Involvement:

The POCAC, with Port Commission approval, may solicit public opinion in a manner consistent with assignments and Port Commission priorities.

All the POCAC's scheduled meetings will be open to the public.

8. Sub-Committees:

POCAC is comprised of three (3) standing subcommittees, Public Access, Environmental Stewardship, and Economic Opportunities. Assignments shall generally be evaluated by the full POCAC to determine how best to accomplish them. The POCAC may accomplish the assignment as a full body or assign to the appropriate subcommittee. In the event an Assignment does not fall within the coverage of any of the three subcommittees, an ad hoc subcommittee may be formed to address the Assignment. Once an Assignment is completed by the ad hoc subcommittee, the ad hoc subcommittee shall end its operations with a written notice to the Port Commission.

Each Sub-Committee will select a member to serve as Chair. The Sub-Committee chair shall be elected by a majority vote of subcommittee members. The Sub-Committee chair shall serve no more than two (2) consecutive one-year terms. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meetings and present the final report or presentation to the Port Commission.

Any matter referred to a POCAC Sub-Committee must ultimately be presented to the full POCAC for the POCAC's consideration and approval prior to forwarding any recommendation to the Port Commission.

9. Officers:

The officers of the POCAC shall include a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The POCAC members in these positions shall serve no more than two (2) one-year terms.

The POCAC Chair and Vice Chair shall be selected annually by the Commission. In November of each year, the Executive Director will solicit names of POCAC members interested in serving as Chair or Vice Chair for the following year. The Executive Director will forward the names of all POCAC members interested in serving as Chair and Vice Chair to the Commission for their consideration. The Commission will select a Chair and Vice Chair in an open public meeting each December.

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than once each year on POCAC activities. This report will be provided in writing or at a regular Commission meeting or work session. The POCAC shall determine the appropriate format for the report.

10. Terms:

A full term for POCAC members is three years, staggered by seat to allow for continuity of membership. The POCAC members shall each serve no more than four (4) three-year terms for a total of twelve (12) years. Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms. When POCAC membership falls below 9 members new POCAC members shall be selected in accordance with Section 12 below. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

POCAC membership shall be organized into fifteen (15) numbered seats:

- District 1: Seats 1-3
- District 2: Seats 4-6
- District 3: Seats 7-9
- District 4: Seats 10-12
- District 5: Seats 13- 15

Terms shall be assigned to seats, not to individuals. To establish staggered terms, seats shall carry the following initial terms. [**OPTIONAL:** The initial terms shall count toward the four-term maximum in Section 10.]

- **Seats 1, 4, 7, 10, 13:** Terms expire at the end of 2027 (1-year initial terms)
- **Seats 2, 5, 8, 11, 14:** Terms expire at the end of 2028 (2-year initial terms)

- **Seats 3, 6, 9, 12, 15:** Terms expire at the end of 2029 (3-year initial terms)

Upon adoption of this amendment, the Executive Director shall assign current members to numbered seats by district. Future appointments shall be made to specific seats for the term remaining.

The Commission may remove a member before the end of a term for failure to attend meetings, failure to participate in committee work, violation of committee rules, or other conduct that materially interferes with the effective functioning of the committee.

A member may resign at any time by submitting a written notice to the Commission or the Executive Director. The resignation shall take effect on the date specified in the notice or, if no date is specified, upon receipt.

Vacancies occurring before the expiration of a term shall be filled for the remainder of that term using the appointment process described in Section 12.

11. Alternates

The Port Commission may appoint up to three (3) alternate members to the POCAC (“Alternates”). Alternates shall be selected from applicants who meet the qualifications for POCAC membership set forth in Section 12 but for whom no regular membership seat is available at the time of appointment.

[**OPTIONAL:** Alternates shall be placed on a list maintained by the Executive Director and shall automatically fill regular seats as they become vacant, for the remainder of the vacated seat’s term. When a vacancy arises, an Alternate residing in the same election district as the departing member shall be given preference; if no district match is available, the next Alternate on the list shall fill the seat.]

Once appointed, alternates are subject to the same attendance and conduct expectations as regular members. Alternates may be assigned by the POCAC Chair to one or more of the three (3) standing subcommittees — Public Access, Environmental Stewardship, and Economic Opportunities — as full participants. Alternates assigned to a standing subcommittee may participate in subcommittee discussions, contribute to subcommittee work products, and attend subcommittee meetings. Alternates shall not hold a vote at regular meetings of the full POCAC.

12. Selection of New Members:

When a vacancy occurs, the Port may initiate the public recruitment process as soon as practicable.

Recruitment of new POCAC members will include an open and transparent advertisement and application process including applicants encouraged to apply by Commissioners or POCAC members.

The Port may publicly advertise all vacancies on the Port website and through other appropriate communication channels. Recruitment announcements shall describe the purpose of the committee, duties of members, qualifications for service, and the application deadline. The application period shall remain open for no fewer than thirty (30) days.

Each potential member will submit an application to be sent to all Port Commissioners for their consideration.

Applicants shall be asked to provide information on the following:

- Demonstrated interest in the work of the Port and community engagement

- Ability to consider issues from a community-wide perspective
- Relevant knowledge, experience, or professional expertise
- Ability to participate constructively in collaborative deliberations
- Commitment to regular attendance and participation

[**OPTIONAL**: Each Commissioner shall nominate up to three (3) candidates for POCAC membership, of which no more than two (2) may be at-large candidates from outside the Commissioner's district.

13. Approval of Travel and Other Expenses:

The Port Commission will budget annually for expenses. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director. All expenses shall be consistent with Port travel and reimbursement policies. Any amount over the annual budget will come back to the Port Commission for approval.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority voting on this Resolution at a regular Port Commission meeting on [September 28, 2026], as attested to by the signatures below of the Port Commissioners on this [28th day of September 2026].

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Krag Unsoeld

Jerry Toompas