



## **PORT of OLYMPIA**

Serving All of Thurston County

### **Port Commission Special Meeting / Work Session**

**Monday, June 9, 2025**

**5:30 PM**

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

The meeting agenda is available on the Port's website as of June 5, 2025.

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

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

<https://us06web.zoom.us/j/88138445565?pwd=RxMP4xRU4MSO157ncAdmybAOsZbbgD.1>

or Telephone: 1 253 215 8782

Webinar ID: 881 3844 5565

Passcode: 281357

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

## **AGENDA**

- A. Call to Order
- B. Approval of Agenda
- C. Port of Olympia Citizens Advisory Committee (POCAC) Discussion
- D. 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:** June 9, 2025

**Staff Contact/Title:** Alex Smith, Executive Director, 360.528.8001,  
[Alexs@portolympia.com](mailto:Alexs@portolympia.com)

**Subject:** Port of Olympia Citizens Advisory Committee

**Purpose:** ☒ Information Only ☐ Decision Needed

### **Overview:**

This provides background information for the Commission discussion of the Port of Olympia Citizens Advisory Committee (POCAC) and how the Commission would like to direct the POCAC's work.

### **Background:**

For decades, the Port of Olympia has had a Citizens Advisory Committee to provide the Commission with community perspectives on topics the Commission identifies.

In 2022, the Port Commission passed a resolution increasing the number of positions on the POCAC to between nine and seventeen members. That resolution also specified that the Commission assigns tasks to the POCAC through written requests that include the scope of the assignment to the POCAC and specified the type of work product the Commission would like on that topic (for example, a white paper, or a policy recommendation). The resolution did not specify, however, how the Commission would identify and transmit tasks for the POCAC.

In 2024, the POCAC engaged in a workshop to discuss roles, expectations and operating rules. From that two documents were produced: one on roles and expectations for POCAC members, and one that laid out operating rules. The operating rules included possibility of creating subcommittees, and three were ultimately established: the Budd Inlet, Destination Waterfront and Economic Development subcommittees.

However, the document outlining roles and expectations conflicted with the governing resolution on how the POCAC was to be assigned tasks. In addition, the operating rules were unduly complex and needed to be simplified.

The revisions to the “Roles and Expectations” document and the “Operating Rules” document include the following changes:

- Consolidation of the following two documents into one:
  - The “Committee Roles and Expectations” document (Exhibit A to the Commission Resolution), and
  - The “Operating Rules” document (Exhibit B to the Commission Resolution).
- Alignment of the operating rules with Resolution 2025-02 in regard to how POCAC assignments are developed and assigned.
- Simplification of how Port staff support the POCAC.
- Removal of the procedures for Open Public Meetings Act compliance.

The Commission is scheduled for a joint session with the POCAC on June 17<sup>th</sup> at 5:00 p.m. to discuss, in part, how the Commission would like to develop and transmit assignments to the POCAC. This work session is to provide the Commission with an opportunity to discuss this issue in advance of the joint meeting with the POCAC.

**Documents Attached:**

Resolution 2025-02

Revised POCAC Operating Rules

**Next Steps/Timeframe:**

The Commission will hold a joint meeting with the POCAC on June 17<sup>th</sup> to further the discussion.

**PORT OF OLYMPIA COMMISSION  
RESOLUTION 2025-02**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the  
citizen advisory committee known as the Port of Olympia Citizens Advisory  
Committee (POCAC) and superseding Resolution 2022-15, 2021-06, 2019-03, 2019-10,  
2023-09, and 2024-08**

**WHEREAS**, the Port of Olympia desires to have a citizen advisory POCAC to advise the Port Commission on matters it may wish to assign to the citizen advisory POCAC from time-to-time; and

**WHEREAS**, this Resolution supersedes Port of Olympia Commission Resolutions 2022-15, 2021-06, 2019-03 and 2019-10.

**NOW, THEREFORE, BE IT RESOLVED**, after due consideration it is the determination of the Port of Olympia Commission that:

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

The Port of Olympia Citizens Advisory Committee (POCAC) is a Committee of citizens selected through an application process as determined by the Port of Olympia Commission ("Port Commission"). The purpose of the POCAC is to provide advice to the Port Commission on tasks as assigned by the Port Commission. The POCAC is the successor of a former Committee referred to as the Planning Advisory Committee.

2. Composition:

The POCAC shall consist of up to 17 members, with no less than 9 members serving as selected by the Port Commission.

3. Duties:

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

The Port shall supply an administrative assistant to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Executive Director or designee and the POCAC.

The Executive Director or a designee of the Executive Director will serve as ex-officio, non-voting member of the POCAC. The Executive Director or designee will provide guidance when requested by the POCAC, and assign Port staff for expertise, if required.

4. Assignments:

The Port Commission will assign tasks to the POCAC, through written request that will include a description of the scope of any assignment.

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 or White Paper:** 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 may also choose to produce a supplemental document providing comment on a POCAC report of white paper.
- b. **Policy recommendation:** This product will explain the need for a new policy or modification or amendment to an existing policy to better align Port practices with Port values and focus areas. 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.
- 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.
- d. **Advice to Executive Director:** This product serves to provide analysis and suggestions on current Port operations. Should the Port Commission choose, this product may be forwarded to the Executive Director for consideration. After receiving any such product, the Executive Director will report back to the Port Commission within a reasonable timeframe on the feasibility of implementation of suggestions and recommendations.
- e. **Citizen Advisory Committee assignment planning documents and supporting products:** This product allows the POCAC to act on assignments received from the Port Commission, develop project plans to carry out their assignments, and develop necessary materials and products in coordination with the Executive Director or designee. Cost of goods and products must be within the Port's annual budget and coordinated with Executive Director or designee.

5. Scheduled Meetings:

The POCAC will establish a meeting schedule consistent with the time necessary to complete a work plan and the assignment. The chair of the POCAC shall report periodically and no less than once a year to the Port Commission

6. Community Involvement:

The POCAC shall have the authority to solicit public involvement in the frequency and manner at the POCAC's discretion, consistent with work plans developed. The POCAC may request legal assistance through the Executive Director or designee with respect to a particular form of public involvement being considered.

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.

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

7. Officers and Sub-Committees:

The officers of the POCAC shall be a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms. The Chair and Vice Chair shall be elected by a majority vote of the POCAC members.

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 may be provided, in writing, or given verbally at a Joint POCAC/Port Commission meeting, a regular Commission business meeting or work session. The Chairperson of the POCAC shall determine the appropriate format for the report.

Each Sub-Committee will select a member to serve as a chair. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meeting and present the final report or presentation to the Port Commission.

8. Terms:

A full term for POCAC members is three years. The POCAC members shall each serve no more than four (4) consecutive 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. At its discretion, the Port Commission will decide when it will fill a vacancy of an unexpired term. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

9. Selection of New Members:

The process to select new members will consist of press releases to local media advertising the vacancy, recruitment process, and posted on the Port's website. The interview team will consist of the Port Commission Vice President or that person's designee, the Executive Director or that person's designee, and the incoming Chair of the POCAC. Copies of each application will also be sent to all Port Commissioners for their review.

The Port may use automated tools, such as NEOGOV®, website application, or similar software, to intake and process applications for new POCAC members.

The interview team will interview and evaluate each applicant based on past volunteer activities, private/public work experience, experience or knowledge regarding the Port of Olympia, representation of the five (5) Port Commissioner Districts in Thurston County, and reason(s) for wanting to serve on the POCAC. In making recommendations for appointment, the interview team will strive to maintain at least two members of the POCAC from each of the five (5) Port Commissioner Districts in Thurston County. After completion of all applicant interviews, the Port Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

10. Approval of Travel and Other Expenses:

The Port Commission will budget annually for unanticipated expenses and travel for POCAC members. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director or designee. 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.

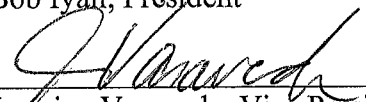
11. Roles, Expectations and Operating Rules:


Members of the POCAC and subcommittees shall adhere to the roles, expectations and operating rules as outlined in "Exhibit A" and "Exhibit B" of this Resolution.

**ADOPTED** by a majority of the members of the Port Commission for the Port of Olympia, a majority being present and voting on this Resolution at a regular Port Commission meeting on January 13, 2025, as attested to by the signatures below of the Port Commissioners physically present this 13th day of January 2025.

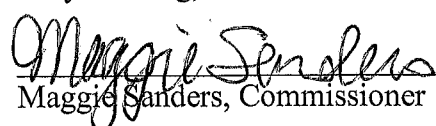
**PORT OF OLYMPIA COMMISSION**

  
\_\_\_\_\_  
Bob Iyall, President

  
\_\_\_\_\_  
Jasmine Vasavada, Vice President

  
\_\_\_\_\_  
Sarah Tonge, Secretary

  
\_\_\_\_\_  
Amy Harding, Commissioner

  
\_\_\_\_\_  
Maggie Sanders, Commissioner

## Port of Olympia Citizens Advisory Committee

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2025-02. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

### 1 Overview of the Port of Olympia Citizens Advisory Committees

The POCAC, its sub-committees, and the Port of Olympia offer a structured opportunity for community members to actively engage in specific port's initiatives.

### 2 Advisory Committee Duties and Responsibilities

The Port Commission has set out the POCAC's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements in Resolution 2025-02.

The POCAC is to provide input to the Port Commission on matters assigned to them by the Commission.

#### 2.1 Ethical Behavior and Community Representation

**2.1.1 Conflict of Interest:** Committee members will not participate in providing advice or comments to the Commission, staff, or other POCAC members on any matter in which they have a financial interest. Additionally, POCAC members will not participate in issues related to any contract in which they have a financial interest. If a POCAC member has a conflict of interest, he/she will disclose such conflict to the other members of the POCAC and file a written statement disclosing the conflict with the Commission and Executive Director or designee.

**2.1.2 Official Port Communications:** POCAC members will not claim or imply that they are speaking on behalf of the Port unless they have been specifically authorized to do so by the Port's Commission or Executive Director.

**2.1.3 Committee comments and communications:** POCAC members will not comment about individual members of the public or Port staff in general commentary or comments regarding POCAC work.

### 3 Coordination with Internal Staff

At the Port of Olympia, each POCAC subcommittee is paired with an assigned staff member.

Port of Olympia's staff support the subcommittees as time and resources allow. In general, staff support subcommittees by:

- Providing guidance and offering recommendations to assist the subcommittee in its work.
- Supporting the subcommittee in maintaining progress towards its objectives.



## 4 Required Public Records Training

All POCAC members are required to receive training under the Public Records Act within 90 days of appointment and a refresher training every four years. Training is available on the Washington State Office of the Attorney General at: <https://www.atg.wa.gov/open-government-training>

## 5 Meetings

**5.1 Meeting location:** All POCAC meetings will be held at the Port of Olympia or using a virtual platform like Zoom or Microsoft Teams unless otherwise specified in advance. In the case of an alternative meeting location, the POCAC Chair will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public.

**5.2 Date and time:** Regular meetings will be held on a specified monthly day or date and time, unless amended by the committee. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular meeting. A meeting may also be cancelled by the Chair upon notice that no quorum is expected to be present or when there is no item on the agenda other than routine items.

**5.3 Meeting notice and agenda:** The agenda will be circulated to the membership five (5) calendar days preceding the meeting and shall be simultaneously published on the Port of Olympia website. Scheduled meetings of the POCAC shall not extend beyond two (2) hours without the consent of the members present.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow the format below, with changes to the format the prerogative of the committee Chair:

### AGENDA

- I. Call to Order
  - A. Attendance
  - B. Approval of Minutes
  - C. Announcements from Members and Port staff
  - D. Acceptance of Agenda
- II. Comments from the Public in Attendance
- III. The Business of the meeting
- IV. Other Business
  - A. Future Agenda Items
  - B. Next Meeting
  - C. Other Topics

**5.4 Minutes:** Meeting minutes will be kept indicating any POCAC action or recommendation, including any votes on agenda items. The Port of Olympia commission coordinator will keep minutes and distribute them to the committee for review and approval. Once approved by committee members, minutes will be posted to the Port website by the commission coordinator.

## 6 Committee Organization

**6.1 Membership:** Membership on the POCAC will be governed by the Resolution 2025-02. The POCAC will report vacancies to the Port of Olympia Commission President, with a copy to the Executive Director or designee.

**6.2 Attendance:** Members are expected to attend committee meetings and fully participate in and contribute to the committee's work. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, the Committee Chair will notify the Executive Director. The Commission may choose to revoke the committee member's appointment or accept their resignation.

**6.3 Duties of the Chair and Vice Chair:** The Chair will preside over the meetings and coordinate meeting agendas with committee members and the Port's commission coordinator. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee. The Vice Chair will, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

## 7 Committee Operations

**7.1 Quorum:** A simple majority of POCAC members constitutes a quorum. Meetings with less than a simple majority may take place; however, no official actions may be taken. For action to be taken by vote of the POCAC, it requires a simple majority of the quorum (members present).

**7.2 Robert's Rules of Order:** The POCAC process for taking action will be guided by the latest version of Robert's Rules of Order.

**7.3 Recommendations:** The POCAC shall make recommendations in accordance with the direction provided by the Port Commission. Recommendations shall indicate the POCAC's vote on the item. The Chair will determine who will present the committee's recommendation to the Commission in a public meeting.

**7.4 Majority and Minority Opinions:** A minority report may accompany any recommendation. Majority and minority opinions will be recorded in the POCAC's minutes.

**7.5 Act as a Body:** The POCAC will act as a body. The Chair, or Chair's designee, will serve as official spokesperson of the POCAC.

**7.6 Port Administrative Guidelines:** The POCAC will comply with Washington state records management and disclosure laws.

**7.7 Email:** If a Port email address is provided, advisory committee members will use such email address for the conduct of POCAC business.

## 8 Officer Elections

**8.1 Officer Elections:** To ensure efficiency within the Port, the POCAC will establish a chair, vice-chair, and secretary every September. Members are encouraged to work collaboratively to rotate these roles annually. Officer election results should be included in meeting minutes and sent to the commission coordinator.

## 9 Subcommittees

**9.1:** POCAC subcommittees meet at times determined by consensus of the members of the subcommittee. Meetings will be held at the Port of Olympia, unless otherwise specified. If meetings are held in another location, the chair of the subcommittee will notify all other subcommittee members in advance.

No subcommittee shall have so many members that it constitutes a quorum of the full POCAC. The decisions and recommendations of the subcommittee shall not be binding on the POCAC.

To the extent possible, subcommittees should operate by the consensus of the membership. However, consensus may not always be possible. Minority opinions will be included in products, recommendations and minutes. POCAC subcommittees are required to use the following processes to manage meetings to the extent possible:

- Identify regular meeting times on the Port website.
- Publish agendas five days in advance of meetings.
- Include minority opinions in reports and recommendations made to the full POCAC and Commission.
- Publish meeting minutes on the Port website.
- Use Robert's Rules of Order to conduct meetings.
- Present recommendations to the full POCAC.
- Subcommittees may invite members of the public to join meetings for discussion and presentations.
- Subcommittee members are to coordinate with the commission coordinator to publish materials online.

**9.2 Subcommittee elections:** To ensure efficiency within the Port, sub-committees will establish a chair, vice-chair, and secretary every September. Members are encouraged to work collaboratively to rotate these roles annually. Officer election results should be included in meeting minutes and sent to the commission coordinator.