



Commission Meeting Minutes Monday, September 28, 2026

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 4:00 p.m., Monday, September 28, 2026, at the Bucoda Community Center, South Room, 204 South Main Street, Bucoda, WA 98530.

Present

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

Commissioner Unsoeld arrived at the meeting at 4:22 p.m.

Staff: Alex Smith, Executive Director, Megan Lin, General Counsel; Warren Hendrickson, Director of Operations; Mike Reid, Director of Community and Economic Development; Jon Wolf, Interim Director of Environmental Planning and Programs; James Sommer, Public Works Program Manager; Don Bache, Cascade Pole Site Manager; Spencer Battersby, IT Manager; and Missy Goodell, Commission Coordinator.

Guests: Callie Carpenter, Mayor of Bucoda; and George Sharp, Rural Program Manager, STEDI (South Thurston Economic Development Initiative).

Approval of Agenda

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

Executive Director Report

Alex Smith, Executive Director, reported on recent Port activities. She announced that the Port participated as a vendor at the 2026 Thurston County Emergency Preparedness Expo at the Lacey Community Center with nearly 500 community members in attendance. Port staff alongside Commissioner Vasavada attended the 2026 Annual Thurston County Real Estate Forum that focused on Commercial and Industrial Development and its significant impact on the overall economy.

Last Thursday was the kickoff of our annual partnership with the South Sound Estuarium for their "Estuary Life and Landforms" field trip series. Each year, they provide hands-on learning experiences for every 5th grade student in the Olympia School District at Swantown Marina along the Bill Frank Jr. Trail.

We received confirmation of the termination of our previous option agreement with CRG. Before Swire, CRG had optioned this property for potential development; however, the Port ultimately chose to move forward with Swire, as they were an end user rather than a speculative developer. Earlier this summer, Swire notified us that they were terminating their lease due to changes in company priorities and

emerging opportunities. As a result, the property is now fully unencumbered and not subject to any active lease or option agreement.

The strong winds at Olympia Regional Airport last Friday, at approximately 9:45 a.m., caused a large section of the historic Davis Meeker oak tree along Old Highway 99 to break and fall. Approximately 30% of the tree's largest limb, which was leaning toward the airport, was severed and fell onto the airport frontage road. No portion of the tree fell onto Highway 99. There were no injuries or vehicle damage reported. A power line serving the Washington State Patrol (WSP) hangar was pulled away from the building but was not severed. Puget Sound Energy responded and re-secured the line.

In addition, Alex 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

One individual provided public comment regarding the recent increase in airport hangar rental fees.

Commission Response to Public Comment / Follow-Up to Public Comment

None.

Partner Spotlight

City of Bucoda Update. Callie Carpenter, Mayor of Bucoda, provided an update on the happenings in the town of Bucoda.

Appropriations from state funds helped update and repair the Town Hall and gymnasium roofs. They are currently assessing the condition of the outside of their buildings and then they will move to internal assessments.

Surveyors are currently on site, and engineering is being performed this year to upgrade the sidewalk, street and stormwater with construction slated to begin mid-next year to make improvements on Main Street from the fire house to 7th Street. The City Council is working to set a standard for the town so it has a consistent theme.

Bucoda is currently in the middle of a 3D engineering study to assess the feasibility of having pressured sewer line in Bucoda, going to Tenino into their sewer treatment plant. Another feasibility study is being refreshed and reviewed that examines hooking into the Rainier/Yelm Walking Trail.

With the Port of Olympia's Small City Grant award, the town of Bucoda was able to conduct major improvements to their RV park, Volunteer Park. Electrical RV hookups were upgraded; and RV pads were formally labeled providing a clearly defined area for RVs. With the addition of electricity in that area, a water heater was installed providing hot water in the restrooms. Fire pits have been added, and the local high school is making picnic tables, so each RV site will have a fire pit and picnic table.

The next step is to work with the telephone company to install fiber in that area to provide Internet service.

She thanked the Port of Olympia for their generous gift and is excited to show improvements made with those dollars. She shared that she and the Council work to be good stewards of taxpayer dollars they have been entrusted to them.

Consent Calendar

Commissioner Toompas moved to approve the consent agenda as presented; Commissioner Unsoeld seconded the motion. Motion passed unanimously.

Action Calendar

None.

Action/Other Calendar

Contract Amendment – TDJ CPA, Inc. Alex Smith, Executive Director, explained that the requested additional funds are needed to assist the Port negotiations with the SAO to finalize the 2025 audit and finalize the 2026 Annual Report. It was also shared that Teresa D. Johnson, CPA, Inc. (TDJ) is our current CPA firm that assists with complex GAAP, GASB, and WA State Auditor's Office financial and compliance matters. TDJ was awarded this contract in December 2024 after responding to (RFP) 2024-1041 Certified Public Accountant Services. TDJ's accountants previously worked at the State Auditor's office and have specific expertise to assist us during audits. The current request is to add \$10,000 to the not-to-exceed amount for the contract.

Motion: Commissioner Montano moved to approve an increase of the not-to-exceed amount by \$10,000 – Teresa D. Johnson, CPA, Inc. – Contract 2024-1041, as presented; Commissioner Hansen seconded the motion. Motion passed unanimously.

Port of Olympia Community Advisory Committee (POCAC) Resolution Updates. Alex Smith, Executive Director, provided background information: 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.

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. A redlined version and a clean copy of the updated POCAC Resolution was shared.

It was also communicated that two more applications were received after the Commission had appointed the 15-member POCAC with one alternate.

Proposed changes include 1) district imbalance provisions; 2) alternate/waitlist mechanism; 3) nomination process mechanics; 4) term staggering methodology; and 5) Commissioner engagement with POCAC.

Motion: Commissioner Montano moved to open discussion for the Commission to talk as a whole. Commissioner Hansen seconded the motion. Motion pass unanimously.

Detailed discussion followed.

Motion: Commissioner Hansen moved that the Port of Olympia Commission adopt proposed changes to Resolution 2026-05: In Section 6, the Optional Language not being included, the table of rotation not being included. In Section 11, the Optional Language not being included, and in Section 12, Selection of New Members, the Optional Language being included. In Section 10, adding the word "not" and keeping the Optional Language ("...the initial term shall not count toward the four term maximum.") Commissioner Montano seconded the motion. Motion passed unanimously.

Advisory Calendar

Department of Enterprise Services (DES) New Lease – 7510 New Market Street SW. Mike Reid, Director of Community and Economic Development provided background: the Port and the State of Washington entered a land and facility lease in 1979 for 12.7 acres at 7510 New Market St SW, currently occupied by the DES Print & Mail facility (formerly the Washington State Department of Printing).

DES approached the Port earlier this year requesting a new long-term lease. The State intends to undertake significant capital improvements to the building and requires a longer-term agreement to ensure it can recover the value of those investments. The projects, estimated at \$22.5 million and \$24.9 million include structural reinforcement, upgraded plumbing and electrical systems, and full HVAC modernization.

The Port and DES have negotiated a new 20-year lease with reduced acreage (from 12.7 to 10.16 acres) and a graduated rental increase over the first four years. Additional provisions require DES to make frontage improvements along the eastern, southern, and western boundaries of the premises, consistent with City of Tumwater engineering standards and to be completed within 60 months of the lease's effective date.

Commission action will be requested at the September 28, 2026 Commission meeting.

Deschutes Estuary Joint Resolution of Support. Alex Smith, Executive Director, gave background and history of the Deschutes Estuary Resolution of Support and explained the Resolution's intent.

In 2022, the Department of Enterprise Services decided the best long term management option for Capitol Lake is to return it to a free-flowing estuary. In 2023, the Port Commission passed a resolution supporting this watershed-wide coordinated approach to restoring the Deschutes River, Deschutes Estuary and Budd Inlet.

On November 12, 2024, the Deschutes Estuary ILA was entered into by the State of Washington, the Squaxin Island Tribe, Thurston County, the City of Olympia, the City of Tumwater, the Port of Olympia and LOTT (Collectively the Regional Partners). This agreement confirms support for the Deschutes by providing financial support to the long-term maintenance of West Bay (dredging).

Port of Olympia obligations through the Deschutes Estuary ILA are to manage sediments in the vessel berths, make annual payments to fund joint dredging (first payment is \$207,000 rising to \$571,000 in 2050), and coordinate on Budd Inlet cleanup.

In September of 2026, the Regional Partners drafted a joint resolution supporting state and federal funding to implement the Deschutes Estuary Restoration Project. The Resolution shows support for the project as a whole, transfer of management of project to Ecology, State funding, Federal funding, and continued local support.

Other Funding Partners have already approved the Resolution:

- LOTT Board – approved September 9, 2026
- Olympia City Council – approved September 15, 2026

Remaining Funding Partners are scheduled to consider the Resolution:

- City of Tumwater – October 20, 2026
- Thurston County – October 20, 2026

The other Regional Partners have signaled their intent to approve the Resolution. Staff recommend the Port Commission likewise adopt the Joint Resolution and consider doing so at the October 13, 2026, Commission meeting.

Commissioner Reports/Discussion

Commissioner Toompas reported that he met with Tumwater Mayor Dahlhoff regarding the Bush Prairie Habitat Conservation Plan and our need for mitigation land.

Commissioner Montano reported that she also met with Tumwater Mayor Dahlhoff, and she attended an Experience Olympia meeting.

Commissioner Hansen reported that he attended a Thurston County Economic Development Board Meeting, and he attended a lecture at Evergreen State College on the Existential Toolkit for Climate Advocacy.

Commissioner Unsoeld reported that he attended the WPPA 2026 Environmental Seminar held in Seattle where he heard about regulatory changes that will be occurring with PFAS, invasive species and shorelines. He also attended a Solid Waste Advisory meeting and a Transportation Policy meeting.

Commissioner Vasavada shared that she spoke at the Olympia World Affairs Council September monthly meeting regarding how tariffs have affected the Port of Olympia.

Additional Public Comment

None.

Commission Response to Public Comment / Follow-Up to Public Comment

None.

Other Business

None.

Meeting Announcements

A list of upcoming events was displayed on the screen for viewers to see upcoming Commission meetings. Executive Director Smith stated the next Commission Meeting will be held on Tuesday, October 13, at 4:00 p.m.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, September 28, 2026, meeting was adjourned at 5:19 p.m.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Joel Hansen, Secretary