



**Community Advisory Committee  
Meeting Minutes  
Tuesday, April 21, 2026**

Port of Olympia Community Advisory Committee Chair, Quentin Phillips, called the Community Advisory Committee meeting of April 21, 2026, to order at 4:00 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

**Present**

Members: Quentin Phillips – Chair, Jack Havens, Darlene Kemery, Debby Pattin, Jim Thornton, Commissioner Krag Unsoeld, Sheila Wilson, and Bob Wubbena.

Attended Virtually: Commissioner Jerry Toompas.

Excused Absence: Sue Patnude.

Staff: Shawn Gilbertson, Director of Environmental Planning and Programs; Brent Barnes, Director of Enterprise Services; and Missy Goodell, Commission Coordinator.

**Approval of Agenda**

Bob Wubbena moved to approve the agenda, Jack Havens seconded the motion. The motion was passed unanimously.

**Public Comment**

None.

**Financial Presentation**

Brent Barnes gave the financial presentation that was originally provided at the October 27, 2025, Commission Meeting. The presentation included 2026 budget assumptions; information on grants, levies, staffing, income from operations and non-operations, tax levy uses, bond debt, non-operations revenue and expenses, capital investments, budget projections, maintenance needs, environmental revenue and expenses, depreciation and cash balance.

**Approval of March 17, 2026 Minutes**

Debby Pattin moved to approve the March 17, 2026 POCAC minutes; Jim Thornton seconded the motion. Motion passed unanimously.

Quentin Phillips moved to adjust the agenda by moving agenda items "Presentation of Warehouse Letter: Status" and "Discussion on New Resolution: Status" to come after approval of the minutes. Bob Wubbena seconded the motion; motion passed unanimously.

Presentation of Warehouse Letter: Status

Debby Pattin passed around a Letter in Support of the Warehouse for POCAC members to sign. This signed letter will be presented to the Port Commissioners at the April 27, 2026 Commission Meeting.

Producing a similar letter to the City of Olympia regarding the additional Warehouse was discussed.

#### Discussion on New Resolution: Status

The POCAC Committee discussed the POCAC resolution and had questions regarding:

- How the POCAC Chair and Vice Chair are chosen
- Public records training requirement – can this provision be removed?

The POCAC Committee requested that changes to this Resolution be red-lined and ready for discussion. A definition of "Community Assets" was also requested.

It was requested that the POCAC Resolution be removed from the upcoming Commission agenda for further discussion.

*Motion: Bob Wubbena moved to accept and use the three POCAC subcommittees (but would like clarification on the Community Asset subcommittee – would like a clear definition of their scope) and he also moved to remove the requirement of POCAC members to attend public record training. Jack Havens seconded the motion. Motion passed unanimously.*

#### **New Business**

Recruitment of new POCAC members was discussed.

*Motion: Bob Wubbena moved that staff move the POCAC Recruitment process forward and to have new members appointed by June 1. Darlene Kemery seconded the motion. Motion passed unanimously.*

#### **Adjournment**

The meeting adjourned at 5:25 p.m.

*Minutes approved at the May 19, 2026 Port of Olympia Community Advisory Committee meeting.*