



Serving All of Thurston County

Commission Work Session
Tuesday, January 21, 2025
3:30 PM

Percival Plaza - Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of January 16, 2025.

<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/83589706729?pwd=HSbdn1Fa1wcfFqDFxWBbRZwqbCQ7bZ.1>

or Telephone: 1 253 215 8782

Meeting ID: 835 8970 6729

Passcode: 434373

No public comment or commission action will be taken at this Work Session.

AGENDA

- A. Call to Order
- B. Approval of Agenda
- C. Commission Committee Assignments
- D. Commission Rules Resolution
- E. Agenda Setting Topics
- F. Adjourn

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

COVER MEMO

Briefing Date/Time: January 21, 2025

Staff Contact/Title: Alex Smith, Executive Director 360.528.8001
Alexs@PortOlympia.com

Subject: Commission Committee Assignments

Purpose: Information Only Decision Needed

Overview:

- This presentation is for discussion at a Commission Work Session.

Background:

The purpose of this agenda item is to identify the Port Commissioner or Staff member assigned to specific community organizations for the 2025 calendar year. As the Commission has discussed previously, the community committee assignments are time intensive, and often the community organization involved would benefit more from participation of a Port staff member.

The goal of the discussion is to clarify:

- (a) The organizations that require an elected Port Commissioner to participate and for each of those, which Commissioner will be assigned in 2025; and
- (b) For the organizations that *do not* require an elected Port Commissioner participate, whether a Commissioner or Port staff member should be assigned, and which Commissioner or staff member it should be.

To help the discussion, staff prepared the attached chart.

Documents Attached:

- Chart of 2025 Commission Community Roles and Port Staff Recommendations

Next Steps/Timeframe:

Staff will update the chart with today's decisions and notify the organizations of who will represent the Port at their meetings.



2025 Commission Community Roles & Port Staff Person Recommendations

Entity/Group/Board	Scheduled Meeting	2024 Commission Assignments	Port Staff Person Recommendation	Proposed Participant for 2025
Visitors Convention Bureau (VCB)	Monthly 3 rd Tuesday 3:30 PM	Commissioner Tonge Commissioner Harding	Taber Lee	
Thurston County Chamber	Monthly 2 nd Wednesday 11:30 AM	Commissioner Tonge	Mike Reid	
*Transportation Policy Board	Monthly 2 nd Wednesday 7:00 AM	Commissioner Vasavada	Warren Hendrickson	
*Solid Waste Advisory Committee	Monthly 1 st Wednesday at 10:00 AM	Commissioner Harding	Shawn Gilbertson	
Tenino Chamber	Monthly 3 rd Wednesday 11:30 AM	Commissioner Sanders	Mike Reid	
*Economic Development Council	Monthly 4 th Wednesday 12:00 PM	Commissioner Vasavada	Mike Reid	
Yelm Chamber	Monthly 2 nd Tuesday 11:30 AM	Commissioner Iyall	Mike Reid	
Lacey Chamber	Monthly 1 st Wednesday 11:30 AM	Commissioner Tonge	Mike Reid	
Makers Space	Scheduled As Needed	Commissioner Tonge	Afsin Yilmaz	
*Thurston Regional Planning Council	Monthly 1 st Friday 8:30 AM	Commissioner Harding	Warren Hendrickson	

2025 Commission Community Roles & Port Staff Person Recommendations

Entity/Group/Board	Scheduled Meeting	Commissioner	Port Staff Person Recommendation	Proposed Participant for 2025
*Capital Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	Commissioner Sanders Commissioner Vasavada	Shawn Gilbertson Jon Wolf	
*Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	Commissioner Sanders Commissioner Vasavada	Shawn Gilbertson Jon Wolf	
Tumwater Chamber	Monthly 3 rd Wednesday at 11:30 PM	Commissioner Harding	Chris Paolini	
Grand Mound Rochester Chamber	Monthly 1 st Wednesday at 12:00 PM	Commissioner Sanders	Mike Reid	
South Thurston Economic Development Initiative (STEDI)	Monthly 3 rd Friday 8 am	Commissioner Sanders	Mike Reid	
*Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	President, Commissioner Iyall	N/A	
JBLM Community Connector	Scheduled As Needed	Commissioner Iyall	Warren Hendrickson	

* Denotes positions that specify participation by an elected Port Commissioner.

COVER MEMO

Briefing Date/Time: January 21, 2025

Staff Contact/Title: Alex Smith, Executive Director 360.528.8001
Alexs@PortOlympia.com

Subject: Commission Resolution on Rules Governing the Transaction of Port Business

Purpose: Information Only Decision Needed

Overview:

- This presentation is for discussion at a Commission Work Session.

Background:

The purpose of this agenda item is to propose changes to the resolution that lays out the rules for how the Commission transacts business at Port Commission Meetings. The goal of the changes is to streamline the meetings and provide a means for The Commission and/or Port Staff to more effectively respond to questions and concerns raised by members of the public about specific agenda items.

The proposed changes are redlined in an attachment to this memo, and include the following:

1. Grammatical changes for brevity and clarity;
2. Changes to align with current practices, including:
 - a. Specifying that all Commissioners participate in reviewing and approving topics for upcoming business meetings and work sessions; and
 - b. Clarifying that work sessions provide opportunities for the Commission as a whole to discuss topics for upcoming business meetings and work sessions.
3. Clarifying the items appropriate for disposition on the “Consent” agenda;

4. Specifying an additional way to address disruptive behavior in a Commission Meeting;
5. Specifying Meeting Minutes are to be signed by just the Commission President and Secretary; and
6. Changing from two Commission business meetings a month (on the second and fourth Mondays) to one business meeting a month (on just second Monday of the month). Special meetings can be convened, as needed, in between regular business meetings.
7. Changing the timing of public comment to concentrate comments on Commission agenda items (and other Port business) into a single period at the beginning of the Commission meeting. This allows both staff and the Commission to respond to public comments on an agenda item when the item comes up later in the meeting. This contrasts with the current practice of hearing public comment after each “Advisory” and “Action Other” item, which does not allow Port Staff or the Commissioners to address the concerns raised.

Documents Attached:

- Draft Amended Resolution
- Draft Amended Policy 127

Summary and Financial Impact:

The concept is to make minor changes to how the Commission runs its Business Meetings, and should have little to no financial impact.

Options with Pros and Cons:

The Commission could stay with its current order of transacting business; or identify alternative changes. The changes proposed respond to Commission requests to streamline meetings, align with current practices, make the transaction of Port business more efficient, and provide a way to more effectively respond to public comments. An alternative is to continue with prior practice, which has allowed the Port to successfully transact business, but not as efficiently and responsively as desired.

Staff Recommendation:

Approval of the recommended changes to the resolution that sets out the rules for how the Port transacts business.

Next Steps/Timeframe:

Staff will make any changes to the draft resolution requested by the Commission and bring it back as an “Action Other” item at the January 27, 2025 Commission Meeting.

**PORT OF OLYMPIA COMMISSION
RESOLUTION 202~~543-XX~~08**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION
ADOPTING RULES GOVERNING THE TRANSACTION
OF PORT COMMISSION BUSINESS AND SUPERSEDING RESOLUTION ~~2022~~2023-
0908**

WHEREAS, the Port of Olympia Commission seeks to adopt rules governing the transaction of Port Commission business as required by RCW 53.12.245;

AND WHEREAS, this Resolution supersedes Port of Olympia Commission Resolution 202~~32~~-089;

NOW, THEREFORE, BE IT RESOLVED that the Port of Olympia Commission hereby adopts the Rules set forth below, which shall be effective upon adoption.

**ARTICLE I
Preamble**

These Rules will govern the transaction of business by the Port of Olympia Commission.

**ARTICLE II
Organization of the Commission**

- A. The Commission will annually elect a President, Vice-President, and Secretary.
- B. The Commission will elect officers at its first regular meeting at the beginning of each calendar year. The term will run for one (1) year beginning when ~~elected, and~~ elected and terminate at the election of a successor. Vacancies in an office may be filled at any regular or special meeting of the Commission.

**ARTICLE III
Duties of Officers**

- A. The President shall:

Preside at all meetings of the Commission and during executive sessions of the Commission in a manner consistent with these Rules; sign all resolutions, contracts, and other instruments on behalf of the Commission as authorized by the Commission; perform all such other duties as are incident to the office or are properly required by the Commission; meet with the Executive Director and other Commissioners to prepare and review agendas ~~and meeting packets~~ as specified in this Resolution; and, when needed, authorize the issuance of notices for regular and special meetings of the Commission as provided for in these Rules.

B. The Vice-President shall:

During the absence or disability of the President, exercise all the functions of the President; and have such powers and discharge such duties as may be assigned from time to time by the Commission.

C. The Secretary shall:

Ensure the recording of the minutes, motions and resolutions adopted by the Commission by Port of Olympia staff; and otherwise perform such further duties as are incident to the office and as are properly required by the Commission.

D. Temporary Absence:

Any Commissioner who shall be elected to act for an incumbent elected officer during the temporary absence or disability of such officer shall exercise all the functions of the incumbent officer, but only during the continuance of the absence or disability of such official.

**ARTICLE IV
Meetings**

A. Meetings Schedule:

The Commission will adopt a calendar with its year-long schedule for its regular meetings at its first regular meeting of the calendar year, or the soonest meeting possible hereafter. The Commission will post its calendar to provide notice of all meetings on its website at <http://www.portolympia.com> in accordance with the Open Public Meetings Act (Ch. 42.30 RCW). The Commission schedule shall include a recess of approximately two-weeks the second half of the month in August and December. Accordingly, the Commission schedule should reflect one regular meeting in both August and December. The Commission's regular and special meetings shall be open and public except as otherwise provided by these Rules.

B. Regular Meetings:

The Port of Olympia Commission regular meetings are scheduled on the second ~~and fourth~~ Monday ~~evenings~~ of each month at 5:30 p.m. at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite 1-B, Olympia, Washington, unless specified otherwise. The Port will post the location of all regular meetings on its website at <http://www.portolympia.com> prior to each meeting date in compliance with the notice requirements of the Open Public Meeting Act. Regular meetings shall be open and public except as otherwise provided by these Rules.

C. Work Sessions:

The Port of Olympia Commission holds regular work sessions on the third Monday of each month at ~~3~~2:30 p.m. at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite

1-B, Olympia, Washington, unless specified otherwise. The Port will endeavor to post the location of all work sessions on its website at <http://www.portolympia.com> at least 20 days prior to each work session date.

The purpose of work sessions ~~is is three fold~~:

1. ~~Work sessions are~~To provide an opportunity for the Commissioners to informally discuss Port issues and exchange ideas without the structure of a regular business meeting.
 - a. Consistent with this purpose, the Commissioners may propose topics for future work sessions during the “Other Business” agenda item at a regular business meeting. The Commission will indicate their agreement to include a topic by voting as provided for in Art. V (E) herein.
 - ~~b. Scheduling of topics for particular workwork sessions will be agreed upon by the President and the Executive Director Commission and the Executive Director, during their regular weekly meeting work sessions. Attempts to schedule will not be made during a regular meeting or work session.~~
2. ~~Work sessions are also~~To provide an opportunity for staff to present topics for preliminary feedback that may be considered later at a regular or special business meeting.
3. ~~Work sessions are~~To provide an opportunity for the Executive Director to update the Commission on business, operational, and strategic issues for informal discussion. The Executive Director will coordinate with Port staff and Commissioners to add agenda items to work sessions.
- ~~3.4. Work sessions are also~~To provide a time when the Commission can may discuss future topics for upcoming regular business and special meetings and work sessions.

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The President will set the agenda for the work sessions with input from Commissioners and the Executive Director. Although the Commission may legally take action at a work session consistent with the Open Public Meetings Act (Ch. 42.30 RCW), it will strive to limit action during work sessions to extraordinary, exigent, or emergency circumstances where action is necessary prior to the Commission’s next scheduled regular meeting. In the event action is taken during a work session, a period for public comment will be added to the agenda, after Commission discussion and prior to action being taken.

Meeting materials for work sessions will be provided and made available to the public consistent with these Rules.

D. Special Meetings:

~~The President or a~~ Any Commissioner may call a special meetings of the Commission may be called by any Commissioner or requested by staff with Commission approval. If a Commissioner calls a special meeting, he or she will by notifying the Executive Director and Commission Coordinator of the proposed meeting date and business to be transacted at the special meeting. Notice of a requested special meeting under this provision must be provided sufficiently in advance of the requested special meeting date to allow ~~the Port staff~~ to provide ~~required~~ the required twenty-four (24)-hour written notice of the meeting ~~and to Commissioners and~~ to provide adequate public notice of the meeting and agenda, ~~as both of which are~~ required under the Open Public Meetings Act.

Special meetings shall be open and public except as otherwise provided by these Rules. A special meeting is limited to matters identified in the notice. The Commission may hold an executive session during a special meeting with appropriate notice.

E. Executive Sessions:

An executive session is understood to mean the part of a regular or special meeting of a governing body that is closed to the public. The Commission may meet in an executive session, which shall be closed to the public, during a regular or special meeting for any of the purposes permitted by the Open Public Meetings Act (RCW 42.30) and other laws. ~~Such purposes,~~ including, but are not limited to, the following:

1. The consideration of matters affecting national security (RCW 42.30.110(1)(a));
2. The selection of a site or the acquisition of real estate by lease or purchase, when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b));
3. The sale or lease of real estate when public knowledge regarding such consideration would cause a likelihood of decreased price (RCW 42.30.110(1)(c));
4. Review of negotiations on the performance of publicly bid contracts when public knowledge would cause a likelihood of increased costs (RCW 42.30.110(1)(d));
5. The appointment, employment, or dismissal of a public officer or employee; provided that, final action setting that salary, discharging or disciplining an employee, or interviewing or appointing a candidate to elective office shall be at an open public meeting (RCW 42.30.110(1)(g) and (h));
6. The hearing of complaints or charges brought against such officer or employee unless such officer or employee requests a public hearing (RCW 42.30.110(1)(f));
7. That portion of a meeting during which the Commission is planning or adopting the strategy or position to be taken by the Commission during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the

proposals made in such negotiations or proceedings while in progress (RCW 42.30.140(4)(a)), and;

8. Communications with legal counsel respecting agency enforcement action, litigation or potential litigation to which the Port, the Commission, and/or a Commissioner or Port employee acting in an official capacity is, or is likely to become, a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the Port (RCW 42.30.110(1)(i)). Port legal counsel is required to attend executive sessions called for this purpose.

The Commission may invite Port staff or others with some relationship to the matter being discussed, or who provide assistance to the Commission, to the executive session.

~~In order to~~ avoid inconvenience to the public during regular meetings, the Commission will endeavor to hold executive sessions immediately prior to a regular meeting of the Commission and, if possible, at the same location or in close proximity to the location of the regular meeting. Notwithstanding this provision, the Commission may enter into executive session during any meeting for any purpose consistent with the Open Public Meetings Act.

The public meeting will be reconvened following an executive session. Items discussed in the executive session will be considered during the meeting, as appropriate and required by law.

Commissioners will not take notes during executive session using an electronic device such as, but not limited to, a computer, tablet, or cell phone. Commissioners may take handwritten notes during executive session; however, all handwritten notes will be provided to the Executive Director at the conclusion of the executive session for appropriate retention.

F. Adjournment or Continuation to a Special Meeting:

Adjournment or continuation to a special meeting, if necessary, shall be pursuant to notice as required by law.

G. Commissioner Town Hall Guidelines:

A Commissioner Town Hall is a forum convened by an individual Commissioner who desires to meet with members of the public for informal discussion of subjects related to Port business. Individual Commissioners may hold Commissioner Town Halls subject to compliance with the following guidelines:

1. Location and Staffing. A Commissioner Town Hall may be held in a Port facility or meeting room, or other public meeting place in Thurston County. Port staff will not be required to attend a Commissioner Town Hall. Facility costs for Commissioner Town Hall sessions not held at ~~other than~~ Port facilities shall not be reimbursable.

2. Minutes and Recording. The Port will not create or retain minutes or recordings of Commissioner Town Hall sessions.

3. Public Notice. The Port will publish the times and locations of scheduled Commissioner Town Halls on the Port's website, online calendar, and will be sent to the e-mail distribution list for distribution of Commission agenda and meeting materials. Times and locations for Commissioner Town Halls will also be included as part of Port meeting announcements made at the conclusion of regular Commission meetings.

4. Scheduling. Requests to schedule Commissioner Town Hall sessions must be submitted to the Commission Coordinator no later than seven (7) days prior to the Commissioner's desired meeting date. Scheduling is subject to the availability of Port facilities.

5. Attendance by Other Commissioners. Attendance of more than two (2) Commissioners at a scheduled individual Commissioner Town Hall creates a quorum of the Commission and requires compliance with the Open Public Meetings Act. ~~To~~in order to ensure the Port's compliance with the Open Public Meetings Act, Commissioners shall not attend Commissioner Town Hall sessions being held by other Commissioners without five (5) days' advance notice to the Commission Coordinator.

6. Limitations on Use. Commissioner Town Hall sessions may not be used for campaign purposes. Further, ~~in order to~~ ensure compliance with RCW 42.52.180 governing use of public resources for political campaigns, individual Commissioners may not hold Commissioner Town Hall sessions as defined in this section during any period of the Commissioner's active candidacy for re-election to the Commission or other elected office. The term of "active candidacy" for purposes of this limitation shall run from the date the Commissioner becomes a "Candidate" as defined in RCW 42.17.005(7) and its implementing regulations until the results of the primary, general, or special election on which the Commissioner appears as a candidate on a ballot are certified pursuant to RCW 29A.60.190.

H. Quorum:

Three (3) Commissioners shall constitute a quorum for the convening of a meeting.

I. Cancellation of a Meeting:

The President may direct the cancellation of a regularly scheduled Commission meeting.

J. Administration of Meetings:

Meetings shall be conducted in accordance with these Rules.

K. Commissioner Remote Attendance:

From time to time, a Commissioner may not be able to attend a Board of Commissioners meeting in person. The Commission recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Commissioners. Attendance by remote communication may occur as follows:

1. Consistent with these rules, any Commissioner may attend a meeting via remote communication to the extent permitted by the Washington Open Public Meetings Act, RCW 42.30 as it now exists or as it may be amended in the future.

2. A Commissioner planning to attend via remote communication must provide notice to the Executive Director ~~and Commission Coordinator~~ at least 24 hours prior to the scheduled meeting. The notice must ~~advise of~~indicate the Commissioner's intent to attend via remote communication and the reason(s) why the Commissioner cannot attend the meeting in person.

3. A Commissioner may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Commissioner's voice ~~attending~~ clearly and sufficiently enough to be heard by those in attendance at the ~~meeting, and~~meeting and allowing a Commissioner attending remotely to hear discussion at the meeting.

4. During any meeting that a Commissioner is attending via remote communication, the Commission President or presiding officer shall state for the record that a particular Commissioner is attending via remote communication and the reasons for such attendance.

5. Commissioners attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.

6. Commissioners attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.

7. In the case of executive sessions, the Commission may permit participation from remote location(s) only when the Commission is confident in the security of such remote communications.

L. Commissioner Absence and Excusal:

Each Commissioner is responsible for requesting to be excused from regular or special meetings of the Port Commission; ~~so as to~~to avoid causing an inadvertent vacancy in the office according to RCW 53.12.140. A Commissioner who is unable to attend a regular or special meeting will notify the Commission Coordinator no later than two (2) hours before the scheduled start of the meeting, if feasible to do so, to request excusal. The Commission Coordinator will

inform the President (or other officer presiding over the meeting) of the Commissioner's excusal request prior to the meeting. The President (or presiding officer) shall note the Commissioner's request for excusal on the record for the minutes, and shall also state for that purpose whether the Commissioner's absence is or is not excused. Alternatively, during the ~~Introduction of Commissioners initial~~ portion of any meeting, as noted in Article V below, the Commission may ~~take action~~ on the Commissioner's excusal request by motion as provided for in Article VI.

The Commission shall automatically excuse ~~the~~ absence of a Commissioner resulting from attendance to other Port business.

ARTICLE V Order of Business

A. The President of the Commission and the Executive Director determine the placement of items on the Agenda for the Commission. The Commission shall vote to add agenda items to the list for a future work session or regular meeting and allow for the President and Executive Director to schedule the item as appropriate.

B. Regular meetings will ordinarily follow the below prescribed format:

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Special recognition (if needed)
5. Executive Director's Report
6. Litigation Report
(~~at second regular Monday meeting of every month only as needed~~)
7. Public comment
 - a. Commission statement on nature of public comment
 - b. General public comment period for comments on any item on the agenda, or any other topic related to Port business the member of the public wants to address.
8. Consent Calendar
 - a. Approval of minutes
 - b. Warrants and vouchers
 - i. Any warrant or voucher exceeding \$200,000 will be listed with the amount and the payee

c. Other consent items, including, but not limited to: (1) items for which an Advisory was given at a preceding Commission meeting and for which there were no Commission concerns or requests for additional information; and (2) pro forma contract or lease updates.

d. Should any Commissioner wish to move an item on the consent calendar to be an "Action" item, he or she can make a motion to do so during the "Approval of Agenda" portion of the meeting. If a majority of the Commission votes in favor, the item will be moved from the consent calendar.

9. Agenda action items

- a. Staff presentations, if needed
- b. Action by motion, vote, or resolution

10. Agenda action items – OTHER (matters brought for action without prior advisory)

- a. Staff presentation, if needed
- ~~b. Public comment~~
- c. Action by motion, vote or resolution

11. Agenda advisory items

- a. Staff presentations, if needed
- ~~b. Public comment (on all advisory items)~~
- c. Commission discussion

~~12. Continued public comment, if needed~~

13. Commissioner Reports

14. Other business (during this period, Commissioners may also raise new issue(s) and request to add such issue or issues to a future work session agenda or to send the issue or issues to the POCAC for review), and

15. Future meeting announcements

16. Adjourn.

C. The Commissioners may agree to change the order of business set forth above at any time.

D. All proceedings of the Commission will be by consensus, motion, or resolution recorded in minutes and books maintained for that purpose, which shall be publicly available.

E. If any vote is unanimous then it shall be so recorded. A record of the vote on any resolution or motion shall be made by a roll call vote of "yea" or "nay" in the minutes of the Commission. The proceedings of the Commission shall be ~~carried on~~conducted in such a manner and such dispatch as may be mutually agreeable to the Members of the Commission. Robert's

Rules of Order shall be applied for the governing of any proceeding, and thereupon no resolution shall be considered or other action taken, until the same has been duly moved, seconded and carried. All resolutions passed by the vote of the Commissioners present at any meeting shall be deemed to have been moved, seconded and passed in due form.

- F. Any Commissioner, the Port Attorney or the Executive Director may make a point of order if necessary.

ARTICLE VI
Guidelines for Public Comment at Meetings

A. ~~A.~~ **General Procedures:** The following general procedures are applicable to **all types** of public comment at Commission meetings. ~~The Commission will allow public comment on issues related to Port business at regular Commission meetings, subject to the following procedures:~~

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B. The public comment period held at the beginning of the meeting will generally be limited to 30 minutes;

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C. Each commenter will be allowed three (3) minutes for individual comment; commenters may not yield some or all the allotted three (3) minutes resulting in a longer comment period for another commenter. If a commenter is interrupted during the allotted three (3) minutes, the commenter shall be allowed to continue speaking beyond the three (3) minute timer for a period equivalent to the interruption;

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D. If there are more than ten (10) commenters who wish to make public comments during the general public comment period, then the Commission reserves the right to defer additional general public comment to proceed with meeting business, and instead hold an additional general public comment period prior to the conclusion of the meeting;

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E. The subject of public comments not directed to a specific agenda item or items must be related to Port business, and;

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F. The President will enforce these requirements and shall be allowed to curtail any individual public comment that exceeds allotted time, is beyond the reasonable scope of Port business, is overly repetitive or lengthy, or includes disruptive behavior as defined in Section VI-D below.

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1. **Procedures for Providing Public Comment at In-Person Meetings:** The Port will provide a sign-in sheet for those who wish to provide general comment at regular in-person Commission meetings. The sign-in period for public comment will begin when the public meeting space opens and will close when the meeting is called to order. Commenters must

provide their legal name on the sign-in sheet in order to be ~~called, and called, and~~ may not wear costume masks that obscure the entirety of their face to address the Commission. Commenters may wear face coverings as per public health requirements and/or recommendations. To comment virtually, commenters will be asked to raise their virtual hand to indicate they would like to comment. Commenters must provide their legal name.

2. Procedures for Providing Public Comment at Virtual Meetings: Those who wish to provide verbal public comment at a Virtual Meeting must sign up in advance with the Commission Coordinator by emailing CommissionCoordinator@portolympia.com or by submitting the form on the Port's website (www.portolympia.com) by 12:00 noon on the date of the meeting. The Commission President will call those who have signed up in advance by name to provide comment. After all who have signed up are called, the Commission President may accept further public comment.

3. Procedures for Providing Written Comment (In-Person and Virtual Meetings). Members of the public may also provide the Commission with written comment by sending the written comments via email to the Commission Coordinator or by using the form on the Port's website (www.portolympia.com) from the time and date the agenda is published to the public through 12:00 noon the day of the meeting. The Commission Coordinator will compile the public comments received by the above-referenced deadline and forward the compiled public comments to the Commission prior to the related meeting.

4. Use of Electronic Media During Public Comment: Commenters may use electronic media (such as presentations or video) to present information to the Commissioners during the public comment period at regular Commission meetings, subject to the following limitations:

a. Electronic media to be used during public comment must be related to Port business.

b. Commenters must abide by the three (3) minute time limit when using electronic ~~media, and media and~~ should select and edit presentations accordingly. Commenters may not yield some or ~~all of all~~ their allotted three (3) minutes ~~so as to result~~ resulting in a longer presentation time for another commenter.

c. ~~In order to~~ To protect the integrity of Port information systems, electronic media or a link to internet-based information must be e-mailed to the Commission Coordinator at CommissionCoordinator@portolympia.com no later than noon on the day of the Commission meeting ~~where when~~ the electronic media is to be used. To be accepted for presentation, email submissions must include (i) the name of the individual who will be providing public comment; (ii) the author of the electronic media being submitted; and (iii) a brief description of the content of the electronic media.

d. Commenters may not use jump drives, external drives, or other direct connection to Port information systems to present electronic media to the Commission during public comment. Links to internet-based information must be accessible using the Port's web browser. The Port will not be responsible for resolving compatibility issues related to electronic media submitted for public comment.

e. The Commission Coordinator will review all timely submitted electronic media prior to the Commission meeting to determine that the content is functional and viewable. Prior to the meeting, the Commission Coordinator will provide the President with a report identifying the electronic media submittals received, if any. The report will include the commenter's name, the author of the electronic media, and the brief description of content provided with the submittal.

f. The President will enforce the above guidelines and shall be allowed to preclude commenters from using electronic media that fails to comply with submittal guidelines, guidelines for public comment, or otherwise contains information unrelated to Port business.

5. Limitations on Use of Public Comment for Campaigning or Advertising: No person may use public comment periods for the purpose of campaigning or promoting a campaign, whether for an election or ballot proposition. In addition, no person may use public comment periods for the purpose of commercial advertising. These limitations do not prevent or preclude any person addressing the Commission from expressing views or opinions over matters related to the Port's business or within the Commission's jurisdiction. In addition, these limitations do not prohibit individuals or organizations from promoting public events.

6. Comments to be Directed to Commission: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.

~~7. Courtesy: -All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.~~

~~B. Procedures for General Public Comment: The Commission will allow general public comment on issues related to Port business at regular Commission meetings, subject to the following procedures:~~

~~1. The general public comment period held at the beginning of the meeting will generally be limited to 30 minutes;~~

~~2. Each commenter will be allowed three (3) minutes for individual comment, and commenters may not yield some or all of all the allotted three (3) minutes so as to result, resulting in a longer comment period for another commenter. If a commenter is interrupted during the allotted three (3)~~

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minutes, the commenter shall be allowed to continue speaking beyond the three (3) minute timer for a period equivalent to the interruption;

3. ~~If there are more than ten (10) commenters who wish to make public comments during the general public comment period, then the Commission reserves the right to defer such additional additional general public comment to proceed with meeting business, and instead hold an additional general public comment period prior to the conclusion of the meeting;~~

4. ~~The subject of public comments not directed to a specific agenda item or items must be related to Port business, and;~~

5. ~~The President will enforce these requirements and shall be allowed to curtail any individual public comment that exceeds allotted time, is beyond the reasonable scope of Port business, is overly repetitive or lengthy, or includes disruptive behavior as defined in Section VI-D below.~~

~~C. Procedures for Public Comment on Advisory and Action Other Items: The Commission shall also provide separate public comment periods during the meeting for advisory and action-OTHER items appearing on the meeting agenda. These comment periods shall be subject to the general procedures set forth above as well as the following:~~

~~1. Each commenter shall be allowed three (3) minutes for individual comments; and commenters may not yield some or all of the allotted three (3) minutes so as to result in a longer comment period for another commenter; and~~

~~2. The President shall be allowed to curtail any individual public comment that exceeds allotted time, is beyond the scope of the subject agenda item, is overly repetitive or lengthy, or includes disruptive behavior as defined in Section VI-D below.~~

D. Disruptive Behavior: Disruptive behavior includes, but is not limited to: speaking beyond the allocated time limit; preventing members of the public from hearing or viewing the discussion of the Commission, whether by standing or holding a banner or sign in a manner that obstructs view of or passage through the meeting room; speaking in a volume louder than low, conversational tone when not recognized by the President for public comment; and any threatening or harassing comments or behavior, whether directed at any or all Commissioners, Port of Olympia staff, or ~~other~~ members of the public.

E. Curtailing Public Comment and Disruptive Behavior: The President has discretion to curtail public comment and Disruptive Behavior which violates these guidelines.

1. The President will first request that the individual follow these guidelines. If an individual fails to comply with the President's request, the President may deem the individual out of order and direct that the individual be removed from the Commission meeting. If the individual is engaging in Disruptive Behavior that is threatening or harassing, the President may

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direct the individual be removed from the Commission meeting regardless of whether the threatening or harassing behavior occurs during the public comment portion of the Commission meeting. If the individual presents a threat to those present at the meeting, the President may request assistance from law enforcement or security in removing the individual.

2. If an individual or group of individuals disrupts the orderly conduct of a meeting and the President cannot restore order, the Open Public Meetings Act (RCW 42.20.050) also allows the President to adjourn the meeting and reconvene it at another location selected by a majority of the Commission. In such a session, the Commission may only take final action on matters appearing on the agenda.

F. **Security:** In order to promote the safety and efficiency of Commission meetings, the President may request the presence of additional security for meetings expected to address sensitive and/or controversial subjects.

ARTICLE VII Motions

A. Except as otherwise required by these Rules, the Commission shall transact its business by motion, which may be made by any Commissioner in attendance.

B. Voting on all motions shall be either “yea,” ~~or~~ “nay,” or “abstain.” Robert’s Rules of Order shall be applied for the governing of any proceeding, and thereupon no motion shall be considered or other action taken, until the same has been duly moved, seconded and carried. All motions passed by the vote of the Commissioners present at any meeting shall be deemed to have been moved, seconded and passed in due form.

~~C.~~ Concurrence of three (3) Commissioners shall be necessary and shall be sufficient for the passage or failure(?) of any motion.

~~D.C.~~ Commissioners mayshall vote by motion to direct the Executive Director’s work.

~~E.D.~~ Commissioners shall vote on all motions unless required to abstain due to an actual or apparent conflict of interest under RCW Chapter 42.52 and Port of Olympia Commission Resolution 2021-03, which sets ethical standards for Port Commissioners.

ARTICLE VIII Resolutions

A. All matters, which in the judgment of the Commission, are of a legislative character shall be embodied in the form of resolutions. Text of the proposed resolutions shall be provided prior to the public meeting as set forth in these Rules.

B. Voting on all resolutions shall be either “yea,” ~~or~~ “nay,” or “abstain.” Robert’s Rules of Order shall be applied for the governing of any proceeding, and thereupon no resolution shall be

considered or other action taken, until the same has been duly moved, seconded and carried. All resolutions passed by the vote of the Commissioners present at any meeting shall be deemed to have been moved, seconded and passed in due form.

C. Resolutions shall be numbered consecutively by the year in which they are enacted and the original copy of each resolution shall be duly authenticated in open session by the signatures of ~~the Commission President, Vice-President and Secretarys present~~, which shall serve to attest to a majority of the Commission members voting in favor of the Resolution. Adopted resolutions shall be filed, published on the Port's website, and recorded in minutes and a book or books kept for such purposes, which shall be public records.

ARTICLE IX Minutes

A. Port staff will prepare draft action minutes of each meeting and distribute them to Commissioners for their review as to accuracy of actions taken. The goal will be to provide concise and complete minutes for Commission review no later than thirty (30) days after the subject meeting. The Minutes must contain a record of motions, agenda and agenda changes, participants, and actions taken. The minutes may include ~~a brief summary~~ summary of each topic's staff presentation and discussion.

B. The Commission Coordinator will send the draft minutes to Commissioners as soon as possible following each ~~meeting, and meeting and~~ will include a date for Commissioners to return corrections. Commissioners will individually send any corrections back to the Commission Coordinator. If a substantive correction is offered to the draft minutes, the Commissioner offering the correction will include a reference to the place in the Commission video timeline from where the correction originates. The Commission Coordinator will prepare a final draft incorporating corrections. The Executive Director will complete a final review of the draft.

C. In most cases, minutes will be presented for approval at the next regular business meeting. Approval of the minutes will ~~be in~~ be included in the Consent Agenda.

D. Written public comments submitted directly to Commissioners or to the Commission Coordinator pursuant to Article VI.A.3 will not be appended to or included in the minutes. The minutes will reflect the names of commenters only.

E. When the Commission has approved the minutes of a meeting, the minutes as approved shall represent the final and considered determination of the Commission as to the motions and actions set forth therein. Following their approval, minutes shall be signed by the Commission President and Secretary.

ARTICLE X Publication of Meeting Materials

A. Agendas, reports, cover memos, and any supporting materials will ordinarily be posted on the Port's website no later than 3:00 p.m. two (2) business days before a meeting, which will be the preceding Thursday before a regular Monday business meeting or work session. Agendas and materials for special meetings of the Commission called pursuant to Art. IV(~~ED~~) of this Resolution will be posted no later than 3:00 pm two (2) -business days before a meeting as a rule; however, consistent with the Open Public Meetings Act, in no event will agendas for special meetings be posted later than 24 hours prior to the scheduled meeting.

Meeting materials posted on the Port's website may be modified at any time subsequent to posting and prior to the meeting based upon changes to the agenda or to reflect updates to posted materials.

It is the responsibility of Staff to prepare materials for presentations including PowerPoint slides, maps, or other materials for presentation to the Commission. Commissioners will not provide supplementary materials to be considered for inclusion in the meeting materials packet. ~~Exception~~The exception to this rule is when a Commissioner has information to share regarding a committee they serve on behalf of the Port. For that exception, the Commissioner must submit the proposed materials to the Commission Coordinator for inclusion by no later than 3:00 pm the preceding Thursday before a Monday meeting.

B. Members of the public may request to be included on a voluntary e-mail list for distribution of Commission agenda and meeting materials. The Port will e-mail the agenda and a link to the meeting materials to those on this voluntary e-mail list on the same day the materials are posted on the Port's website.

C. The Port will provide a hard copy of the agenda and/or meeting materials, if requested, by visiting the Port's administrative office during the Port's regular business office hours.

D. Meeting videos supplement efficient written meeting minutes documenting action taken by the Commission. Video recordings for regular Port meetings held on or after February 18, 2016, will be published and retained on the Port's website, to be readily and available for viewing. This is subject to system capacity and budget authorization by the Commission. Video recordings will be maintained and archived at the Washington State Archives pursuant to applicable state records retention schedules.

ARTICLE XI Amendment of Rules

These Rules may be amended by Resolution.


ADOPTED by a majority of the members of the Port Commission of the Port of Olympia, a majority being present and voting on this Resolution at a regular Commission meeting on ~~November 27th XXX~~, as attested to by the signatures below of the Commissioners this ~~27th XXX~~ day of ~~November 2023~~XXX.

PORT OF OLYMPIA COMMISSION

~~Amy Harding~~Bob Iyall, President

~~Joe Downing~~Jasmine Vasavada, Vice President

~~Bob Iyall~~Sarah Tonge, Secretary

		Page:	1 of 3
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	1/20250/2 019
Policy:	PUBLIC PARTICIPATION	Policy No.	127
Approver:	COMMISSION	Resolution	Yes

POLICY: The Public Participation Policy of the Port of Olympia is to *meet* or *exceed*, where practical and applicable, all state laws for public participation that apply to public ports. This includes but is not limited to public participation related to development opportunities, budget adoption, real estate purchase and disposition of surplus real estate.

The Port will *exceed*, where practical and applicable, the state laws that apply to public ports for public participation as they relate to development opportunities, budget adoption, real estate purchase and disposition of surplus real estate, when the matter at hand is of special historical or cultural significance to the Thurston County community, and/or is of general special interest to a broad range of citizens in Thurston County.

The Port will meet the International Association for Public Participation (IAP2) core values for the practice of public participation, as follows:

1. Public participation is based on the understanding that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.


Staff and Commissioners will have access to annual training in effective public participation methods and practices, as necessary. The Port may choose to use a third-party public participation facilitator as its sole discretion.

No aspect of the Port's public participation policy shall be interpreted to divest the Port staff or the Port Commission of the ability to make decisions that fall within the limits of applicable statutory and/or delegated authority.

PROCEDURE:

1. The Port will meet or exceed, where practical and applicable, all state laws on public participation as described in the policy.
 - a. The Port Commission holds ~~twice~~-monthly regular business open-meetings in the Port Office Olympics Room (626 Columbia St. NW) in downtown Olympia, at 5:30 PM to facilitate attendance by community members. The Commission may hold additional meetings at other dates and times, and

occasionally holds its regular ~~twice~~-monthly meetings in other locations around the County for the convenience of citizens.


		Page:	2 of 3
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	1/ 2025 / 2019
Policy:	PUBLIC PARTICIPATION	Policy No.	127
Approver:	COMMISSION	Resolution	Yes

- b. Commission meetings are held at locations that meet American Disability Act requirements.
- c. Notices of all Port Commission meetings are published in compliance with the Open Public Meetings Act (Chapter 42.30 RCW). The meetings, agendas and attachments are also published on the Port's website, approximately one week prior to the meeting. The Port emails agendas to those who request them. On the website under the agenda is a place where people can submit comments on agenda topics.
- d. The Port has its ~~twice~~-monthly regular Commission meetings taped and broadcast on ~~TCTV~~Facebook Live. Thurston County citizens can view the Commission meetings via the Ports website.
- e. Before a matter becomes an "Action" item for Commission vote at a regular meeting, it is first presented to the Commission as an "Advisory" from staff at a regular meeting. Note, rare exceptions to this may occur. Each Commission meeting has at least ~~two~~one opportunityes for public comment, so there typically are ~~four~~ opportunities for the public to comment on an item prior to the Commission vote.
- f. Where practical and applicable, the Commission schedules a public hearing, usually in conjunction with a regular Commission meeting, to receive comments from the Thurston County community about a specific matter.
- g. When possible, the Port holds Town Hall meetings quarterly throughout the calendar year, either to discuss specific topics, or to simply hear from members of the public.
- g-h. Port Commissioners and Port staff accept and respond to comments and questions from citizens by telephone, email and letter, and are available to meet with citizens.
- h-i. The Port website has an Inquiries section where citizens can make comments and ask questions which are responded to by appropriate staff.

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2. When the Port Commission, where practical and applicable, determines to exceed its typical public participation procedures defined in #1 above, the Commission will select the public participation procedures most appropriate for the matter at hand, pursuant to public participation best practices. The public participation techniques which the Commission will consider may include but are not limited to:
 - a. Facilitated public meetings using an experienced facilitator to maximize participant interaction and recorded to preserve public comments.
 - b. Public hearings featuring invited speakers to represent the different points of view, and recorded to preserve testimony.
 - c. County-wide statistically valid telephone survey.

- d. Facilitated workshops or focus groups that include Thurston County citizens with different points of view on the topic.
- e. Outreach to inform citizens such as presentations to organized groups, news releases/media briefings, advertising, emails to Port email list and organized groups, and Port website postings.

		Page:	3 of 3
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	1/20250/201 9
Policy:	PUBLIC PARTICIPATION	Policy No.	127
Approver:	COMMISSION	Resolution	Yes

- f. Where practical and applicable—such as in the case of a public meeting, workshop, focus group or presentation—the Port will ask for the public’s comments on their experience with the public participation technique, for example, by providing comment cards to the public in attendance
 - g. Other participation methods offered to the Commission by the public as appropriate on a case by case basis upon Commission invitation or request.
3. The Port will post the Resolution on the Port’s public website to encourage public involvement.

Spectrum of Strategies and Promises

- 1. This policy includes the IAP2 spectrum as a guide for staff in determining which level of public participation should be used in an engagement process.
 - a. The Port of Olympia promises to provide context and information on all projects to assist citizens and stakeholders in understanding issues, problems, alternatives, and/or solutions, and services we provide.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	The Port will provide timely, accurate, balanced, objective and easily understood information.	The Port will obtain feedback on analysis, alternatives and/or decisions.	The Port will work directly with the public throughout that process to ensure that public concerns and ideas are understood and considered.	The Port will partner with the public in each aspect of the decision making process, including collaboration on analyzing issues, building alternatives and making recommendations.	The Port will delegate aspects of the decision making to stakeholders.
Promise to the Public	We will keep the public informed.	We will keep you informed, listen to public concerns, and provide feedback on how	We will work with the public to ensure that public concerns are directly reflected	We will partner with the public in a process that results in joint recommendations.	Although Commission is the final decision maker, we will

		public input influenced the decision.	in the alternatives developed and provide feedback on how public input influenced the decision.	We will inform the public how collaboration impacted the decision making.	empower the public on certain aspects of the decision making process.
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