



PORT of OLYMPIA
Serving All of Thurston County
Commission Work Session
Monday, March 16, 2026
4:00 PM

Percival Plaza - Olympics Room
626 Columbia Street NW, Suite 1-B
Olympia, WA 98501

The meeting agenda is available on the Port's website as of March 12, 2026.
<https://www.portolympia.com/commission>

AGENDA

- A. Call to Order
- B. Approval of Agenda
- C. Port of Olympia Community Advisory Committee (POCAC) Resolution 2026-04
- D. POCAC Projects
- E. POCAC Recruitment
- F. Agenda Setting Topics
- G. Adjourn

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

<https://us06web.zoom.us/j/84642934330?pwd=UvZ2uPenj6RCKIGnHiFd9QLmqa32ii.1>

or Telephone: 1 253 215 8782

Webinar ID: 846 4293 4330

Passcode: 399317

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

Port of Olympia Mission

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

COVER MEMO

Briefing Date/Time:	March 16, 2026
Staff Contact/Title:	Alex Smith, Executive Director, 360.528.8001, alexs@portolympia.com
Subject:	Joint Meeting with the Port of Olympia Community Advisory Committee
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

Type of Agenda Item:

Discussion

Background:

Over the past six months, the Port of Olympia Community Advisory Committee (POCAC) and Port Staff have been updating a draft of the Commission Resolution that governs the POCAC and its operations, as well as a draft of the Operating Procedures and Rules the POCAC is to follow in conducting its business. The POCAC would like to discuss these documents with the Commission and gauge the Commission’s support for approving them at the March 23rd regular Commission Meeting.

The draft Resolution and Operating Rules provide for the Commission to assign tasks to the POCAC based on ideas generated by the POCAC, Port staff, or the Commission. The Resolution contemplates that for a task to be assigned, a form must be filled out that identifies the task, the anticipated work, the proposed deliverable, the timeline for completing the task, and the staff resources needed. We have asked the POCAC to complete a task form for each of the projects it proposes to work on this calendar year, and bring them to the meeting for discussion.

The POCAC has also been interested in recruiting new members to the POCAC. The draft Resolution includes a process for that recruitment, and the POCAC and staff would like to have a discussion about starting such a recruitment once the draft Resolution is adopted by the Commission.

Summary & Financial Impact:

The POCAC is currently funded in the Port Operating budget under “Government Services.” Any POCAC projects that require extensive staff time or outside consultants would be presumptively funded out of this budget.

The next steps are to bring the revised POCAC Resolution (Resolution 2026-04) and Operating Procedures and Rules to the Commission at its March 23rd regular business meeting.

Alignment with Vision 2050:

Goal 10

Environmental Considerations and Review:

N/A

Alternatives Considered:

Staff and the POCAC considered different provisions around POCAC membership, terms of POCAC members, how POCAC projects are developed and assigned, and POCAC recruitment. The POCAC and staff agreed on the provisions in the attached.

Staff Recommendation:

Staff recommends the Commission adopt the revised Resolution and Governing Rules at the March 23rd Commission Meeting

Document(s) Attached:

Presentation

Draft of Resolution 2026-04

Draft POCAC Operating Rules and Procedures



PORT of OLYMPIA
Serving All of Thurston County

POCAC Resolution and Operating Rules

Alex Smith
Executive Director
March 16, 2026



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Agenda

- POCAC Rules Resolution
- Operating Procedures and Rules



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POCAC Resolution (Draft Resolution 2026-04)

- Membership:
 - 15 members, with three from each legislative district.
 - No fewer than 9 members total
- Assignments:
 - Approved by the Commission in writing
 - Initiated by Commission, POCAC or staff through submission of a form
 - Commission decides the work product required for each task
- Subcommittees:
 - Three standing subcommittees:
 - Budd Inlet Environmental
 - Destination Waterfront
 - Economic Development
 - Ad Hoc subcommittees can also be formed

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POCAC Resolution (Draft Resolution 2026-04)

- Terms:
 - Three years, with no more than four terms.
 - Commission has the ability to re-appoint members or extend terms to address exigent circumstances.
- Recruitment:
 - Includes advertising for new members, or referral from Commissioners.
 - Each candidate submits an application.
 - Applications sent to all Commissioners, the Executive Director and the POCAC chair for review.
 - Interviews held by a Port Commissioner, the Executive Director and the POCAC Chair.

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Operating Procedures and Rules

- Includes:
 - Ethics and Conflict of Interest
 - Coordination with Port Staff
 - Required Training
 - How Meetings are Conducted (using Roberts Rules of Order)
 - Responsibilities of Members
 - Task Form



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Differences from Prior Resolution

1. Clarifies total number of members and district representation goals
2. Removes provisions to align with OPMA
3. Clarifies how tasks are assigned
4. Clarifies how and when recruitment for new POCAC members happens

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Questions and Discussion

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**PORT OF OLYMPIA COMMISSION
RESOLUTION 2026-04**

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the community advisory committee known as the Port of Olympia Community Advisory Committee (POCAC) and superseding Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10, and 2019-03.

WHEREAS, the Port of Olympia desires to have a community advisory committee to advise the Port of Olympia Commission (Port Commission) on matters it may wish to assign from time-to-time; and

WHEREAS, this Resolution supersedes Port Commission Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10 and 2019-03.

NOW, THEREFORE, BE IT RESOLVED, after due consideration, the Port Commission establishes the following:

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

The POCAC is a committee of community members selected through an application process as determined by the Port Commission.

2. Purpose:

The purpose of the POCAC is to provide input to the Port Commission on tasks assigned by the Port Commission. The purpose is for the POCAC to provide feedback representing a community perspective on Port operations and projects. This feedback is important to fully understand community sentiment related to Port affairs and the areas for which improved communication and transparency may be needed.

3. Composition:

POCAC membership shall consist of fifteen (15) members with membership not to fall under nine (9) members. All members shall be residents of Thurston County. The 15 members shall comprise, if possible, of three (3) members from each of the five (5) Port of Olympia election districts. In the event that each election district is unable to field 3 members the remaining membership shall be recruited from Thurston County community at large. A Port Commissioner and the Executive Director or their designee shall serve as ex officio members of POCAC and attend monthly POCAC meetings. In this case ex officio shall mean non-voting members and will attend to better understand POCAC projects and to provide direct feedback to POCAC on these projects and other Port business.

4. Duties:

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

The Port shall supply a commission coordinator to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Port Commission or Executive Director.

The Port Commission or Executive Director will provide guidance when requested by the POCAC. The Executive Director will assign Port staff for expertise, if required and as capacity allows.

5. Assignments:

The Port Commission shall initiate POCAC tasks in writing. The written request shall include a description of the proposed task, staff involvement, schedule and deliverables, if necessary. The POCAC shall review and either accept the task or propose changes to the task for Port Commission for review and ultimately final approval by the Port Commission. If a task is proposed to the Port Commission by the POCAC it shall include a description of the proposed task, staff involvement, schedule and deliverables. The Port Commission may approve, deny or request amendments to the proposed POCAC task. All written task requests shall be in the form set out as an attachment to Exhibit "A" attached to and made a part hereof.

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:** 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 shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- b. **Policy recommendation:** This product will recommend a new policy or modification or amendment to an existing policy. 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. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- 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. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

6. Scheduled Meetings:

POCAC shall establish a monthly meeting schedule in the format generally described in Exhibit "A", attached hereto. Monthly meetings shall normally not be held in August or December. Special meetings may be called by a majority of the existing membership or by the Chair of POCAC.

7. Community Involvement:

The POCAC, with Port Commission approval, may solicit public opinion in a manner consistent with assignments and Port Commission priorities.

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

8. Sub-Committees:

POCAC is comprised of three (3) standing subcommittees, Destination Waterfront, Budd Inlet Environmental, and Economic Development. Assignments shall generally fall within the areas of coverage of each subcommittee. In the event an Assignment does not fall within the coverage of any of the three subcommittees an ad hoc subcommittee shall be formed to address the Assignment. Once an Assignment is completed by the ad hoc subcommittee the ad hoc subcommittee shall end its operations with a written notice to the Port Commission.

Each Sub-Committee will select a member to serve as Chair. The Sub-Committee chair shall be elected by a majority vote of subcommittee members. The Sub-Committee chair shall serve no more than two (2) consecutive one-year terms. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meetings and present the final report or presentation to the Port Commission.

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.

9. Officers:

The officers of the POCAC shall include a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The POCAC members in these positions shall serve no more than two (2) one-year terms. These positions 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 will be provided in writing or at a regular Commission meeting or work session. . The POCAC shall determine the appropriate format for the report.

10. Terms:

A full term for POCAC members is three years. The POCAC members shall each serve no more than four (4) 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. When POCAC membership falls below 9 members new POCAC members shall be selected in accordance with Section 11 below. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

11. Selection of New Members:

Recruitment of new POCAC members will include an advertisement process and/or direct referral from Commissioners or POCAC members of potential members from their districts. The recruitment may focus on specific Port districts when a district is underrepresented in POCAC membership. Each potential member will submit an application to be sent to all Port Commissioners, the Executive Director, and the POCAC chair for their review. The interview team will consist of a Port Commissioner, the Executive Director or designee, and the POCAC Chair.

The selection team will interview and evaluate each applicant based on past volunteer activities, reasons for wanting to serve on the POCAC, private/public work experience, and experience or knowledge regarding the Port of Olympia. It is the purpose of this policy to maintain three members of the POCAC from each of the five (5) Port Commissioner Districts in Thurston County for a total maximum membership of 15.

After completion of the recruitment process, the Port Commissioner serving on the interview team shall announce the new POCAC members at the next Port of Olympia commission meeting.

12. Approval of Travel and Other Expenses:

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

13. 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” of this Resolution.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority voting on this Resolution at a regular Port Commission meeting on April 13, 2026, as attested to by the signatures below of the Port Commissioners on this 13th day of April 2026.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Krag Unsoeld

Jerry Toompas

Port of Olympia Community Advisory Committee Operating Procedures and Rules

The Port of Olympia Community Advisory Committee (POCAC) operates under the authority of Port Resolution 2026-04. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

1 POCAC 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 2026-04.

2 Ethical Behavior and Community Representation

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.

Official Port Communications: POCAC members will not claim 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.

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

The POCAC will include a staff liaison, appointed by the Executive Director, as an ex-officio member. The staff liaison may change, depending on the nature of the work task being executed.

POCAC subcommittees, when formed, will include a staff liaison.

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

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

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

Meeting location: All POCAC meetings will be held at the Port of Olympia or using a virtual platform 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.

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.

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.

The meeting agenda will generally follow the format below:

AGENDA

Welcome and Call to Order

Approval of Minutes

Acceptance of Agenda

Formal Agenda Items

Old Business

New Business

Adjourn

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

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

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, at the discretion of the POCAC, the Commission may choose to revoke the committee member's appointment or accept their resignation.

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

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).

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

Recommendations: The POCAC shall make recommendations in accordance with the Commission-approved work plan. 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.

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

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.

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

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

To ensure efficiency, the POCAC will establish a chair and vice chair at the earliest opportunity when required due to membership changes. Members are encouraged to work collaboratively to rotate these roles annually.

Officer nominations and elections shall occur as an agenda item at a regular POCAC meeting. Officer election results shall be included in meeting minutes and sent to the commission coordinator.

POCAC Task Request Form
As required by Exhibit A of POCAC Resolution 2026-04

Date assigned:

Name of task:

Origin and need of task:

Description of the issue at hand, analysis or work needed, and the deliverables:

Alignment with Port Strategic/Vision 2050 Priorities:

Timeline for completing the task:

Resources, including staff, needed for task completion:

Budget:

Commission endorsement/approval

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Jerry Toompas

Krag Unsoeld