Commission Special Meeting/Work Session Minutes
Monday, October 19, 2026

Call to Order
Commission President Jasmine Vasavada called the Commission Special Meeting/Work Session of October 19, 2026, to order and open to the public at 4:02 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.

Staff: Alex Smith, Executive Director; Megan Lin, General Counsel; Warren Hendrickson, Director of Operations/Acting Airport Senior Manager; Mike Reid, Director of Community and Economic Development; Jon Wolf, Interim Director of Environmental Planning and Programs/Environmental Manager; and Missy Goodell, Commission Coordinator.

Guest: Paul Brewster, Planning Manager, Thurston County Regional Planning Council (TRPC).

Approval of Agenda
Commissioner Montano moved to approve the agenda. Commissioner Unsoeld seconded the motion. Motion passed unanimously.

Peninsula Master Plan
Paul Brewster, Planning Manager with Thurston County Regional Planning Council (TRPC), provided background to this presentation: In May 2025 the Port and TRPC executed a master interlocal agreement (No. 2025-1000) for planning and data services. TRPC's first task order (August 2025, not to exceed $50,000) was to review past plans, define the planning area, engage partners, and prepare a scope of work for a Port Peninsula Master Plan. The Commission was briefed at an October 2025 kickoff, TRPC interviewed each Commissioner in the first quarter of 2026, and at the May 18, 2026, Work Session the Commission completed a policy foundation and priority-setting exercise, sorting 21 Vision 2050 actions into what carries forward, what to explore, and what is out of scope. The Commission reshaped its goals at its August 12, 2026, retreat.

In the August 12, 2026, retreat, the Commission identified three goals: 1) Preserve and enhance Thurston County's working waterfront and connection to trade; 2) Strengthen and expand maritime recreation as a signature regional amenity; and 3) Transform the Port Peninsula into a premier destination for Thurston County and the region.

Goals 2 and 3 address a Community Waterfront Plan, and Goal 1 addresses a Working Waterfront.

Staff and TRPC propose splitting Port Peninsula planning into two complete plans, organized by purpose. The Community Waterfront Plan covers Northpoint, Swantown Marina, the Market District

and Port Plaza, and the East Bay District (about 57 acres and 5,746 feet of shoreline) and advances Commission Goals 2 and 3. The Working Waterfront Plan covers the Marine Terminal and Swantown Boatworks (about 85 acres) and advances Goal 1; it would follow as its own effort, with a target start in 2028 and budget to be determined. Each plan would have its own specialized scope, consultant team, analysis needs, metrics of success, and Commission adoption.

The Community Waterfront Plan would run about 13 months, from December 2026 to December 2027, and answer six questions: reuse of the historic KGY Station; the balance of lease revenue and public access on the developable sites; improvements and operating models for plazas and gathering spaces; Billy Frank Jr. Trail and water access; the walking connection between the trail, the Farmers Market, and Percival Landing; and a long-term parking strategy. All options will be planned to fit alongside Marine Terminal and Boatworks operations, and the work will be coordinated with the City of Olympia's Downtown Olympia Waterfront Vision.

It was suggested to perform a statistical survey.

Paul and Mike asked the Commission for direction:

- Does the commission support splitting peninsula planning into two complete plans?
- Does the commission agree the community waterfront plan should go first?
- Feedback on the community Waterfront Plan scope ahead of approval of the scope and $450,000 budget in November.

The Commission agreed with the above-proposed direction from staff.

It was also agreed that a FAQ sheet should be prepared with frequently asked questions, providing comprehensive answers to those questions and making that information readily available on the Port's and TRPC's websites.

- Next steps/schedule:
  - October 19, 2026, Commission support and feedback;
  - November to December 2026, draft and launch the RFP for the technical consultant team, with responses by the end of the year;
  - January 2027, consultant team on board;
  - December 2027, Commission action on the Community Waterfront Plan.

This is a briefing; no motion is requested. Staff requests the Commission's support for splitting Port Peninsula planning into two complete plans, beginning with the Community Waterfront Plan, and the Commission's feedback on the Community Waterfront Plan scope of work ahead of anticipated approval of the scope and $450,000 budget in November 2026.

Port of Olympia Community Advisory Committee (POCAC) Tasks

Alex Smith shared that 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.

The Resolution also calls for tasks to be assigned to the POCAC by the Commission. Commissioners requested an opportunity to discuss potential tasks for the POCAC in advance of the "new" POCAC's first meeting on October 20th.

The existing "Public Amenities" subcommittee developed a task and has utilized the task form for discussion. The name of the task is "Quicker, Cheaper, Faster Public Waterfront Improvements." It was explained that the Port is seeing more use of its public waterfront for public events. There are small improvements that could be made to make events better by making the property more functional for supporting those type of activities.

Project for Public Spaces is a nonprofit that encourages owners and stewards of public spaces to experiment with rapidly deployed, low-cost placemaking improvements to reduce risk and analysis paralysis.

The Public Amenities Subcommittee proposed evaluating and auditing public events held in publicly accessible areas of the Port Peninsula, such as the Port Plaza and Northpoint area, by interviewing event planners and organizers from this year. The goal is to identify low-cost and rapid improvements that could make the property more functional for supporting these kinds of activities.

Examples of suggestions could include a water dispensing system, wifi booster, event restroom trailer contract, clearer signage identifying event parking, etc. The deliverable would be a set of recommended small scale and simple investments (targeted at under $10,000 apiece) that the Port can make over time to make their public spaces more functional for hosting events and activities.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, October 19, 2026, Commission Special Meeting/Work Session was adjourned at 5:59 p.m.

PORT OF OLYMPIA COMMISSION

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Jasmine Vasavada, President

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Joel Hansen, Secretary

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