

COVER MEMO

Briefing Date/Time:	March 16, 2026
Staff Contact/Title:	Alex Smith, Executive Director, 360.528.8001, alexs@portolympia.com
Subject:	Joint Meeting with the Port of Olympia Community Advisory Committee
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

Type of Agenda Item:

Discussion

Background:

Over the past six 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 would like to discuss these documents with the Commission and gauge the Commission’s support for approving them at the March 23rd regular Commission Meeting.

The draft Resolution and Operating Rules provide for the Commission to assign tasks to the POCAC based on ideas generated by the POCAC, Port staff, or the Commission. The Resolution contemplates that for a task to be assigned, a form must be filled out that identifies the task, the anticipated work, the proposed deliverable, the timeline for completing the task, and the staff resources needed. We have asked the POCAC to complete a task form for each of the projects it proposes to work on this calendar year, and bring them to the meeting for discussion.

The POCAC has also been interested in recruiting new members to the POCAC. The draft Resolution includes a process for that recruitment, and the POCAC and staff would like to have a discussion about starting such a recruitment once the draft Resolution is adopted by the Commission.

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.

The next steps are to bring the revised POCAC Resolution (Resolution 2026-04) and Operating Procedures and Rules to the Commission at its March 23rd regular business meeting.

Alignment with Vision 2050:

Goal 10

Environmental Considerations and Review:

N/A

Alternatives Considered:

Staff and the POCAC considered different provisions around POCAC membership, terms of POCAC members, how POCAC projects are developed and assigned, and POCAC recruitment. The POCAC and staff agreed on the provisions in the attached.

Staff Recommendation:

Staff recommends the Commission adopt the revised Resolution and Governing Rules at the March 23rd Commission Meeting

Document(s) Attached:

Presentation

Draft of Resolution 2026-04

Draft POCAC Operating Rules and Procedures