



Commission Special Meeting/Work Session Minutes Monday, June 9, 2025

Call to Order – Special Meeting

Commission President Jasmine Vasavada called a special meeting of the Port of Olympia Board of Commissioners to order and open to the public at 4:00 p.m., Monday, June 9, 2025, at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington 98501.

Present

Commissioners: Jasmine Vasavada, President; Maggie Sanders, Vice President; Sarah Montano, Secretary; Amy Harding and Bob Iyall.

Executive Session

At 4:00 p.m., Commissioner Jasmine Vasavada, Port of Olympia Commission President, announced that the Commission would recess into a closed Executive Session until 5:15 p.m. to (1) review the performance of an employee (RCW 42.30.110(1)(g)), and (2) to consider the minimum price at which real estate will be offered for sale or lease RCW 42.30.110(1)(c).

Commissioner Vasavada returned the meeting to order and stated that the Commission was in Executive Session until 5:15 p.m. No decisions were made, and no action was taken.

Call to Order – Regular Meeting

Commission President Jasmine Vasavada called the Commission Special Meeting/Work Session of June 9, 2025, to order and open to the public at 5:34 p.m., at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington 98501.

Present

Commissioners: Jasmine Vasavada, President; Maggie Sanders, Vice President; Sarah Montano, Secretary; Amy Harding and Bob Iyall.

Staff: Alex Smith, Executive Director; Mike Reid, Director of Community and Economic Development; Tina Champion, Executive Coordinator; and Missy Goodell, Commission Coordinator.

Approval of Agenda

Commissioner Harding moved to approve the agenda. Commissioner Montano seconded the motion. Motion passed unanimously.

Port of Olympia Citizens Advisory Committee (POCAC) Discussion

The Commission was provided background information on the Port of Olympia Citizens Advisory Committee (POCAC) and discussed what the POCAC should be working on and how the Commission should direct the POCAC's work.

Background:

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

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

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

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

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

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

The Commission is scheduled for a joint session with the POCAC on June 17, 2025, at 5:00 p.m. to discuss, in part, how the Commission would like to develop and transmit assignments to the POCAC. This work session is to provide the Commission with an opportunity to discuss this issue in advance of the joint meeting with the POCAC.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, June 9, 2025, Commission Special Meeting/Work Session was adjourned at 6:34 p.m. by Commissioner Vasavada.

PORT OF OLYMPIA COMMISSION



Jasmine Vasavada, President



Maggie Sanders, Vice President



Sarah Montano, Secretary