PORT OF OLYMPIA COMMISSION
RESOLUTION 2026-[__]

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION ADOPTING A DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR AND EXHIBIT A (DELEGATED THRESHOLDS), AND REAFFIRMING EXISTING COMMISSION POLICIES AND RESOLUTIONS GOVERNING DELEGATED AUTHORITY

WHEREAS, the Port of Olympia (the "**Port**") is a municipal corporation of the State of Washington organized under Title 53 RCW, and all authority of the Port is vested in the Port Commission (the "**Commission**") acting as a public body; and

WHEREAS, RCW 53.12.270 authorizes the Commission to delegate to the Port's managing official, the Executive Director, such administrative authority as the Commission deems appropriate; and

WHEREAS, the Commission has previously delegated authority to the Executive Director and reserved authority to itself through policies and resolutions, including the Contracts and Acquisitions Policies adopted by Resolution 2019-06 (with Policy 1004 as amended by Resolution 2022-16), the Real Property Policies adopted by Resolution 2019-07, the Financial Policies adopted by Resolution 2015-16, the Environmental Policy adopted by Resolution 2013-17, the Executive Policies adopted by Resolution 2021-04, the delegation of banking signature authority in Resolution 2019-02, and the Commission's annual surplus personal property resolution (collectively, the "**Existing Policies**"); and

WHEREAS, the Commission wishes to restate in one document, at a high level, its existing delegations and to delineate the roles and responsibilities of the Commission and the Executive Director, to summarize the principal limits on delegated authority, and to promote transparency, accountability, and effective operations; and

WHEREAS, the Commission reviewed the proposed Delegation of Authority to the Executive Director and Exhibit A (Delegated Thresholds) at its work session on November 16, 2026, and the matter was considered at a regular meeting of the Commission held in compliance with the Open Public Meetings Act, chapter 42.30 RCW;

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Olympia as follows:

Section 1. Adoption. The Delegation of Authority to the Executive Director attached as Attachment 1, including Exhibit A (Delegated Thresholds) (together, the "**Delegation**"), is hereby adopted.

Section 2. Reaffirmation of Existing Policies. The Existing Policies are incorporated into the Delegation by reference and are hereby reaffirmed. Except as expressly provided in Section II.A.12 of the Delegation (Commission approval of lobbyists and government-relations consultants regardless of contract amount), nothing in this Resolution or the Delegation amends, expands, or repeals any Existing Policy.

Section 3. Conflicts. In the event of a conflict between the Delegation and any Existing Policy or other Commission resolution, the provision that reserves authority to the Commission or imposes the lower dollar threshold shall control, as provided in Section IV.4 of the Delegation.

Section 4. Amendment. The Delegation, including the dollar thresholds in Exhibit A, may be amended only by resolution of the Commission adopted in a public meeting.

Section 5. Reserved Authority. All authority not expressly delegated to the Executive Director in the Delegation or in other Port policies or resolutions is reserved to the Commission.

Section 6. [Reporting and Annual Review. The Executive Director shall provide the Commission a quarterly Delegated Actions Report as described in the Delegation, and the Commission shall review the Delegation and Exhibit A annually.]

Section 7. Ratification. Any action taken by the Executive Director consistent with the authority set forth in the Delegation and the Existing Policies before the effective date of this Resolution is hereby ratified and confirmed.

Section 8. Severability. If any section or provision of this Resolution or the Delegation is held invalid, the remainder shall not be affected.

Section 9. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED by a majority of the members of the Port Commission of the Port of Olympia at a regular meeting held on the ____ day of _____, 2026, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof.

PORT OF OLYMPIA COMMISSION

By: _____
Name: Jasmine Vasavada
Title: Commission President
Date: _____

By: _____
Name: Sarah Montano
Title: Commission Vice President
Date: _____

By: _____
Name: Joel Hansen
Title: Commission Secretary
Date: _____

Attachment 1: Delegation of Authority to the Executive Director, with Exhibit A (Delegated Thresholds)