

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2026-04**

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the community advisory committee known as the Port of Olympia Community 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 community advisory committee to advise the Port of Olympia Commission (Port Commission) on matters it may wish to assign from time-to-time; and

WHEREAS, this Resolution supersedes Port 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, the Port Commission establishes the following:

1. The Port of Olympia Community Advisory Committee (POCAC):

The POCAC is a committee of community members selected through an application process as determined by the Port Commission.

2. Purpose:

The purpose of the POCAC is to provide input to the Port Commission on tasks assigned by the Port Commission. The purpose 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.

3. Composition:

POCAC membership shall consist of fifteen (15) members with membership not to fall under nine (9) members. All members shall be residents of Thurston County. The 15 members shall comprise, if possible, of three (3) members from each of the five (5) Port of Olympia election districts. In the event that each election district is unable to field 3 members the remaining membership shall be recruited from Thurston County community at large. A Port Commissioner and the Executive Director or their designee shall serve as ex officio members of POCAC and attend monthly POCAC meetings. In this case ex officio shall mean non-voting members and will attend to better understand POCAC projects and to provide direct feedback to POCAC on these projects and other Port business.

4. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward public input received by POCAC members to the Port Commission, who will determine how such unsolicited input shall be handled.

The Port shall supply a commission coordinator to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Port Commission or Executive Director.

The Port Commission or Executive Director will provide guidance when requested by the POCAC. The Executive Director will assign Port staff for expertise, if required and as capacity allows.

5. Assignments:

The Port Commission shall initiate POCAC tasks in writing. The written request shall include a description of the proposed task, staff involvement, schedule and deliverables, if necessary. The POCAC shall review and either accept the task or propose changes to the task for Port Commission for review and ultimately final approval by the Port Commission. If a task is proposed to the Port Commission by the POCAC it shall include a description of the proposed task, staff involvement, schedule and deliverables. The Port Commission may approve, deny or request amendments to the proposed POCAC task. All written task requests shall be in the form set out as an attachment to Exhibit "A" attached to and made a part hereof.

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:** 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 shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- b. **Policy recommendation:** This product will recommend a new policy or modification or amendment to an existing policy. 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. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- 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. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

6. Scheduled Meetings:

POCAC shall establish a monthly meeting schedule in the format generally described in Exhibit "A", attached hereto. Monthly meetings shall normally not be held in August or December. Special meetings may be called by a majority of the existing membership or by the Chair of POCAC.

7. Community Involvement:

The POCAC, with Port Commission approval, may solicit public opinion in a manner consistent with assignments and Port Commission priorities.

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

8. Sub-Committees:

POCAC is comprised of three (3) standing subcommittees, Destination Waterfront, Budd Inlet Environmental, and Economic Development. Assignments shall generally fall within the areas of coverage of each subcommittee. In the event an Assignment does not fall within the coverage of any of the three subcommittees an ad hoc subcommittee shall be formed to address the Assignment. Once an Assignment is completed by the ad hoc subcommittee the ad hoc subcommittee shall end its operations with a written notice to the Port Commission.

Each Sub-Committee will select a member to serve as Chair. The Sub-Committee chair shall be elected by a majority vote of subcommittee members. The Sub-Committee chair shall serve no more than two (2) consecutive one-year terms. 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.

9. Officers:

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

10. Terms:

A full term for POCAC members is three years. The POCAC members shall each serve no more than four (4) 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. When POCAC membership falls below 9 members new POCAC members shall be selected in accordance with Section 11 below. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

11. Selection of New Members:

Recruitment of new POCAC members will include an advertisement process and/or direct referral from Commissioners or POCAC members of potential members from their districts. The recruitment may focus on specific Port districts when a district is underrepresented in POCAC membership. Each potential member will submit an application to be sent to all Port Commissioners, the Executive Director, and the POCAC chair for their review. The interview team will consist of a Port Commissioner, the Executive Director or designee, and the POCAC Chair.

The selection team will interview and evaluate each applicant based on past volunteer activities, reasons for wanting to serve on the POCAC, private/public work experience, and experience or knowledge regarding the Port of Olympia. It is the purpose of this policy to maintain three members of the POCAC from each of the five (5) Port Commissioner Districts in Thurston County for a total maximum membership of 15.

After completion of the recruitment process, the Port Commissioner serving on the interview team shall announce the new POCAC members at the next Port of Olympia commission meeting.

12. Approval of Travel and Other Expenses:

The Port Commission will budget annually for expenses. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director. 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.

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” of this Resolution.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority voting on this Resolution at a regular Port Commission meeting on April 13, 2026, as attested to by the signatures below of the Port Commissioners on this 13th day of April 2026.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Krag Unsoeld

Jerry Toompas