

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

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the citizens advisory committee known as the Port of Olympia Citizens 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 citizen advisory ~~committee~~ POCAC to advise the Port of Olympia Commission (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 2025-02, —2024-08, 2023-09, 2022-15, 2021-06, 2019-10 and 2019-03.

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

1. The Port of Olympia Citizens 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”).

2. Purpose:

The purpose of the POCAC is to provide ~~advice input~~ to the Port Commission on tasks ~~as~~ assigned by the Port Commission. The intent 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. ~~The POCAC is the successor of a former Committee referred to as the Planning Advisory Committee.~~

3. Composition:

The POCAC shall consist of up to ~~17-15~~ members, preferably with with no less than 9 members serving as selected by the Port Commission 3 members from each Port district. A Port Commissioner and an Executive Director designee will serve as ex-officio members of the POCAC.

4. 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

Commission Port's Communication Manager who, 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 Commission or 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 Commission or Executive Director or designee will provide guidance when requested by the POCAC. The Executive Director, and assign will assign~~ Port staff for expertise, if required and as capacity allows.

#### 5. Assignments:

The Port Commission will assign review and may approve proposed POCAC tasks, to the POCAC, ~~through POCAC tasks will be proposed by a~~ written request ~~initiated by the Commission. All written request forms will include a description of the proposed task, staff involvement, budget, and deliverables. Task request forms will be reviewed and approved by the Commission prior to commencement of the task. A sample POCAC task request form is included in Exhibit A of this resolution. 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 or white paper.~~
- b. **Policy recommendation:** This product will explain the need for recommend 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.~~

#### 6. Scheduled Meetings:

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

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#### 7. Community Involvement:

The POCAC ~~shall have the authority to, with Commission approval, may~~ solicit public involvement in ~~the frequency and a manner at the POCAC's discretion,~~ consistent with work plans ~~and developed~~ Commission priorities. ~~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.~~

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

#### 8. Sub-Committees:

~~Subcommittees may be formed when a specific need arises. Subcommittees will be initiated by the POCAC and will be task forces to address specific tasks. When a subcommittee's work is completed on the identified task, the subcommittee will sunset.~~

Each Sub-Committee will select a member to serve as a ~~e~~Chair. 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.~~

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#### ~~8.9. Officers and Sub-Committees:~~

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

9-10. 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.

10-11. 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. Recruitment of POCAC members will include a robust advertisement process and direct referral from Commissioners of potential members from their districts. The recruitment may focus on specific Port districts when a district is underrepresented in POCAC membership.~~ The interview team will consist of ~~a the~~ Port Commissioner, ~~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-selection~~ team will interview and evaluate each applicant based on past volunteer activities, ~~reason for wanting to serve on the POCAC~~, private/public work experience, ~~and~~ 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~~ It is the intention of this policy to ~~strive to maintain at least three~~ two members of the POCAC from each of the five (5) Port Commissioner Districts in Thurston County for a total maximum membership of 15.

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After completion of ~~all applicant interviews~~ recruitment and evaluation, the Port Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

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**Commented [A4R3]:** Towards the end of the year when we know what vacancies there will be in the coming year . . .

~~11.12.~~ 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.

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~~12.13.~~ 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” ~~and “Exhibit B”~~ of this Resolution.

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**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~~ December 8, 2025, as attested to by the signatures below of the Port Commissioners ~~physically present on~~ this ~~13th~~ 8th day of ~~January~~ December 2025.

**PORT OF OLYMPIA COMMISSION**

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Jasmine Vasavada

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Sarah Montano

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Joel Hansen

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Krag Unsoeld

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Jerry Toompas