



**Commission Meeting Minutes
Monday, November 10, 2025**

Call to Order – Special Meeting

Commission President Jasmine Vasavada called the Commission Special Meeting/Executive Session of Monday, November 10, 2025, to order and open to the public at 4:00 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, Bob Iyall.

Excused Absence: Commissioner Amy Harding.

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 5:00 p.m. to review the performance of a public employee (RCW 42.30.110(1)(g)).

Commissioner Vasavada returned the meeting to order and stated that the Commission was in Executive Session until 5:00 p.m. No decisions were made, and no action was taken.

Call to Order – Regular Meeting

Commission President Jasmine Vasavada called a regular meeting of the Port of Olympia Board of Commissioners to order and open to the public at 5:30 p.m., Monday, November 10, 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, Bob Iyall.

Excused Absence: Commissioner Amy Harding.

Staff: Alex Smith, Executive Director; Chris Pierce-Wright, General Counsel; Warren Hendrickson, Director of Operations; Mike Reid, Director of Community and Economic Development; Shawn Gilbertson, Director of Environmental Planning and Programs; Brent Barnes, Director of Enterprise Services; Taber Lee, Communications and Marketing Senior Manager; Spencer Battersby, IT Manager; James Sommer, Public Works Program Manager; Tina Champion, Executive Coordinator; and Missy Goodell, Commission Coordinator.

Approval of Agenda

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

Executive Director Report

Alex Smith, Executive Director, reported that the Port of Olympia celebrated its 103rd Anniversary on Friday, November 7. The Marine Drive pavement project was completed with the final striping. A Town Hall with Executive Director Alex Smith will occur on November 12 from 5:30 to 6:30 p.m. in the Port's Commission room. The Port's monthly publication, The Port Pulse is available to read on the Port's website.

In addition, she reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the Port's website and encouraged everyone to check it out.

Public Comment

Four individuals provided public comments regarding the Port's marine terminal, revenue-producing projects, jobs at the marine terminal and appreciation for Port community-accessible amenities.

Consent Calendar

Commissioner Montano moved to approve the consent agenda as presented; Commissioner Sanders seconded the motion. Motion passed unanimously.

Pending Issues or Business

Pending Issues Updates. Executive Director Alex Smith had no new updates to provide.

Action Calendar

None.

Action/Other Calendar

None.

Advisory Calendar

2026 Tax Levy. Jeff Gadman, Thurston County Treasurer, shared an informational presentation providing an overview of the tax levy process.

PUBLIC HEARING – Draft 2026 Proposed Operating Budget, Capital Investment Plan and Tax Levy. Pursuant to RCW 53.35.020, the Port of Olympia has prepared the Port's 2026 draft budget. The draft budget was presented in a public work session on October 6, 2025, and public meeting on October 27, 2025, and shall be considered during tonight's public hearing, on November 10, 2025, as needed, and at the regular public meeting on November 17, 2025. The Commission will meet on November 24, 2025, at 5:30 p.m. to adopt the Port's final 2026 budget of the Port of Olympia for the 2026 calendar year. The draft budget is on file at the Port of Olympia offices at Percival Plaza, 606 Columbia Street NW, Suite 300, Olympia, Washington, and any member of the public may obtain a copy of the preliminary budget at this address during normal business hours. A summary of the budget is also available on the Port's website www.portolympia.com.

- a. Open Public Hearing.
- b. Public Testimony. Two individuals provided public comment.
- c. The Public Hearing was closed.

Draft 2026 Proposed Operating Budget, Capital Investment Plan and Tax Levy. Alex Smith, Executive Director and Brent Barnes, Director of Enterprise Services, gave an advisory presentation of the third review of the Port 2026 proposed budget and second review of the proposed 2026 Capital Investment Plan (CIP).

Briefing: East Bay Real Estate District Update. Mike Reid, Director of Community and Economic Development, provided an update on Port real estate in the East Bay District. He also presented information regarding a potential negotiation that the Port is exploring with an existing tenant, Urban Olympia. Urban Olympia articulated interest in reexamining development potential with the Port for Port properties, lots 9, 10, and 12. The Port is interested in exploring an exclusive negotiation agreement and joint site planning effort with Urban Olympia.

Commissioner Reports/Discussion

Commissioner Montano thanked staff and the public for their interest and involvement with her recent Town Hall.

Commissioner Sanders stated that she attended the Grand Mound Rochester Chamber of Commerce meeting.

Commissioner Iyall recently attended the Solid Waste Advisory Committee, and a Board of County Commissioners meeting. In Commissioner Harding's absence, he attended the Thurston Regional Planning Council's (TRPC) "Meet the Candidates" gathering for their executive director search and then the following day, he attended the interviews for those candidates.

Commissioner Vasavada shared that she will be attending the Mayors Forum. She also attended a Partners for Rural Washington Infrastructure workshop hosted by the San Francisco Federal Reserve Bank.

Other Business

Commissioner Vasavada would like to bring forward for Commission consideration possible changes to the POCAC Resolution. Having closer communication by having a Port Commissioner part of the POCAC and some best practices were mentioned as possible resolution revisions.

Meeting Announcements

A list of upcoming events was displayed for viewers to note upcoming Commission and POCAC meetings. Executive Director Smith stated the next Commission meeting, will be held on Monday, November 24, 2025, at 5:30 p.m.

Adjournment

There being no further business to come before the Port of Olympia Board of Commissioners, the Monday, November 10, 2025, regular meeting was adjourned at 7:06 p.m.

PORT OF OLYMPIA COMMISSION



Jasmine Vasavada, President



Sarah Montano, Secretary