



Commission Meeting
Tuesday, May 26, 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 May 22, 2026.
<https://www.portolympia.com/commission>

AGENDA

A. Call to Order

B. Pledge

C. Approval of Agenda

D. Executive Director Report

E. Public Comment

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2026-02 Article VI.

- Comments should 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.
- 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.

F. Commission Response to Public Comment / Follow-Up to Public Comment

G. Partner Spotlight: PARC Foundation [Invited]

H. Consent Calendar

1. Policy Approvals No. 0134 (Commission Size from 3 to 5), and No. 703 (Cell Phones)

I. Action Calendar

1. Port of Olympia Community Advisory Committee (POCAC) Resolution and Operating Rules: Alex Smith, Executive Director

J. Action/Other Calendar

1. PIDP Grant Application Approval: Alex Smith, Executive Director; Afsin Yilmaz, Marine Terminal Senior Manager

K. Advisory Calendar

1. Budd Inlet Cleanup – Dalton, Olmsted & Fuglevand Contract Amendment: Shawn Gilbertson, Director of Environmental Planning and Programs

Port of Olympia Mission

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

2. Bush Prairie Habitat Conservation Plan – Update and Amendment to Interlocal Agreement with City of Tumwater: Shawn Gilbertson, Director of Environmental Planning and Programs

L. Commissioner Reports

M. Additional Public Comment

This time is devoted to individuals who could not arrive at or register for the meeting earlier. Public comment at this time is for those members of the public who did not submit public comment previously during the current meeting.

N. Other Business

1. None

O. Meeting Announcements

P. Adjourn

***Attendance and Public Comment Hybrid Meeting Information**

Attend Remote or In-Person

The public are welcome to attend the meeting in person, or may view or listen to the meeting using one of the following platforms:

In-Person: 626 Columbia Street NW, Olympia
Olympics Room, Suite 1-B

Zoom: Go to <http://www.zoom.us/join> and enter Webinar ID 874 9304 5906 and Passcode 639133.
Instructions and access details (a link to the meeting) will be emailed to you once a short registration form is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/ access link.)

YouTube: www.youtube.com/@portofolympia1922

Phone: Call (253) 215-8782, listen for the prompts and enter Webinar ID 874 9304 5906 and Passcode 639133.

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located at the meeting location.


Virtual / via Zoom: **Must pre-register** using the following Zoom link no later than five (5) minutes after the meeting has commenced:
https://us06web.zoom.us/join/wn_Q40BfX_MTgmX7nIUgOy-A
Instructions and access details (a link to the meeting) will be emailed to you once registration is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/ access link.) Registration for remote/ virtual verbal public comment closes six (6) minutes after the meeting has commenced.

Written Public Comment

Written public comment may be submitted to commissioncoordinator@portofolympia.com by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Port of Olympia Mission

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

 PORT of OLYMPIA POLICIES & PROCEDURES MANUAL			
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	5/2026
Policy:	GOVERNANCE	Policy No.	134
Approver:	COMMISSION	Resolution	Yes

POLICY: The Port Commission (“Commission”) is a quasi-legislative body consisting of five elected commissioners. Action by the Commission requires a majority vote (minimum of three of the five commissioners). The Commission approves policies which guide the port district in complying with its statutory obligations.

COMMISSION ROLE:

Planning, Goal Setting, Evaluation

The Commission helps plan the Port’s future, and then guides port activities in that direction. This planning process involves the Commission, Executive Director, Port staff, customers and citizens/voters. The process usually includes identifying the Port’s mission and goals and developing strategies to achieve them. The Commission is ultimately responsible for evaluating and updating the planning process.

Policy Making


The Commission develops and adopts policies to implement port goals and govern the many facets of Port operations. These include, but are not limited to, developing guidelines for long-term economic development, establishing positions and employment policies, and adopting budgets.

Budgeting

The Commission approves and adopts an annual budget pursuant to [RCW 53.35](#). Some key budget decisions include authorizing and adopting tax levy amounts, adopting policies, approving purchases, and disposing of or distributing supplies, property, and equipment.

Designating the Port’s Executive Director

The Commission is responsible for recruiting, hiring and evaluating the performance of the Port’s chief executive, known as the Executive Director. The Commission delegates responsibility to the Executive Director, then respects the Executive Director’s delegated authority to manage day-to-day operations of the Port consistent with policies established by the Commission.

 PORT of OLYMPIA POLICIES & PROCEDURES MANUAL			
Section:	700 USE OF PORT RESOURCES	Revision Date:	1/2026
Policy:	CELL PHONE USAGE / TELECOMMUNICATIONS	Policy No.	703
Approver:	EXECUTIVE DIRECTOR	Resolution	No

POLICY: The Port of Olympia acquires cellular telephones for the purpose of conducting Port business. The primary purpose of issuing employees a Port-owned cell phone is to meet network security requirements and standards. ~~and must involve only a small percentage of employees' overall use of the cell phone as The Port of Olympia provides for a monthly cellular phone stipend to allow for efficient and cost-effective execution of Port business for employees who prefer to use their personal cell phone in lieu of a Port issued cell phone.~~

PROCEDURE:

Port Owned Cell Phones

1. The Port will purchase and issue a cellular phone for all employees ~~as requested~~. The cellular phone is to be used for Port purposes.
2. Incidental personal use (de minimis) of cell phones is authorized only where necessary as defined in policy 0704 Electronic Mail and Internet Use.. They are not to process or store any personal content or applications.
3. All Port employees are required to carry a port-issued cellular phone during their working hours. Work cell phones are not to be carried during any leave time. Any expectations of carrying a cell phone between those two are left to the discretion of the employee and their supervisor.. ~~If the directors choose not to carry a Port phone, a personal phone must be made available for Port usage in order to reach the director at all times.~~
4. All Port-owned cellular phones will be, and must stay, enrolled in the Port's mobile device management (MDM) system. Personal cellular phones will not be able to access Port resources once an employee is provided with a Port cell phone.
5. Cellular phones will utilize Port accounts for any phone manufacturer accounts. Using personal accounts for any software installed will not be allowed.
6. The cellular phone model, plan & protective equipment provided will be determined per the Hardware Technical Requirements standards, as determined by IT.

Port Owned Desk Phones

1. The Port will not provide a desk phone for any new employees hired after 9/1/25.
2. Existing desk phones, outside of phones determined to be of necessity to the Port's lines of business, will be sunset by June 2027. To replace these phones, staff will be provided a Port cell phone. All Port-related phone calls should then be directed to the cell phone via updates in e-mail signatures. This is to move the Port towards providing a modern communication standard.

Port Owned Tablets

Port-owned tablets are also subject to this policy and treated like Port-owned cell phones.

Use of Personal Cell Phones for Port Business

The Port will not provide a stipend ~~At the department director's discretion employees who would otherwise be provided with a Port owned cellular phone can request to receive a monthly stipend~~ for using their personal cellular phone for Port business. Any staff member with a current cell phone stipend will be eligible to receive that stipend until Jan 1st, 2027. All Port business must be completed with Port provided cellular phones by that date. ~~The amount of the monthly stipend is \$35.00.~~

~~Employees using this option must execute a Monthly Cellular Phone Stipend Agreement to be submitted to the department Director for approval and then forwarded to the Director of Enterprise Services and the Payroll Administrator. The monthly stipend process is administered and overseen by the Director of Enterprise Services.~~

~~The stipend will be effective on either the 1st or the 16th of the initial month. Employees will receive the monthly stipend amount in their month end paycheck.~~


Public records include any information documenting Port business, like any work conducted on a personal device, if the information being created meets the definition of a public record, it should be preserved just like any other public record. It is possible that a public records request could be submitted which may require review and disclosure of an employee's personal cell phone records regarding such Port of Olympia business.

~~Under this option, employees must make their personal cell phone number available to staff. However, it is not required that this number be released to the public.~~

Safety

An overarching concern of the Port of Olympia is the personal safety of employees and the public at large. Therefore, employees should always use proper safety procedures when using a cell phone, especially when operating equipment, driving on Port business, or performing similar duties.

Port employees should not use a cell phone while operating a motor vehicle in the conduct of Port business, except for the purpose of obtaining or rendering emergency assistance or other exceptions under State Law. ~~Texting on a cell phone while driving is prohibited in accordance with State Law.~~

 PORT of OLYMPIA POLICIES & PROCEDURES MANUAL			
Section:	700 USE OF PORT RESOURCES	Revision Date:	1/2026
Policy:	CELL PHONE USAGE / TELECOMMUNICATIONS	Policy No.	703
Approver:	EXECUTIVE DIRECTOR	Resolution	No

POLICY: The Port of Olympia acquires cellular telephones for the purpose of conducting Port business. The primary purpose of issuing employees a Port-owned cell phone is to meet network security requirements and standards.

PROCEDURE:

Port Owned Cell Phones

1. The Port will purchase and issue a cellular phone for all employees. The cellular phone is to be used for Port purposes.
2. Incidental personal use (de minimis) of cell phones is authorized only where necessary as defined in policy 0704 Electronic Mail and Internet Use. They are not to process or store any personal content or applications.
3. All Port employees are required to carry a port-issued cellular phone during their working hours. Work cell phones are not to be carried during any leave time. Any expectations of carrying a cell phone between those two are left to the discretion of the employee and their supervisor.
4. All Port-owned cellular phones will be, and must stay, enrolled in the Port’s mobile device management (MDM) system. Personal cellular phones will not be able to access Port resources once an employee is provided with a Port cell phone.
5. Cellular phones will utilize Port accounts for any phone manufacturer accounts. Using personal accounts for any software installed will not be allowed.
6. The cellular phone model, plan & protective equipment provided will be determined per the Hardware Technical Requirements standards, as determined by IT.

Port Owned Desk Phones

1. The Port will not provide a desk phone for any new employees hired after 9/1/25.
2. Existing desk phones, outside of phones determined to be of necessity to the Port’s lines of business, will be sunset by June 2027. To replace these phones, staff will be provided a Port cell phone. All Port-related phone calls should then be directed to the cell phone via updates in e-mail signatures. This is to move the Port towards providing a modern communication standard.

Port Owned Tablets

Port-owned tablets are also subject to this policy and treated like Port-owned cell phones.

Use of Personal Cell Phones for Port Business

The Port will not provide a stipend for using their personal cellular phone for Port business. Any staff member with a current cell phone stipend will be eligible to receive that stipend until Jan 1st, 2027. All Port business must be completed with Port provided cellular phones by that date.

Public records include any information documenting Port business, like any work conducted on a personal device, if the information being created meets the definition of a public record, it should be preserved just like any other public record. It is possible that a public records request could be submitted which may require review and disclosure of an employee's personal cell phone records regarding such Port of Olympia business.

Safety

An overarching concern of the Port of Olympia is the personal safety of employees and the public at large. Therefore, employees should always use proper safety procedures when using a cell phone, especially when operating equipment, driving on Port business, or performing similar duties.

Port employees should not use a cell phone while operating a motor vehicle in the conduct of Port business, except for the purpose of obtaining or rendering emergency assistance or other exceptions under State Law.

COVER MEMO

Briefing Date/Time:	May 26, 2026
Staff Contact/Title:	Alex Smith, Executive Director, 360.528.8001, alexs@portolympia.com
Subject:	POCAC Resolution and Operating Rules
Purpose:	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

Type of Agenda Item:

Action

Background:

Over the past eight 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 discussed the drafts in a joint meeting with the Port Commission on March 16, 2026, and additional changes to the documents were proposed following that meeting. The draft that came out of that meeting, and the Resolution that this draft would replace (Resolution 2025-02) are included in the packet.

The draft Resolution and Operating Rules include the following changes from Resolution 2025-02:

1. Capping the number of POCAC members at 15, with a goal of three members from each district;
2. Commission assignment of tasks to the POCAC based on ideas generated by the POCAC, Port staff, or the Commission, using a form that identifies the task, the anticipated work, the proposed deliverable, the timeline for completing the task, and the staff resources needed;
3. Three standing subcommittees: (a) Public Access; (b) Environmental Stewardship; and (c) Economic Opportunities;
4. The possibility of additional ad hoc subcommittees to address specific issues; and
5. Ethics and rules of engagement for POCAC members during meetings.

Provisions for Commission Decision:

There are three provisions in the draft POCAC Resolution that the Commission asked be brought forward for additional discussion: (1) the selection of POCAC members; (2) whether all POCAC positions are open for recruitment; and (3) the selection of POCAC Officers. The sections of the draft Resolution covering these issues are highlighted in the attached document.

Input was solicited from Commissioners on the three provisions, and the following is compiled for Commission consideration:

1. How POCAC Members Are Selected:

To recruit new POCAC members the Port will advertise the opportunity for community members to apply to serve on the POCAC. The Commissioners may also directly refer potential candidates for consideration. The names of applicants for POCAC membership will be forwarded to all Commissioners for consideration.

Each Commissioner shall nominate three candidates for POCAC membership, and the Commission as a whole will vote on the full slate of nominations at a public meeting.

a. Alternative A:

Each Commissioner shall nominate three candidates for POCAC membership: one from within his or her district, and two "at-large" candidates from within Thurston County.

b. Option B:

Each Commissioner shall nominate three candidates for POCAC membership: two from within his or her district, and one "at-large" candidate from within Thurston County.

2. Whether All POCAC Seats Are Open for Recruitment:

a. Option A:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

For the first selection period following adoption of this Resolution, each Commissioner shall use one of their at-large nominations to nominate a

current member of the POCAC who has chosen to submit his or her name for consideration.

b. Option B:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

3. Selection of POCAC Officers:

a. Option A:

The POCAC Chair and Vice Chair shall be selected annually by the Commission. In November of each year, the Executive Director will solicit names of POCAC members interested in serving as Chair or Vice Chair for the following year. The Executive Director will forward the names of all POCAC members interested in serving as Chair and Vice Chair to the Commission for their consideration. The Commission will select a Chair and Vice Chair in an open public meeting each December.

b. Option B:

The POCAC Chair and Vice Chair shall be selected by majority vote of the POCAC members.

POCAC Operating Rules:

In the Operating Rules the following changes to Sections 5, 6 and 7 have been proposed:

- **Section 5:** Eliminating public comment from the standing POCAC agenda
- **Section 6:** Changing language if the Commission elects to choose the POCAC Chair and Vice Chair.
- **Section 7:** Allowing POCAC members to use either port email or their personal email accounts to conduct POCAC business.

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.

Alignment with Vision 2050:

The amended POCAC Resolution and Operating Rules is aligned with Goal 10: "Build community partnerships and expand communications and public participation strategies."

Environmental Considerations and Review:

N/A

Staff Recommendation:

Staff recommends the Commission provide guidance on the areas discussed above. Staff will incorporate those into a final draft Resolution and Operating Rules for Commission adoption.

Document(s) Attached:

Resolution 2025-02

Draft of Resolution 2026-04 with areas subject to further Commission discussion highlighted

Draft POCAC Operating Rules and Procedures with areas subject to further discussion highlighted

**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:

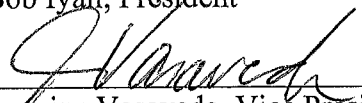
Members of the POCAC and subcommittees shall adhere to the roles, expectations and operating rules as outlined in "Exhibit A" and "Exhibit B" of this Resolution.

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.

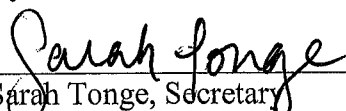
PORT OF OLYMPIA COMMISSION



Bob Iyall, President



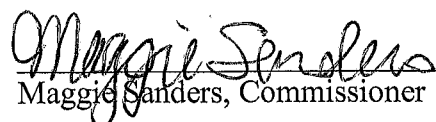
Jasmine Vasavada, Vice President



Sarah Tonge, Secretary



Amy Harding, Commissioner



Maggie Sanders, Commissioner

**PORT OF OLYMPIA 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.

In making appointments, the Port Commission shall strive to maintain balanced representation from across the Port Commissioner districts and from diverse community perspectives within Thurston County.

The Commission may consider geographic distribution, community involvement, professional background, and other factors necessary to ensure that the committee reflects a broad range of community viewpoints.

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 review and approval. 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, Public Access Environmental Stewardship, and Economic Opportunities. Assignments shall generally be evaluated by the full POCAC to determine how best to accomplish them. The POCAC may accomplish the assignment as a full body or assign to the appropriate subcommittee. In the event an Assignment does not fall within the coverage of any of the three subcommittees, an ad hoc subcommittee may 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. These terms will be staggered to the extent possible to allow for continuity of membership. 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.

The Commission may remove a member before the end of a term for failure to attend meetings, failure to participate in committee work, violation of committee rules, or other conduct that materially interferes with the effective functioning of the committee.

A member may resign at any time by submitting a written notice to the Commission or the Executive Director. The resignation shall take effect on the date specified in the notice or, if no date is specified, upon receipt.

Vacancies occurring before the expiration of a term shall be filled for the remainder of that term using the appointment process described in Section 11.

11. Selection of New Members:

When a vacancy occurs, the Port shall initiate the public recruitment process as soon as practicable.

Recruitment of new POCAC members will include an open and transparent 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.

The Port will publicly advertise all vacancies on the Port website and through other appropriate communication channels. Recruitment announcements shall describe the purpose of the committee, duties of members, qualifications for service, and the application deadline.

The application period shall remain open for no fewer than thirty (30) days.

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 Review Team will consist of one or more Port Commissioners, the Executive Director or designee, and the POCAC Chair.

Applicants shall be evaluated based on factors including:

- Demonstrated interest in the work of the Port and community engagement
- Ability to consider issues from a community-wide perspective
- Relevant knowledge, experience, or professional expertise
- Ability to participate constructively in collaborative deliberations
- Commitment to regular attendance and participation

The Executive Director or designee shall coordinate the review of applications and scheduling of interviews. Interview questions will be approved by the Review Team and may change depending on the needs of the Commission and POCAC. Interview questions will be the same for all candidates for each recruitment. The Review Team will agree on scoring criteria prior to conducting interviews. The Review 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.

After completion of the recruitment process, appointments and reappointments to the POCAC shall be made by the Port Commission by majority vote in a public meeting.

No individual Commissioner shall have unilateral authority to appoint members.

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 May XX, 2026 as attested to by the signatures below of the Port Commissioners on this XXth day of May 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

Public Comment

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 2026-04. 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.

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.

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).

Rules of Engagement: Members will operate on the principles of respect, collaboration, and transparency. Members commit to listening to diverse perspectives, communicating constructively, and focusing on solutions that benefit the broader community. All discussions should remain respectful, inclusive, and aligned with the group's shared goals.

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

Breach of POCAC Operating Rules: In the case of a breach of operating rules, the matter will be discussed with the full POCAC, and the offending member may be recommended for dismissal from their role. These recommendations will be heard and decided by the Commission per section 10 of the POCAC Policy.

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.

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

COVER MEMO

Briefing Date/Time: May 26, 2026

Staff Contact/Title: Alex Smith, Executive Director, 360.528.8001,
alexs@portolympia.com

Subject: PIDP Grant Application Approval

Purpose: Information Only Decision Needed

Type of Agenda Item:

Action Other

Background:

As permitting and related costs for the second warehouse have increased, Port staff have been working to find ways to reduce the cost to the Port of constructing the warehouse. Staff identified a federal grant that could cover a significant portion of the cost of warehouse construction - a Port Infrastructure Development Program (PIDP) grant under the federal Maritime Administration (MARAD).

As staff investigated the grant further, we realized that it could also cover a significant portion of a related and emergent need the Port has – dredging of the berth area in the 140 feet immediately adjacent to the Marine Terminal. This area is the responsibility of the Port to maintain; it is not part of the federally authorized areas that are the US Army Corps of Engineers' responsibility. The original plan to dredge this area was as part of the Budd Inlet cleanup, which will not happen until 2028-29 at the earliest. Recent shoaling has made dredging in this area a more urgent need.

Bathymetric surveys show that shoaling at the berth areas has occurred at a high rate over the past two years. As the attached Berths 1-3 Bathymetric Survey Depth Assessment & Dredge Needs Analysis shows, we had the second highest recorded level of shoaling between 2024 and 2025. It also shows that the deposition occurs in localized spots, creating navigation hazards for the ships coming in at berth. The authorized depth at the berth areas is -42 MLLW, yet with shoaling, the depth in certain areas is only -25.2 MLLW. The Puget Sound Pilots have brought the shoaling to the Port's attention as a safety concern.

The PIDP Grant has a special category with a more streamlined application process for "small projects at small ports." To qualify as a small port, a port must handle less than 8 million tons of cargo in the preceding three years, and to qualify as a small project, the

applicant must seek less than or equal to \$11.25 million in federal funding for its projects. Our Port qualifies as a “small port” under these criteria, and even if we combine warehouse construction and berth area dredging into one grant application, it will be a “small project” at or below the federal match requirement of \$11.25 million. Fitting our projects into this category will make our grant application more competitive. The Port is obtaining letters of support for the grant application from Suzano, the Puget Sound Pilots and members of the Congressional delegation.

Requested Action:

Staff seek Commission approval to include berth dredging in the PIDP grant application. We need your approval because Port Policy 1008 (copy attached) authorizes the Executive Director to apply for grants for projects that are in the approved budget or capital investment plan (CIP); or grants for new projects that require a Port match of less than \$300,000. Any other grants need Commission approval before the Port can apply for them.

Although the warehouse is in the budget and the CIP, the berth dredging is not and the Port match required for it will exceed \$300,000. We are therefore asking for your approval to Include berth dredging in the grant application. It is coming before you as an “Action Other” item because PIDP grant applications are due June 1st.

The current estimate is that we will need to dredge no less than 23,290 cubic yards from 5.36 acres along the berths. The project estimates are as follows:

Dredge Volume:	23,290 CY
Estimated Total Cost:	\$8.035 million
Grant Funds:	\$5.035 million
Port Match:	\$3 million

With this grant, we will be able to accomplish dredging at the lowest cost to the Port, with 70% of the cost being covered by the grant. If we do not obtain the grant, the dredging will not occur until 2028 at the earliest as part of the Budd Inlet cleanup, and grant funding available for cleanup is at most 50% of the total cost.

The grant application will also limit the Port matching funds for the warehouse and dredging to at or below the \$6.5 million currently in the budget for the warehouse.

Summary and Financial Impact:

The current capital investment plan includes \$6.5 million dollars for the second warehouse. We are proposing that the total Port match for the warehouse and the

berth dredging will not exceed the \$6.5 million budgeted for the warehouse. Adding dredging to this grant application would not, therefore, have an impact on the current budget or capital investment plan.

In addition, by including dredging at the berth areas into this grant application, we are able to build the warehouse for a lower cost to the Port, and take care of a safety concern for vessels that call at our Port at a significantly lower cost to the Port.

Alignment with Vision 2050:

This grant application is aligned with Goal 1: To preserve and enhance Thurston County's working waterfront.

Environmental Considerations and Review:

Environmental review under the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA) are conducted as part of the permitting for both projects.

A SEPA Environmental Checklist has been completed for the warehouse project and was submitted to the City of Olympia as part of the permit application.

Alternatives Considered:

Staff considered the following alternatives:

1. Not Applying for the Grant:

With design and permitting taking longer than anticipated, regulatory requirements increasing and construction and other costs rising, the warehouse project costs exceed the current budget. The PIDP grant allows the Port to accomplish the goal of developing additional storage space on the Marine Terminal, but at less than half of the current cost to the Port.

2. Applying for the Grant for the Warehouse Only:

Staff initially considered applying for the grant only to support construction of the warehouse. However, after researching the grant more, we learned that applicants for the "small port, small project" grants fared better if they asked for the full \$11.25 million of federal funds. It also became clear that an application for costs of dredging would be better received if coupled with another project


that the dredging supported. It is an opportunity to combine the two projects and increase their chances of funding because they are related.

Staff Recommendation:

Staff recommends the Commission approve the addition of berth dredging into the PIDP grant application.

Document(s) Attached:

- Port Policy 1008
- Port of Olympia Berths 1-3 Bathymetric Survey/Depth Assessment and Dredge Need Analysis

 PORT of OLYMPIA POLICIES & PROCEDURES MANUAL		Page:	1 of 1
Section:	1000 CONTRACTS	Revision Date:	10/2019
Policy:	GRANT APPLICATION & ACCEPTANCE	Policy No.	1008
Approver:	COMMISSION	Resolution	Yes

POLICY: The Port of Olympia may seek and apply for grant funding that will provide additional financial resources to the Port in carrying out its core mission, or for specific initiatives identified by the Port Commission. Grants applied for must be financially feasible to the Port's operation.

The Executive Director or designee is authorized to pursue and accept, without prior approval to the Commission, all grant opportunities, when the Grantor does not require official Commission action, under the following condition:

1. The program(s) or project(s) are listed in the Port Commission Adopted Annual Operating Budget or Capital Investment Plan.
2. The program(s) or project(s) are not listed in the documents noted in (1) above, *and* the grant requires a Port contribution of new capital funds or annual operating expenses estimated not to exceed \$300,000.

Berths 1–3 Bathymetric Survey

Depth Assessment & Dredge Need Analysis · MLLW Datum

SURVEY DATE

February 2025

VERTICAL DATUM

MLLW

PROJECTION

EPSG:2286 · WA State Plane South
(ft)

DESIGN DEPTH

-42 ft MLLW

BERTH FACE

1,756 ft total length

PREPARED

May 20, 2026

DREDGE VOLUME REQUIRED

23,290 CY

Cubic yards to restore -42 ft design

AREA ABOVE DESIGN DEPTH

5.36 acres

Requires dredging

SHALLOWEST DEPTH FOUND

--25.2 ft

3 ft offset · north end of Berth 1

ESTIMATED TOTAL COST

\$8.035M

At \$344/CY mobilized unit rate

GRANT FUNDING (63%)

\$5.035M

Estimated federal / state share

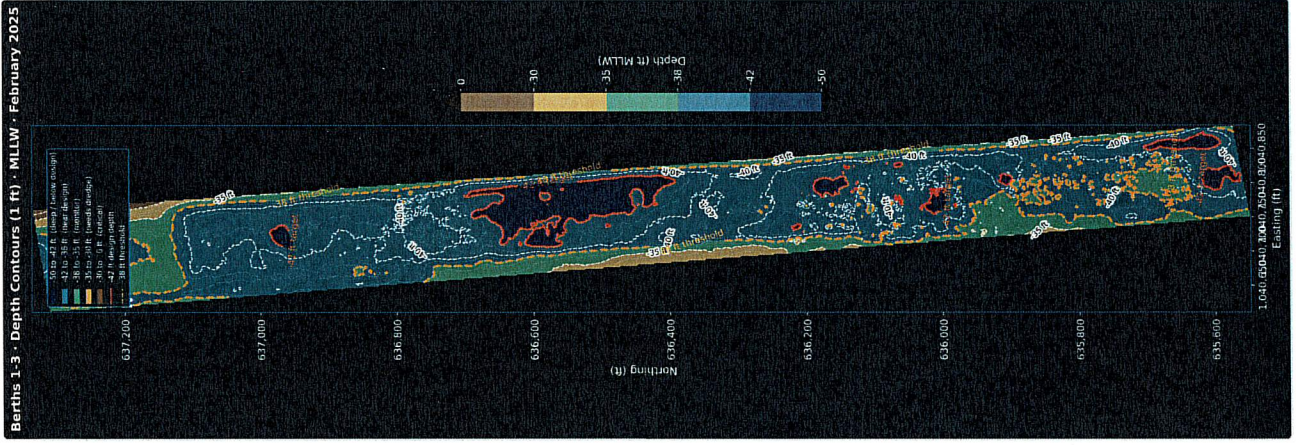
PORT LOCAL MATCH (37%)

\$3.00M

Required port contribution

KEY FINDINGS — FEBRUARY 2025 PRIVATE SURVEY

- Significant shoaling documented across all three berths, concentrated at the **north end of Berth 1**.
- Shallowest recorded depth: **--25.2 ft MLLW** at 3 ft off the berth face.
- **87.7% of the Berth 1 face** is above design depth when measured at 10 ft offset.
- Total estimated dredge requirement: **26,482 cubic yards** across **5.36 acres**.
- Estimated project cost: **\$9.11M** — approximately \$6.38M grant-eligible and \$2.73M local match at a \$344/CY preliminary unit rate.



Berths 1-3 bathymetric depth contours (1 ft interval, MLLW).

Figures 3 & 4 — Longitudinal Profiles Along Berth Face

Seafloor depth sampled along the berth face · South → North · Orange fill = above -42 ft design depth

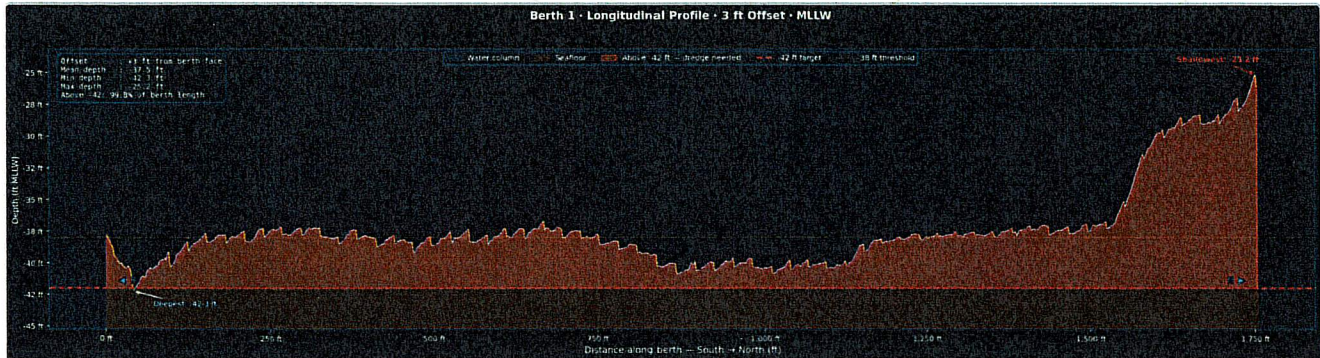


Figure 3 — Berth 1 longitudinal profile at 3 ft offset from face (1,756 ft length).

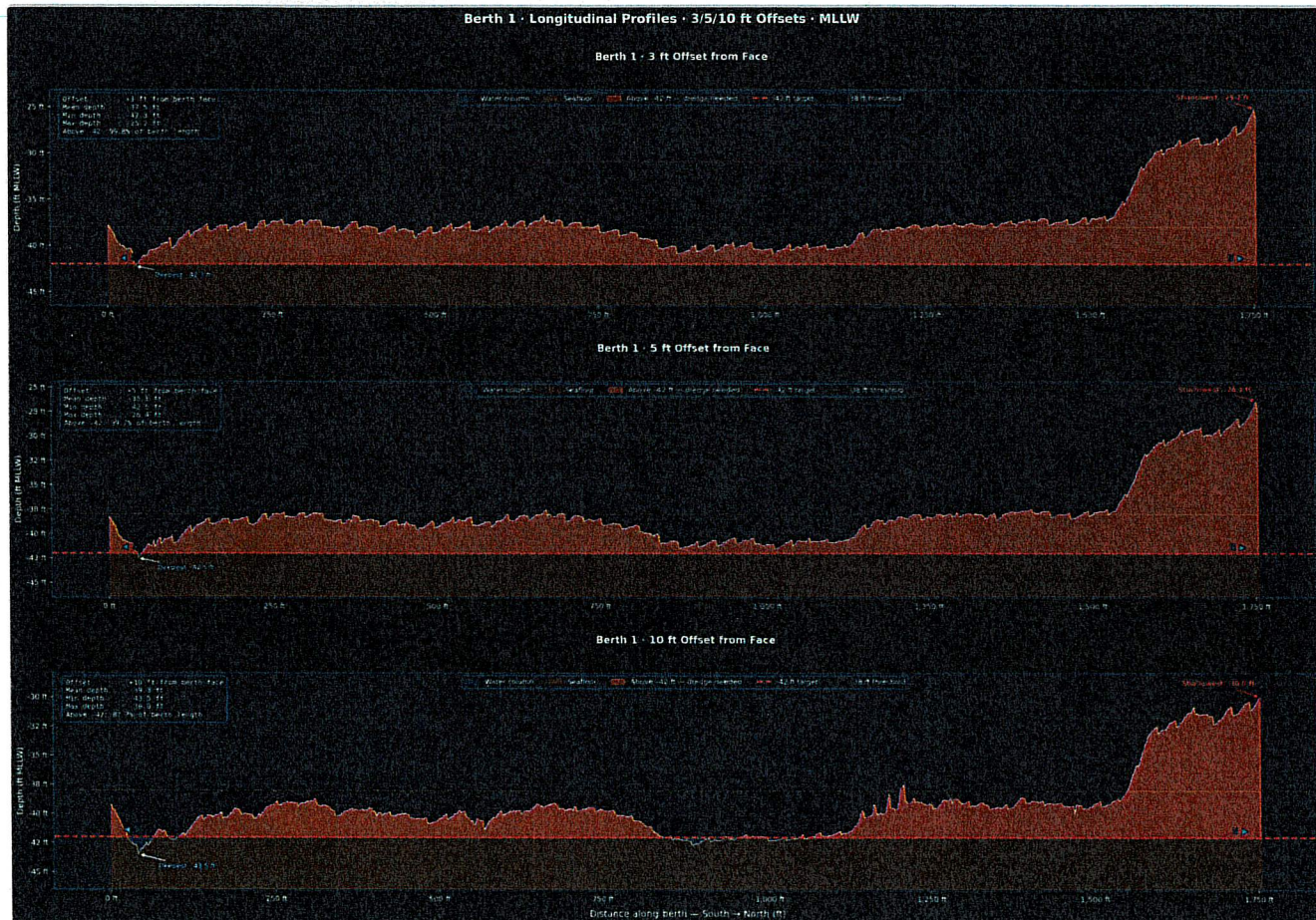


Figure 4 — Profiles at 3 / 5 / 10 ft offsets compared.

Dredge Cost & Funding Summary

Preliminary planning estimate only — subject to contractor bid, permitting, sediment testing, and final survey

Item	Estimate	Basis / Notes
Dredge Volume	23,290 CY	Material above -42 ft MLLW design depth
Dredge Area	5.36 acres	Spatial footprint requiring removal
Preliminary Unit Rate	\$344 / CY	Includes mob/demob, placement, testing
Estimated Total Project Cost	\$8.035M	
Federa Grant (63%)	\$5.035M	Estimated eligible grant portion
Port of Olympia Match (37%)	\$3.00M	Required local contribution

ASSUMPTIONS & LIMITATIONS

- Unit rate of \$345/CY is a preliminary planning figure based on recent regional dredge contract data. Actual bid prices may vary significantly.
- Volume computed from the February 2025 private survey against the -42 ft MLLW design datum using 2 ft resolution bathymetric raster data.
- The 63/37 grant/match split is an assumption for planning purposes — actual program eligibility and cost-share requirements must be confirmed with the applicable grant program.

COVER MEMO

Briefing Date/Time: May 26, 2026
Staff Contact/Title: Shawn Gilbertson, Director of Environmental Planning and Programs, shawns@portolympia.com
Subject: Budd Inlet Cleanup - DOF Contract Amendment
Purpose: Information Only Decision Needed

Type of Agenda Item:

Advisory

Background:

Dalton, Olmsted, and Fuglevand (DOF), an environmental consulting firm, is under contract with the Port of Olympia to execute the Budd Inlet sediment investigation Agreed Order with the Washington Department of Ecology (DOE). The attached contract amendment proposes extending the DOF contract through December 31, 2028, and increasing the budget by \$3,703,000 for a new total not to exceed amount of \$14,294,881.00. The contract extension and increase in budget were expected and the cost will be almost fully covered by Department of Ecology (DOE) Remedial Action Grants and legislative appropriations.

Summary and Financial Impact:

The Port signed Agreed Order DE 6083 with the DOE in 2012. Per the Agreed Order, the Port is required, through sediment sampling, to determine the depth and breadth of contamination and propose cleanup options. In 2023, the Agreed Order was amended to expand the project area to all of Budd Inlet where sediment contamination exists. The Port split the project into three sub-areas to make the project more manageable.

The original DOF contract was executed in 2022 to help the Port accomplish the requirements of the Agreed Order. The contract scope and budget have progressed in a way to match available funds. Most recently, the Port was awarded a legislative appropriation of \$3,000,000 through the Washington Department of Commerce to advance the project. We are now ready to ask for this contract amendment to advance the project towards completion.

There is currently \$1,423,000 remaining in the existing contract. This contract amendment will add \$3,703,000, bringing the total remaining contract budget to \$5,126,000 to complete the scope of work through 2028. The \$3,000,000 appropriation will be used as matching funds for \$3,000,000 DOE Remedial Action Grant funds. These funds should allow execution of the Agreed Order through 2028 with little or no out of pocket funding.

A detailed scope of work, schedule, and budget are included as attachment "A" to this proposed contract amendment.

Alignment with Vision 2050:

This proposal aligns with the Vision 2050 goal to "Emphasize sustainability in all planning and actions and provide updates to the community." Specifically, this project implements and the Action Summary item #35 to "Sustain legacy pollution clean-up projects."

Environmental Considerations and Review:

This contract amendment will support completion of the contaminated sediment investigation in Budd Inlet and will support development of a Cleanup Action Plan.

Staff Recommendation:

Recommend approval to execute the DOF contract amendment.

Document(s) Attached:

Proposed DOF Contract Amendment

Exhibit "A"



March 26, 2026

Jonathon Wolf
Budd Inlet Project Manager
Port of Olympia
606 Columbia Street NW STE 300
Olympia, WA 98501
Email: JonathonW@PortOlympia.com

RE: Budd Inlet Sediment Remediation
Phase 1: Ongoing Engineering Design and Permitting Work in Budd Inlet

Dear Jon,

Dalton, Olmsted, Fuglevand (DOF) is pleased to submit this proposal to provide ongoing technical support to the Port of Olympia (Port) for the Budd Inlet Sediment Remediation Project.

Project Status

As you are aware, work within Budd Inlet is proceeding in alignment with the existing Agreed Order (DE 6083, amended in 2023 ["AO"]) with the Washington State Department of Ecology (Ecology). To perform the work in an efficient manner, consistent with Port objectives and available funding, the overall Budd Inlet Site was subdivided into three Sub-areas as shown in Figure 1. Sub-Area 1 includes East Bay and a small embayment at the south end of West Bay. Sub-Area 2 includes West Bay and Sub-Area 3 is located to the north of Sub-Area 1 and 2 in Budd Inlet. The northern limit of Sub-Area 3 is the limit of where contamination exists as defined by MTCA and is a subject of discussion with Ecology.

The AO requires the Port to perform specified work and prepare defined deliverables for department of Ecology review and approval. Working with Ecology and the Port, we developed the Project Process Flow Diagram shown on Figure 2 (attached). The approach allows for phasing and flexibility in schedule of the cleanup by Sub-area, or later combination of sub-areas if funding and permitting allows.

As indicated on the Process Flow Diagram we have completed a number of the AO required tasks and others are currently underway. We are on track to allow completion of anticipated sediment remediation within West Bay prior to the planned future removal of the 5th Avenue Dam as part of the Deschutes Estuary Project.

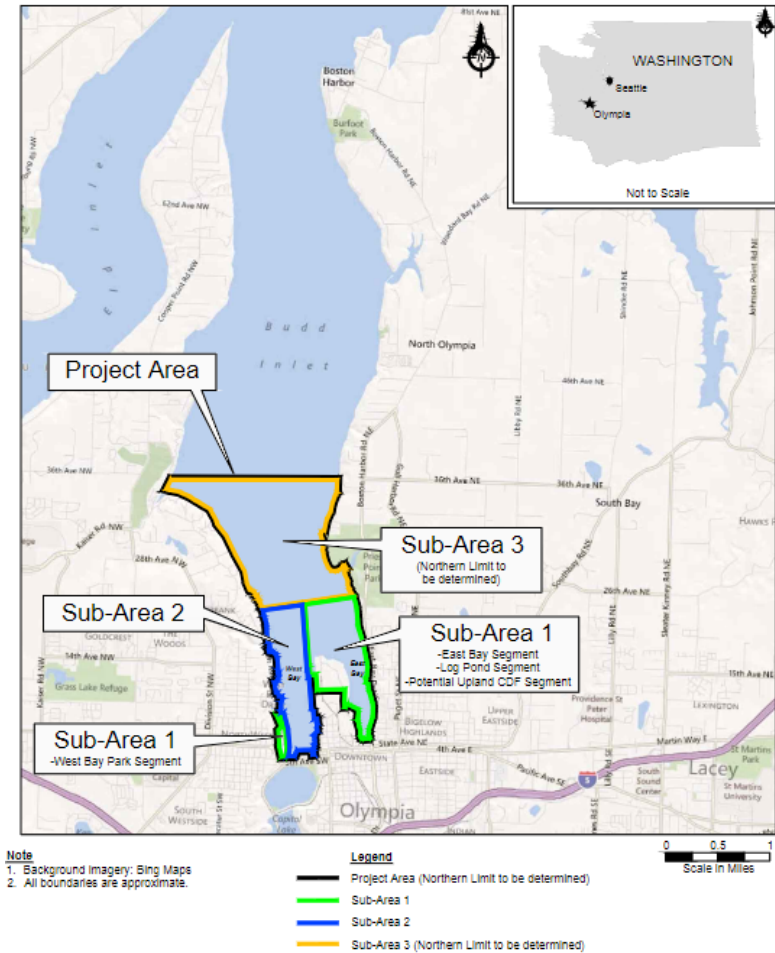


Figure 1. Budd Inlet Sediment Remediation Site Sub-areas 1, 2 and 3.

DOF’s scope of work is designed to support the Port’s work towards meeting requirements under its existing AO and is consistent with our understanding of the Port’s objectives for the Budd Inlet Sediment Project as follows.

- Meet requirements of the AO.
- Remove contamination and restore navigational depths to navigation channels and Swantown Marina and Boatworks within East Bay, allowing the US Army Corp to resume dredging of the Federal Channel. These channels are currently several feet shallower than design depth in many areas, impacting navigation.
- Remove contamination and restore navigational depths to the navigation channels, turning basin and berth areas in West Bay allowing the US Army Corp to resume dredging of the Federal Channel. Due to Ecology listing of site the USACE will not perform navigation dredging. The West Bay channel and turning basin are currently several feet shallower than required in areas, impacting operations. Based on USACE bathymetric survey performed in 2025 and confirmed during recent discussions with the Port, significant

shoaling has occurred within the Turning Basin and the Marine Terminal Berth to the extent it is impacting Marine Terminal operations.

- Work with local and regional partners such as local City and County governments, Tribes and other interested parties and stakeholders to explore and develop projects with a nexus to Budd Inlet that can provide additional public and community benefits.
- Perform source control work to identify potential sources of contamination to Budd Inlet sediments and protect the remedy once constructed.

Proposed Scope of Work for Ongoing Engineering, Design and Permitting (Stage 1D)

This scope of work is designed to utilize current funding available from the Port, current Ecology Remedial Action Grant (RAG) and state legislative appropriation to Port of Olympia.

DOF understands that its work is limited to funds available to the Port and specific scopes of work will be authorized on a Work Order basis. DOF will not exceed the budget authorized by the Port without written approval from the Port. If early tasks are completed at lower cost than estimated, additional work on future tasks including design and permitting could be performed.

DOF will support the Port through the project direction and management of Rob Webb, PE and Tasya Gray, LG backed by the team of scientists and engineers available at DOF and teaming partners described in our May 2022 Statement of Qualifications and subsequent proposals.

Consistent with the AO, for all Ecology deliverables identified in this scope of work, we will prepare for submittal to Ecology one (1) hard copy of final documents, plus one electronic copy each in Word (.docx) and Adobe (.pdf) formats. Up to five (5) additional hard copies of deliverables will be provided as necessary for public comment periods and document repositories. Draft documents will be prepared for Ecology review and comment followed by a Response to Comments memo and a draft Final document based on Ecology's comments.

Our current contract expires December 31, 2026. As we have discussed, extending our current contract thru December 31, 2028, will allow for performance of the work included in this proposal.

The proposed project tasking that follows is consistent with previous task nomenclature for simplicity of project tracking and RAG funding. The current status of each Task is summarized along with the currently proposed work, deliverables and requested budget modification. We completed several 2024-2025 Tasks at costs below the approved budget, allowing for advancement of the engineering design and preparation of the Sub-Area 3 Data Gaps Memo and Sub-Area 3 Investigation Work Plan under our prior budget authorization.

Task 1 – Project Strategy, Development, and Management, Project Communications, Database Management, Grant Funding Support, Integrated Planning Support and Historical Site Research & Agency Meetings and Negotiations

Task Status

Work on this task is ongoing and will continue for duration of this contract.

Proposed Work

Perform project strategy development, project scheduling, routine project management and administration, grant support to the Port including RAG reporting, evaluation of potential DOT grants such as RAISE, PROTECT and BIG (Boating Infrastructure Grant), and project integration with the Port's Cascade Pole Site as required by Ecology, Port Site D redevelopment and Deschutes Estuary Restoration Project, as appropriate. This task also includes meetings with Ecology, the Port, Tribes, City of Olympia and other stakeholders. We have also included support to the Port for the 2028 Remedial Action Grant application process requesting funding for construction of the selected remedy.

This work could include support to Port and legal counsel regarding potential PLP's to Budd Inlet. Such work would be performed on an as requested basis and tracked as non-RAG eligible on invoices.

Deliverables

Meeting agendas, meeting notes, grant applications and funding sub, and other documents as requested by Port.

Task 2 – Prepare Revised Alternatives Analysis and Public Review Draft and Final Interim Action Plan (IAP) (AO Tasks 4, 5 & 5A)

Task Status

Significant work has been completed towards this overall Task with several work items remaining.

A Draft Alternatives Analysis and IAP were prepared and submitted to Ecology as required by the AO. Ecology's preliminary comments required that the AO required Pre-Remedial Design Investigation be completed by the Port to provide additional data for use in revised Alternatives Analysis and IAP to be prepared for each Sub-area.

Proposed Work

Consistent with AO requirements and the Process Flow Diagram, Revised Alternatives Analyses are required for each Sub-area. Based on Pre-Remedial Design Investigation data completed to date in Sub-areas 1 and 2 we have included preparation of the Revised Alternatives Analysis and IAP for those two Sub-areas in this proposal. Sub-Area 3 may be included, depending on results of Pre-Remedial Design Investigation data to be collected in 2026. It is our understanding based on discussions with the Port that disposal of dredge material resulting from the RA be disposed of at an approved upland landfill and an onsite upland or inwater CDF is not preferred at this time.

Deliverables

- Revised Alternatives Analysis and IAP for Sub-Area 1
- Revised Alternatives Analysis and IAP for Sub-Area 2

Task 3 – Perform Data Gaps Analysis and Prepare Pre-Remedial Design Data Gaps Memorandum (DGM) (in support of AO Task 7).Task Status

Completed under our authorized budget for all three Sub-areas.

Proposed Work

None proposed.

Deliverables

None proposed.

Requested Budget Modification

None proposed.

Task 4 – Prepare Pre-Remedial Design Investigation Work Plan (WP) and Supplemental Pre-Remedial Design Investigation (SPRDI) WP (in support of AO Task 8)Task Status

Significant work has been completed towards this Task with several work items remaining. Work completed includes the following.

- Completed Pre-Remedial Design Investigation WP for all three Sub-areas as required by AO.
- Prepared Ecology-requested SPRDI WP for Sub-Area 1.
- Prepared Source Control WP for Sub-Area 1 as required by AO.

Proposed Work

- Prepare SPRDI WP, consistent with AO requirements, for Sub-Area 2 identified based on results of 2025 Pre-Remedial Design Investigation sampling.
- Prepare Structures Investigation WP's for structures potentially impacted by sediment remediation in Sub-areas 1 & 2.
- Prepare Source Control WP for Sub-Area 2. A draft WP was submitted for Sub-Area 1 in 2025 and pending Ecology approval. The Sub-Area 2 WP will be based on approach to Sub-Area 1 once approved by Ecology.
- Prepare geotech and sediment bulk testing WP for Sub-Area 1
- Prepare geotech and sediment bulk testing WP for Sub-Area 2

Deliverables:

- SPRDI WP for Sub-Area 2. This document will be based on the approach used in previously prepared SPRDI WP for Sub-Area 1.
- Structures Investigation WPs for Sub-areas 1 and 2.
- Source Control WP for Sub-Area 2.
- Revised Source Control WP for Sub-Area 1 (if required).

Task 5 – Perform Pre-Remedial Design Investigation, Laboratory Analysis and Reporting (in support of AO Task 9) including Source Control and Structures Evaluations.Task Status

Significant work has been completed towards this Task with several work items currently in-process. Work completed to date or currently underway includes the following.

- Sub-Area 1 – Completed Pre-Remedial Design Investigation and associated Data Report. Plan to perform SPRDI data gaps sampling concurrent with Sub-Area 3 Pre-Remedial Design Investigation sampling in second quarter 2026.
- Sub-Area 2 – Completed Pre-Remedial Design Investigation. Associated Data Report is in process for delivery to Ecology in third quarter 2026.
- Sub-Area 3 – Pre-Remedial Design Investigation pre-field permitting is near complete and fieldwork is scheduled to be performed in second quarter 2026, pending Ecology approval to proceed.

Proposed Work

- We will prepare the Data Report for Sub Area 2 for submission to Ecology. The Data Report will present the data collected during the 2025 Pre-Remedial Design Investigation in Sub-Area 2 and identify if there are additional data gaps that need to be addressed.
- We will implement the Pre-Remedial Design Investigation in Sub-Area 3 and data gaps SPRDI in Sub-Area 1 based on the Ecology approved WPs. This includes field collection of surface and subsurface sediment samples from approximately 146 locations and is anticipated to take approximately 5 weeks to complete. Laboratory analysis of the collected sediment samples for the WP defined analytes and third-party data validation of the laboratory results.
- Following field investigation, laboratory analysis of sediment samples and data validation of lab data we will prepare AO required Data Report for submission to Ecology. The Data Report will present the data collected during the 2026 Pre-Remedial Design Investigation in Sub-Area 3 and identify if there are additional data gaps that need to be addressed.
- We will perform dredge material management field sampling and testing including disposal classification, dredge elutriate testing (DRET) and required geotechnical testing.
- If further data gaps are identified by Ecology, AO Tasks 7 through 9 will be repeated until there is sufficient data. If future data gaps are identified by Ecology, they will be addressed through a schedule change, per the AO.

Deliverables

- Draft and Final Pre-Remedial Design Investigation Data Report for Sub-Area 2 and Sub-Area 1 data gaps in accordance with AO Amendment #2 Task 9.
- Draft and Final Pre-Remedial Design Investigation Data Report for Sub-Area 3 and Sub-Area 2 data gaps in accordance with AO Amendment #2 Task 9.

Task 6 – Engineering Design Reports (EDR’s) (in support of AO Task 10a)Task Status

Supporting investigations and reports are currently in process for Sub-Areas 1 and 2. Engineering Design Reports are targeted for submittal to Ecology in 2028 for Sub-Area 1, 2029 for Sub-Area 2 and 2030 for Sub-Area 3. Schedules may be modified based on Port objectives.

Proposed Work

- We will prepare the Engineering Design Report as required by the AO for Sub-areas 1 and 2.
 - Consistent with WAC 173-340-400(4), the Engineering Design Report shall incorporate pre-remedial design findings, results of engineering evaluations required to complete the design, and requirements imposed by permitting agencies, to the extent those requirements are available.
 - It is our understanding based on discussions with the Port that disposal of dredge material resulting from the RA be disposed of at an approved upland landfill and an onsite upland or inwater CDF is not preferred at this time.

Deliverables

- Agency Review Draft EDR, a Public Review Draft EDR and a Final EDR for Sub-Area 1.
- Agency Review Draft EDR for Sub-Area 2.

Task 7 - Interim Action Remedial Design Plans and Specifications, Post Construction Monitoring Plans (in support of AO Task 10b & 10c)Task Status

Work on potential sediment management and transloading is ongoing as sediment management for any remedial dredging will be a significant cost and schedule component of the overall Budd Inlet Remediation. Development of plans and specifications for the selected remedial action are anticipated to be submitted to Ecology starting in 2028-9 for Sub-Area 1, 2029-30 for Sub-Area 2 and 2030-31 for Sub-Area 3.

Proposed Work

- Continue to evaluate potential sediment management and dredge water management options at the Port to support cost effective implementation of the Budd Inlet Sediment Remediation Project. These efforts will be directed by the Port.
- Prepare 60% level Construction Plans and Specifications, Construction Quality Assurance Plan (CQAP), Construction (Performance) Monitoring and Contingency Response Plan, Water Quality Monitoring Plan, and a Health and Safety Plan for Sub-Area 1 for submittal to Ecology in 2028.

Deliverables

- Construction Plans and Specifications (60% design level) for Sub-Area 1, per WAC 173-340-400(4)(b), for Ecology review. The Construction Plans and Specifications will be based on the EDR.
- Construction Quality Assurance Plan and a Construction (Performance) Monitoring and Contingency Response Plan.

Future Task 8 – Permitting (AO Task 10d)

Task Status

Permitting approach for the project has been previously developed, to be refined based on the selected remedial actions to be implemented as a result of the Alternatives Analysis and IAP development, and with respect to the Port's current Master Planning efforts underway for the Port Peninsula area.

Proposed Work

None proposed at this time. Upon future approval from the Port the DOF team will begin preparation of permitting application documents from the appropriate permitting authorities.

Deliverables

None at this time.

Assumptions

Due to the complexity of this project DOF has made the following assumptions as part of developing this scope of work.

- Services will be provided on a time and materials basis for tasks requested by the Port's project manager and could include informal tasks such as stakeholder or Port commission meeting attendance, document review, data analysis, status reports and letter preparation.
- Estimated costs are based on average labor rates for 2026-2028 based on a 4% annual rate increase. Rates for DOF for 2026-2028 are attached.
- DOF's budget assumes that funds can be transferred from one task or stage to another or between subconsultants without requiring a budget modification.
- Changes to tasks and associated need to move funds between tasks can be approved by email with the Port.
- Work will be performed and paced consistent with available funding.
- Schedule will depend upon Department of Ecology and other stakeholders beyond project control.
- Actual deliverables may be adjusted based upon Port, Department of Ecology, or other stakeholder requirements.
- Scope and schedule will be adjusted as appropriate based on Port direction and available funding.

Estimated Costs

We are requesting an approved budget increase of \$3,703,000 to perform the Stage 1D tasks included in this Proposal, increasing our current authorized budget consistent with available funding, as summarized below.

The anticipated budget to complete the investigation and design phase of the Budd Inlet Project, as previously presented to the Port, is \$22M. With this request our approved budget to date will be \$14,294,881, which is on track to complete the investigation and design phase within the anticipated budgeted total.

Task #	Task Description	Estimated Cost
1	Project Strategy, Development, and Management, Project Communications, Database construction and support, Grant Funding Support, Integrated Planning Support and Historical Site Research, and Agency Negotiations.	\$612,000*
2	Prepare Revised Alternatives Analysis and Public Review Draft and Final Interim Action Plan (IAP) (AO Tasks 4, 5 & 5A)	\$530,000*
3	Perform Data Gaps Analysis and Prepare Pre-Remedial Design Data Gaps Memoranda (in support of AO Task 7).	\$0 (No work proposed for this Task)
4	Prepare Pre-Remedial Design Investigation Work Plans (in support of AO Task 8).	\$316,000*
5	Perform Pre-Remedial Design Investigations and Reporting (in support of AO Task 9) including Source Control and Structures Evaluations	\$2,928,000*
6	Engineering Design Reports (in support of AO Task 10a)	\$500,000
7	Interim Action Remedial Design Plans and Specifications, Post Construction Monitoring Plans (in support of AO Task 10b & 10c)	\$240,000
8	Permitting for construction (in support of AO Task 10d).	\$0 (No work proposed for this Task) **
Estimated Total Cost to perform work in this Proposal		\$5,126,000
Budget Remaining from Previous Authorizations (Excluding work in progress for February & March 2026)		\$ 1,423,000
Requested Budget Increase from previously approved budget		\$ 3,703,000

* Based on work to date including similar work in Sub-areas 1 & 2

** Work on this task will be performed contingent upon available funding. Funds remaining from Tasks 1 through 7 will be redirected towards this task, as appropriate, in discussion with the Port.

DOF understands that its work is limited to funds available to the Port and specific scopes of work will be authorized on a Work Order basis. DOF will not exceed the budget authorized by the Port without written approval from the Port. It is explicitly understood that as part of this scope of work and budget that depending upon emerging project needs and Port priorities, funds can be shifted between Tasks if necessary and such reallocation will not be considered a change to the budget or scope of work.

We understand that the Port may wish to adjust the approach based upon the results of planning activities and as the Port evaluates available funding for the project. DOF will adjust its scope of work and project schedule accordingly and communicate variations from cost assumptions that may result as work progresses. Costs will be tracked against individual tasks monthly and summarized in our invoicing.

As additional specific tasks are identified we can provide you with an associated estimated cost estimate and draw off the initial funding to do the work.

Schedule

We are currently working on multiple Tasks as previously described and are planning to perform the Sub-Area 3 sediment sampling during April 2026, based on anticipated permit issuance. All other work is being performed in consultation with the Port and in accordance with the AO required schedule.

The DOF team looks forward to working with the Port for the successful completion of the Budd Inlet Project.

Sincerely,



Rob Webb, PE
President
Dalton, Olmsted & Fuglevand, Inc.

Attachement 1 : DOF Rate Schedule 2026-2028

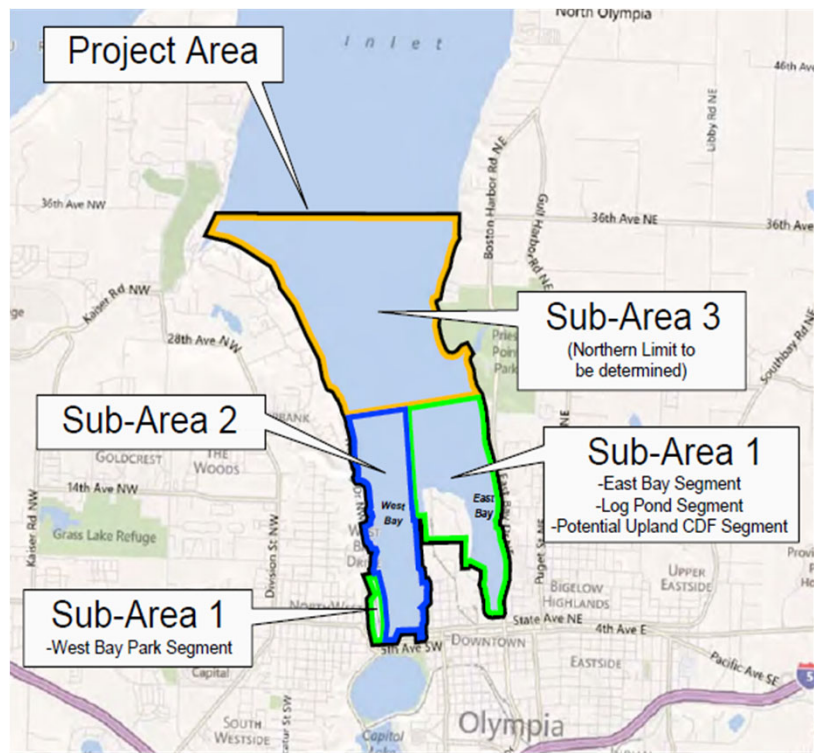
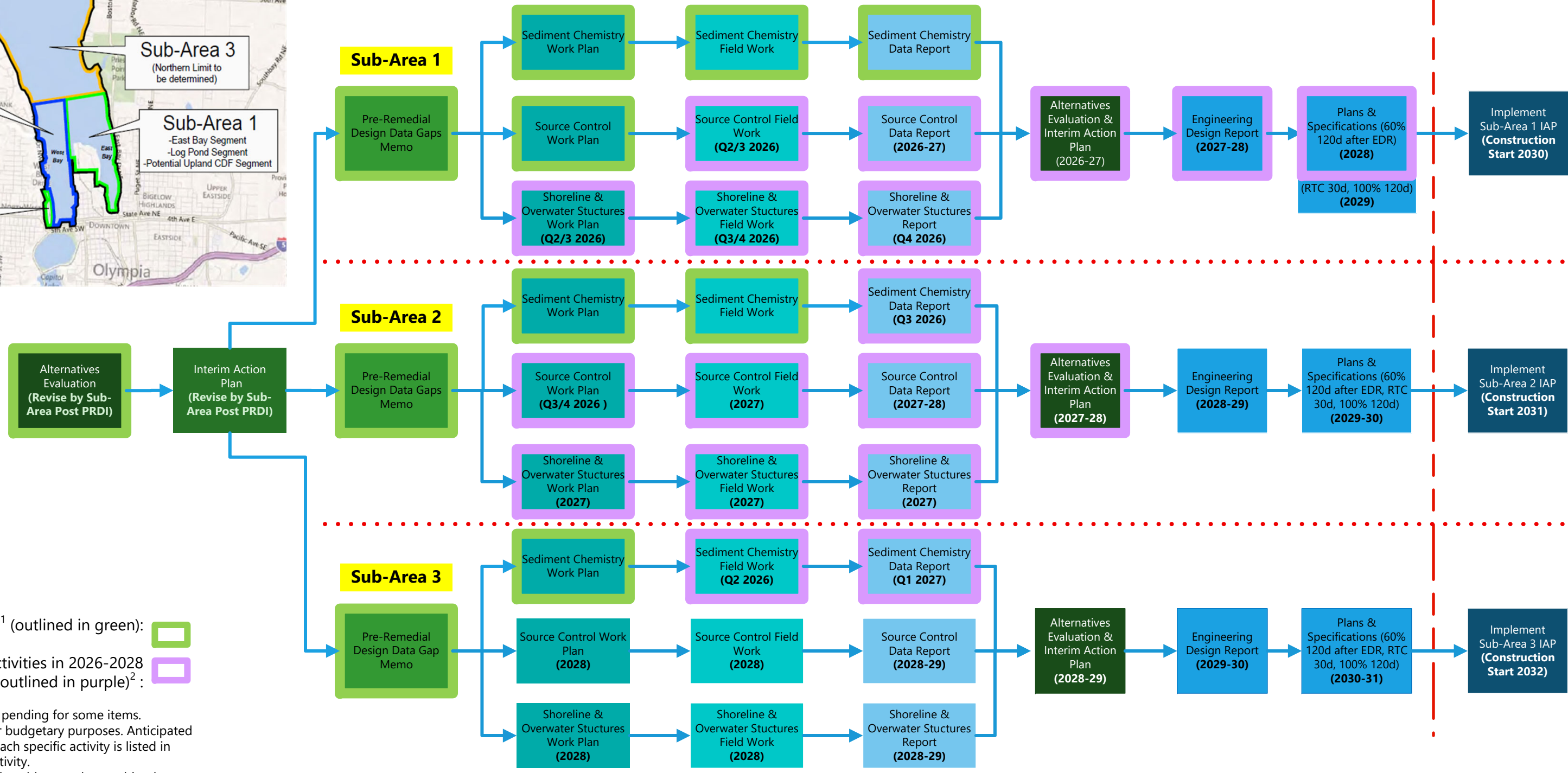


Figure 2 Budd Inlet Process Flow Diagram
Project Status as of March 2026

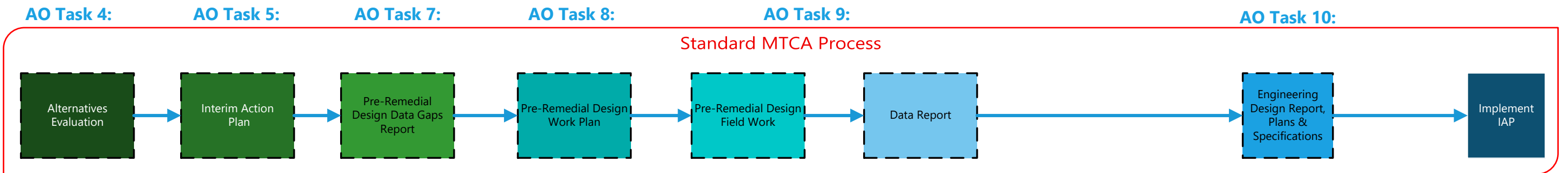


LEGEND:

Currently completed¹ (outlined in green):

Upcoming Activities in 2026-2028 (outlined in purple)²:

Notes:
 1. Final Ecology approval pending for some items.
 2. Upcoming activities for budgetary purposes. Anticipated performance period for each specific activity is listed in parenthesis with each activity.
 3. Sub-area tasks and deliverables may be combined.



Negotiate New AO for IAP Implementation

RATE SCHEDULE - Dalton, Olmsted & Fuglevand, Inc.
Port of Olympia

LABOR

Category		Hourly 2026	Hourly 2027	Hourly 2028
Sr. Consultant 3	M. Dalton, P. Fuglevand, D. Cooper, R. Webb	\$378	\$393	\$409
Sr. Consultant 2	P. Hsieh, T. Gray, J. Herzog	\$360	\$374	\$389
Sr. Consultant 1	J. Bale	\$287	\$298	\$310
Consultant 3	T. Louviere, D. Pickering, T. Dreher, R. May	\$263	\$274	\$285
Consultant 2	C. Lamb	\$250	\$260	\$270
Consultant 1	L. Barras, J. Long,	\$237	\$246	\$256
Project 3	A. Cerruti, A. Jumper	\$226	\$235	\$244
Project 2	E. Beaver, M. Woods	\$213	\$222	\$231
Project 1		\$201	\$209	\$217
Staff 3	N. Weiss, C. Daniels, A. Meslar	\$189	\$197	\$205
Staff 2	S. Musselman, K. Aughenbaugh, O. Rockwell, K. Begley	\$177	\$184	\$191
Staff 1	J. Van Tuyl	\$165	\$172	\$179
Scientist/Technician		\$151	\$157	\$163
Over-Water Premium	Premium added per labor hour when working over- water (USL&H, MEL)	8%	8%	8%

Hourly rate for the identified individual staff members will apply while the staff person is working in the designated Category. Staff promoted to a new Category will be billed out at the rate associated with the new Category. New staff will be billed at the stated rate for their assigned Category.

EXPENSES

Category	Description	Rate
1. DOF Equipment		Attached
2. Pre-approved Travel and Out-of-Pocket Expenses	a. Mileage Per Current IRS b. Parking, lodging, meals c. Out-of-Pocket expenses d. Airfare, Vehicle Rental, and other travel	a. b. Cost plus 10% c. Cost plus 10% d. Cost plus 10%
3. Specific Services	a. Analytical Laboratory b. Subconsultants c. Material Purchases	a. Cost plus 10% b. Cost plus 10% c. Cost plus 10%

DOF EQUIPMENT RATE SCHEDULE

DESCRIPTION	RATE
DOF Pickup Truck - day	\$130.00
DOF Boat with Outboard - day	\$200.00
Drone Equipment (basic) - day	\$50.00
Field Computer - day	\$45.00
Field Meter, QRAEII CGI - day	\$95.00
Field Meter, MiniRAE PID - day	\$105.00
Field Meter, Magnehelic Gauges - day	\$20.00
Field Meter, Metal detector - day	\$40.00
Field Meter, Dissolved O2 (200 foot) - day	\$125.00
Field Meter, O/W Interface Probe - day	\$80.00
Field Meter, Turbidity - day	\$50.00
Field Test, alkalinity - ea	\$15.00
Field Test, ferrous iron -ea	\$15.00
Generator - day	\$75.00
GPS, Trimble GeoXH System - day	\$200.00
Padlocks - ea	\$22.00
PPE, Basic Consumables - person per day	\$20.00
PPE, Disposable Tyvek Suits - ea.	\$12.00
Remote access video camera - day	\$25.00
Sediment Sampler, Core Tubes -ea	job quote
Sediment Sampler, Hand Core - day	\$105.00
Sediment Sampler, Petite Ponar	\$30.00
Strap-on Flow Meter w/ Pressure Transducer	\$105.00
Vapor Sampling Kit - day	\$25.00
VaporPin - ea	\$110.00
Well Sampling, Bailers, Disposable - ea.	\$15.00
Well Sampling, Basic Equipment - day	\$35.00
Well Sampling, Grunfos Pumpw/ line - day	\$295.00
Well Sampling, Metals Filter & Fittings - ea.	\$28.00
Well Sampling, Peristaltic Pump - day	\$55.00
Well Sampling, Purging pump, 12V - day	\$55.00
WQM, YSI 556 Conductivity/pH/O2 Meters - day	\$110.00
WQM, YSI Pro Plus Water Quality Meter -day	\$155.00

(1) Rates are portal to portal

(2) Rates do not include consumables, which will be invoiced separately

COVER MEMO

Briefing Date/Time: May 26, 2026
Staff Contact/Title: Shawn Gilbertson, Director of Environmental Planning and Programming, shawng@portolympia.com
Subject: Bush Prairie Habitat Conservation Plan – Update and Amendment to Interlocal Agreement with City of Tumwater
Purpose: Information Only Decision Needed

Type of Agenda Item:

Advisory

Background:

The Port of Olympia and City of Tumwater signed an interlocal agreement (ILA) in 2016 to jointly develop Bush Prairie Habitat Conservation Plan (BPHCP) for the City of Tumwater, including the Olympia Regional Airport and surrounding Port properties. This ILA has been amended three times over the course of the last decade, mostly to allow for time extensions and to add shared grant responsibilities. This proposed fourth amendment to the ILA is to account for an increase in the scope and cost of consulting services needed to complete the draft HCP and associated environmental review and permitting requirements. The projected increase to the Port's BPHCP budget is \$60,500 in 2026 and \$32,553.95 in 2027.

Summary and Financial Impact:

HCPs are required under the Endangered Species Act (ESA) for development and other activities that could impact threatened or endangered species. HCPs are documents detailing the protection, mitigation, and restrictions necessary to protect species of concern from impacts resulting from development and other activities and actions.

In Tumwater, a HCP is required to protect habitat and populations of Mazama Pocket Gopher, Streak-Horned Lark, Oregon Spotted Frog, and Oregon Vesper Sparrow. Completion of the HCP and approval by the US Fish and Wildlife Service (USFWS) will result in an Incidental Take Permit under the ESA. This will allow Port development and infrastructure projects, as well as operations and maintenance, to proceed provided all provisions of the HCP are implemented. It is notable that the incidental take permit is for compliance with the ESA only. All other environmental regulations and permits must also be complied with for future projects.

The Port and City of Tumwater have worked closely with the US Fish and Wildlife Service (USFWS), WA Department of Fish and Wildlife, and environmental consulting firm (ICF) to complete a revised draft of the Bush Prairie Habitat Conservation Plan. The draft plan

provides meaningful protections and strategies to improve the likelihood of recovery for the listed species. The draft document is currently under initial review by USFWS. We will work closely with USFWS and the City of Tumwater to make corrections and edits as needed with the intent to finalize the draft and begin the environmental review process sometime in late summer 2026. This process will include publicizing the draft document and soliciting input from stakeholders and other interested parties.

Due to the complexity and extended timeframe needed to develop the HCP, we have a funding shortfall compared to the amount of committed funds allowed by the ILA. Therefore, we are asking the Commission to authorize the execution of an ILA amendment that would increase the funding commitments for the Port and City. For the Port, the increase in costs compared to the last ILA are as follows:
2026 – From \$39,500 to \$100,000. An increase of \$60,500.
2027 – From \$90,000 to \$122,553.95. An increase of \$32,553.95.

Despite the increased cost to complete the HCP, it is important to note that most of this work has been funded by Cooperative Endangered Species Conservation Fund grants through the United States Fish and Wildlife Service. At the conclusion of this project, these grant funds will have paid \$1.3 million of what is likely to be a \$2 million project.

Alignment with Vision 2050:

The HCP project aligns with the goals to “Emphasize sustainability in all planning and actions...” and “Maximize the economic and community value of the Olympia Regional Airport...” Specifically, it supports action items #31 “Coordinate with partners on Tumwater development opportunities” and #34 “Support non-air-dependent manufacturing at airport properties”

Environmental Considerations and Review:

The HCP is the required method for preserving endangered species under the ESA. This effort supports the recovery plan for the species put forth by the United States Fish and Wildlife Service and supported by the WA State Department of Fish and Wildlife.

Document(s) Attached:

Proposed HCP ILA Amendment #4
ICF Scope and Budget Memo March 9, 2026

**FOURTH AMENDMENT
TO
CITY OF TUMWATER/PORT OF OLYMPIA
INTERLOCAL AGREEMENT
FOR
HABITAT CONSERVATION PLAN
PREPARATION**

This Fourth Amendment ("Fourth Amendment") is dated effective this _____ day of _____, 2026, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and the PORT OF OLYMPIA ("PORT"), a Washington public port district.

A. The CITY and the PORT entered into an Interlocal Agreement dated effective November 1, 2016, whereby the parties agreed to prepare a Habitat Conservation Plan jointly ("Agreement").

B. The CITY and the PORT entered into the First Amendment to City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation dated May 11, 2020, that extended the Agreement until December 31, 2021 ("First Amendment").

C. The CITY and the PORT entered into the Second Amendment to City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation dated November 1, 2021, that extended the Agreement until December 31, 2023 ("Second Amendment").

D. The CITY and the PORT entered into the Third Amendment to City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation dated February 21, 2024, that added additional responsibilities for the parties and extended the Agreement until December 31, 2028 ("Third Amendment").

E. Section 8 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

F. The CITY and the PORT desire to amend the Agreement to continue the activities described in Section 1 of the Agreement and add additional activities to the Agreement.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. Agreement.

Section 1 of the Agreement shall be amended to add additional responsibilities of the parties, as follows:

- A. The City will maintain and fulfill the grant financial commitment for the HCP Phase 1 grant completion of \$58,000.00 in cash matching funds and \$30,000.00 of in-kind matching funds;
- B. The Port will be responsible for additional funding not to exceed \$58,000, resulting from Port participation in the HCP Phase 1 grant that result from an expanded scope and additional process associated with inclusion of Port properties;
- C. The City of Tumwater will seek reimbursement from the Washington Department of Fish and Wildlife (“WDFW”) for activities covered under this ILA. The City of Tumwater will then bill the Port of Olympia for the Port’s portion;
- D. The City is responsible for the HCP Phase 1 grant reporting and deliverables directly to WDFW and will therefore maintain primary responsibility for project completion for the HCP Phase 1 grant;
- E. The Parties agree to apply for HCP Phase 2 grant funds jointly, with the Port working with U.S. Fish & Wildlife as lead to prepare the application. The Port and the City will jointly ensure all reporting requirements are met and deliverables submitted on time for the HCP Phase 2 grant;
- F. The Parties agree to split grant funding match obligations for HCP Phase 2 grant funds evenly in an amount not to exceed \$150,000 per party;
- G. The Parties agree to apply for grant funds for additional HCP phases jointly, as required by necessity or practicality. The City will be responsible for grant applications, reporting, and deliverables with assistance provided by the Port as required. Prior to acceptance of future phase grants, the Parties agree that grant funding match obligations will be split evenly and with an identified not-to-exceed dollar amount per Party;

- H. The HCP Phase 3 grant obligates the Parties to funding match obligations not to exceed \$39,500 per party;
- I. The HCP Phase 4 grant obligates the Parties to funding match obligations not to exceed \$74,750 per party;
- J. Future phase grants meeting the criteria listed in Paragraph G need not be incorporated into subsequent formal amendments of this Agreement;
- K. The Parties agree to share the costs of the HCP Phase 4 ICF Service Provider Agreement Amendment #1, which shall not to exceed four hundred and forty-five thousand and one hundred and seven dollars and ninety-one cents (445,107.91) that are not covered by the HCP Phase 4 grant as follows:
 - 1) The total amount of compensation that can be paid in 2026 under the HCP Phase 4 ICF Service Provider Agreement Amendment #1 is limited to two hundred thousand dollars and no cents (\$200,000.00). The Parties agree to each pay one hundred thousand dollars and no cents (\$100,000.00) in 2026.
 - 2) The amount of compensation that can be paid in 2027 under the HCP Phase 4 ICF Service Provider Agreement Amendment #1 is limited to two hundred and forty-five thousand and one hundred and seven dollars and ninety-one cents (\$245,107.91). The City agrees to pay one hundred and twenty-two thousand, five hundred and fifty-three dollars, and ninety-six cents (\$122,553.96) in 2027. The Port agrees to pay one hundred and twenty-two thousand, five hundred and fifty-three dollars, and ninety-five cents (\$122,553.95) in 2027.
- L. The Parties agree to cooperate in jointly developing and implementing mitigation measures identified as part of the HCP process, with specific allocation of mitigation costs and obligations to be determined by later agreement of the Parties prior to approval of the final HCP; and
- M. It is expected upon approval of the HCP that incidental take permits under the ESA will be issued to both Parties.

2. FULL FORCE AND EFFECT.

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:

CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501
Leatta Dahlhoff, Mayor

PORT:

PORT OF OLYMPIA
606 Columbia Street NW
Olympia, WA 98501
Alex Smith, Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

Karen Kirkpatrick
Tumwater City Attorney

Port General Legal Counsel

MEMORANDUM

To:	Brad Medrud, City of Tumwater Warren Hendrickson, Port of Olympia
From:	Jared Haney Project Manager, ICF
Date:	March 9, 2026
Re:	Remaining Work, Schedule, and Budget for Completion of Bush Prairie HCP and NEPA

Purpose

This memorandum summarizes the remaining work required to complete the Bush Prairie Habitat Conservation Plan (HCP), complete associated NEPA/SEPA review, and secure issuance of the Incidental Take Permit. It references the attached updated schedule (Figure 1) and cost estimate (*BPHCP_CostEstimate_RemainingTasks_030626*) and identifies the funding required to complete the remaining phases of work.

The intent of this memorandum is to support City and Port discussions regarding authorization of additional budget necessary to carry the project through permit issuance.

Current Status

The City of Tumwater (City) and Port of Olympia (Port) are currently completing their red flag review of the Administrative Draft Bush Prairie HCP. ICF anticipates receiving limited red flag edits to the draft by the end of March and expects these comments to require approximately 2–3 weeks to incorporate prior to submitting the revised Administrative Draft HCP to USFWS in late March or early April.

Upon submission, USFWS will conduct a formal review of the Administrative Draft HCP. Following resolution of USFWS comments and preparation of a revised Administrative Draft deemed sufficient to initiate NEPA, the project will transition into the NEPA/SEPA phase.

Current Budget Status

As of January 31st, ICF's remaining Phase 4 budget for Task 2 (Complete HCP and NEPA/SEPA) is \$79,828.20. An unpaid invoice from EcoNorthwest for approximately \$20,000 related to the Oregon Spotted Frog fee analysis reduces the effective remaining Task 2 budget to \$59,828.20.

Based on current expenditures, the remaining Task 2 budget is expected to be fully expended by the end of March 2026.

Additional funds currently available under existing agreements include:

- Phase 3, Tasks 3-6 (Early Implementation Tasks): \$137,454.65
- Phase 4, Task 1 (Public Engagement): \$8,654.74
- **Total Available Funds:** \$146,109.39

Summary of Remaining Costs

The attached cost estimate spreadsheet (*BPHCP_RemainingTasks_CostEstimate_March2026.xlsm*) identifies the total remaining costs shown in Table 2 below.

Table 2. Summary of Remaining Project Costs.

Task	Total Cost
Task 1 – Continued Public Engagement	\$21,455
Task 2 – Complete HCP	\$101,934
Task 3 – Complete NEPA	\$316,329
Task 4 – Early Implementation	\$121,850
Other Direct Costs (Travel for meetings)	\$5,390
Total Remaining Work	\$566,958

Based on the total remaining cost of \$566,958.00 and the total available funds of \$146,109.39, the additional funding required to complete the HCP, NEPA/SEPA review, and early implementation tasks is **\$420,848.61**.

Descriptions of Remaining Tasks

The following sections summarize the scope and key assumptions associated with each remaining task reflected in the cost estimate.

Task 1. Continued Public Engagement

Task 1 includes continued stakeholder coordination and public engagement support necessary to advance the HCP and NEPA process through completion.

This task includes:

- Ongoing coordination with key stakeholders, USFWS, other agencies, and the public.
- Preparation for and participation in scheduled stakeholder meetings.
- Development of presentation materials and meeting summaries.
- Coordination with Cascadia to plan and execute in-person meetings.
- Follow-up documentation and response coordination following stakeholder discussions.

Cascadia will provide logistical and outreach support consistent with prior phases of the project.

Assumptions

- Engagement activities are limited to scheduled meetings and anticipated coordination events.
- No large-scale public controversy or additional public outreach campaigns beyond the planned NEPA public review process.
- Cascadia support remains consistent with prior scope and level of effort.

Task 2. Complete HCP

Task 2 includes completion of the Habitat Conservation Plan through preparation of a revised Administrative Draft that USFWS determines is sufficient to initiate NEPA.

The anticipated steps include:

- Finalization and submission of the Administrative Draft HCP to USFWS.
- Three-month USFWS review (including HCP team, Section 7 review, and Solicitor).
- Incorporation of USFWS comments and revision into revised Administrative Draft HCP.
- Ongoing coordination with USFWS to resolve comments and refine the document.
- Preparation of a Screencheck Draft HCP for agency-level refinement.

The outcome of Task 2 is a revised Administrative Draft HCP that USFWS determines is sufficiently complete to initiate NEPA. Public release of the HCP occurs only in conjunction with publication of the Draft EA under Task 3.

Assumptions:

- USFWS review of Administrative Draft HCP lasts approximately three months.

- Comments are anticipated to be minor to moderate in nature due to prior coordination.
- One additional agency-level screencheck review prior to NEPA initiation.
- WDFW review coordinated through USFWS.
- Two in-person coordination meetings with USFWS and/or stakeholders.
- Revisions do not require substantive restructuring of the conservation strategy.

Task 3. Complete NEPA/SEPA

NEPA is assumed to proceed under an Environmental Assessment (EA) pathway. USFWS ultimately determines the appropriate level of review. If USFWS determines that an Environmental Impact Statement (EIS) is required, schedule and cost would require refinement.

A 12-month EA timeline is assumed, consistent with federal review timelines and agency capacity.

Under this pathway, ICF will initiate NEPA following USFWS confirmation that the Administrative Draft HCP is sufficient to proceed. The NEPA effort will include development of the purpose and need statement and alternatives, preparation of an Administrative Draft EA, incorporation of agency comments, and preparation of a Draft EA for public release. Following publication, the project will move through public review, response to comments, preparation of a Final EA, and support for issuance of the decision document.

Public Review and HCP Integration

Consistent with federal practice, USFWS will publish the proposed HCP concurrently with the Draft EA. Public review therefore applies simultaneously to both documents.

The NEPA phase includes a 30-day public comment period (assumed under EA), preparation of written responses to public comments (assume 60 days), coordination with USFWS regarding any updates to the HCP resulting from comments, preparation of the Final EA, and support for the decision document. Any HCP refinements necessary as a result of the NEPA process are included under this task.

All public comment response efforts are included under Task 3 (Complete NEPA/SEPA). The HCP team will provide technical input as needed.

Assumptions

- EA-level NEPA pathway.
- Approximately 12 months from initiation to Final EA.
- 30-day public comment period.
- 60 days for preparation of responses to public comments.
- Federal Register publication timing may extend overall schedule.

- Public comments are anticipated to result primarily in clarification rather than substantive changes to the conservation strategy.
- If substantive changes to the HCP are required following public review, additional schedule and cost may be required.

Task 4. Early Implementation Tasks

Task 4 includes development of implementation tools and administrative systems to support the HCP following permit issuance, including:

- Development plans and code updates.
- Manuals, forms, and training materials.
- Administrative tracking systems.
- Habitat management and monitoring program frameworks.

These tasks may proceed in parallel with NEPA, subject to funding availability.

Schedule for Completion of Tasks

The anticipated schedule for completion of the remaining work is shown in Figure 1. The schedule reflects sequencing assumptions described above, including completion of the Administrative Draft HCP and USFWS review prior to initiation of NEPA, and concurrent public release of the Draft EA and proposed HCP. The timeline assumes an EA-level NEPA pathway and incorporates reasonable agency review durations, public comment periods, and document revision cycles. Early implementation activities are shown proceeding in parallel where feasible to maintain project momentum and support timely transition into implementation following permit issuance.

Figure 1. Proposed Schedule for Completion of Bush Prairie HCP

Task	2026												2027												2028											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Task 1. Continued Public Engagement																																				
1.1 Plan and Prep for Stakeholder Meetings																																				
1.2 Conduct Meetings																																				
1.3 Meeting Follow up																																				
1.4 Stakeholder Outreach																																				
Task 2. Complete HCP																																				
2.1 HCP PM and Meetings																																				
2.2 Admin Draft HCP - Anticipated delivery to USFWS 3/15/2026																																				
2.3 Screencheck Public Draft - Anticipated delivery to USFWS September 2026																																				
2.4 Section 508 Compliance HCP																																				
2.5 Final Public Draft HCP																																				
Task 3. Complete NEPA/SEPA																																				
3.1 NEPA PM and Meetings																																				
3.2 NEPA Scope of Analysis																																				
3.3 Admin Draft EA																																				
3.4 Revised Admin Draft EA																																				
3.5 Public Draft EA																																				
3.6 Admin Final EA																																				
3.7 Revised Admin Final EA																																				
3.8 Public Final EA & Decision Document																																				
3.9 SEPA & Decision Document																																				
Task 4. Early Implementation Tasks																																				
4.1 Support Development and Updating Development Plans and Codes																																				
4.2 Support Development of Manuals, Forms, checklists, and Training Program																																				
4.3 Support Development of Administrative Systems to Support BPHCP																																				
4.4 Support Development of habitat Management Plan and Monitoring Program																																				

■ ICF Preparation
 ■ City/Port Review
 ■ Agency Review/Processing
 ■ Public Review

Conclusion

The remaining work to complete the Bush Prairie HCP, associated NEPA/SEPA review, and early implementation preparation is estimated at \$566,958.00 under the EA-level pathway described herein. This estimate reflects the sequencing, review durations, and public process assumptions outlined above and is consistent with current federal review timelines and agency capacity.

With remaining funds available under existing agreements, the additional funding required to complete all remaining work is \$420,848.61.

Upon confirmation of scope and funding, ICF is prepared to proceed in accordance with the schedule presented in Figure 1.

AGENDA

Thurston Regional Planning Council
Friday, June 5, 2026 – 8:30 a.m. to 11:00 a.m.
In-person with a remote option.
2411 Chandler Court SW
Olympia, WA 98502

Watch the meeting live on TRPC's YouTube Channel: <https://www.youtube.com/user/TRPCorg>.

Public: To register to attend the meeting remotely, click on : https://trpc-org.zoom.us/webinar/register/WN_TWzCw43YR82ezGCSgw_OQ.

After registering, you will receive a confirmation email containing information about joining the meeting.

Council members will be pre-registered and will receive a separate link to join the meeting.

OPENING – 8:30 a.m.

1. **Call to Order**
2. **Introductions**
3. **Approval of Agenda**
4. **Consent Calendar**
 - a. **Approval of Minutes** (Attachment) – May 1, 2026
 - b. **Approval of Vouchers** (Attachment) – May 2026
 - c. **Unified Planning Work Program (UPWP) & Resolution 2026-03** (Attachment) – Katrina Van Every, TRPC
5. **Public Comment Period**

Public comment for this meeting will be accepted in written and oral format.

 - The deadline for submitting written public comments or registering for oral public comment at the meeting is noon (12:00 p.m. Pacific Daylight Time) the day preceding the meeting, June 4, 2026.
 - For written public comment, please provide: 1) your name and address and 2) your comments and send them to info@trpc.org. Written comments received by the deadline will be provided to the Council prior to the meeting.
 - Commenters may attend the meeting in person or choose the remote option. For either, please register through this link. https://trpc-org.zoom.us/webinar/register/WN_TWzCw43YR82ezGCSgw_OQ.
 - Check the box indicating you wish to provide public comment; and list a general topic.

**ACTION
ACTION**

The Chair may accept public comment from individuals that did not pre-register after registered public comment has been provided. The Chair may also limit oral public comment to three minutes or less, depending on the meeting agenda and number of people wishing to comment.

OTHER BUSINESS

- | | | |
|--------------------|--|---------------------|
| 8:40 am
35 min | 6. Emergency Detour Routes Update (Attachment) – Aidan Dixon, TRPC
<i>25 min. presentation, 10 min. discussion.</i> | PRESENTATION |
| 9:15 am
35 min | 7. rural Transit (rT) Annual Update (Attachment) – Amy Hatch-Winecka, TRPC, and Sara Porter, TRPC
<i>20 min. presentation, 15 min. discussion.</i>
<i>Staff will provide an update on existing and expanded Rural Transit service, and current and prospective funding for the program.</i> | PRESENTATION |
| 9:50 am
10 min | 8. Break | |
| 10:00 am
35 min | 9. Walk N Roll Program (Attachment) – Kerri Wilson, Intercity Transit
<i>25 min. presentation, 10 min. discussion.</i> | PRESENTATION |

10:35 am **10. Executive Director's Report**

10 min

INFORMATION

10:45 am **11. Member Check In** – Eileen Swarthout, Chair

15 min

INFORMATION

11:00 am **12. Adjourn**

Additional Informational Enclosures:

1. TPB Minutes (available upon request)

NEXT MEETING

July 10, 2026 – Remote

Note: For anyone unable to access the meeting remotely
TRPC will provide access to the meeting at
2411 Chandler Court SW, Olympia, WA 98502

Public Comment:

The following is not acceptable as either written or oral public comment and is considered disruptive behavior.

- Promoting or advertising commercial services, entities or products.
- Supporting or opposing political candidates or ballot propositions.
- Distributing obscene content.
- Engaging in illegal activity or encouragement of illegal activity.
- Promoting, fostering or perpetuating discrimination based on creed, color, age, religion, gender, gender identification, marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation information that may tend to compromise the safety or security of the public or public systems.
- Threatening or intimidating language, including cyber bullying.
- Otherwise engaging in disruptive behavior.

Members of the public engaging in disruptive behavior may have their emails blocked (for written comments) or be removed from the meeting (for oral comments).

Thurston Regional Planning Council ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360.956.7575 or email info@trpc.org.

If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

ThurstonHeretoThere.org is an easy-to-navigate website which includes information on carpooling, vanpooling, rail, air, bus, bike, walking, health, telework and flexible schedules, recreation, and school transportation. Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Intercity Transit Routes 24 and 35.

TRPC's mission is to

“Provide Visionary Collaborative Leadership on Regional Plans, Policies, and Issues for the Benefit of all Thurston Region Residents.”

To Support this Mission, we:

- *Conduct regional transportation planning consistent with state and federal requirements.*
 - *Address growth management, environmental quality, economic opportunity, and other topics to sustain and enhance the region's quality of life.*
 - *Assemble and analyze data that support informed local and regional decision making.*
 - *Act as a “convener” to build regional consensus on issues through information and inclusive public involvement.*
 - *Build intergovernmental consensus on regional plans, policies, and issues in support of local implementation.*
-

September 2011

**THURSTON REGIONAL PLANNING COUNCIL
MEETING NORMS**

Show up

- Nothing happens without consistent good attendance by all members.
- Make sure you have a designated alternate.

Be prepared

- Members who are unprepared can't contribute the best input.
- Make sure your alternate is prepared if you must miss a meeting.

Participate

- Share your ideas.
- Engagement by all members is required for productive discussions.

Be respectful

- Create a safe place to ask questions and express views.
- Diversity is one of TRPC's strengths.

Report back

- We each represent somebody who thought it wise to spend money to join TRPC.
- Report back to your jurisdiction, organization or community.

Feel good

- TRPC is an effective organization that allows us to address regional issues in a productive way.
- Take time to recognize and celebrate our successes.