

COVER MEMO

Briefing Date/Time:	May 26, 2026
Staff Contact/Title:	Alex Smith, Executive Director, 360.528.8001, alexs@portolympia.com
Subject:	POCAC Resolution and Operating Rules
Purpose:	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

Type of Agenda Item:

Action

Background:

Over the past eight 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 discussed the drafts in a joint meeting with the Port Commission on March 16, 2026, and additional changes to the documents were proposed following that meeting. The draft that came out of that meeting, and the Resolution that this draft would replace (Resolution 2025-02) are included in the packet.

The draft Resolution and Operating Rules include the following changes from Resolution 2025-02:

1. Capping the number of POCAC members at 15, with a goal of three members from each district;
2. Commission assignment of tasks to the POCAC based on ideas generated by the POCAC, Port staff, or the Commission, using a form that identifies the task, the anticipated work, the proposed deliverable, the timeline for completing the task, and the staff resources needed;
3. Three standing subcommittees: (a) Public Access; (b) Environmental Stewardship; and (c) Economic Opportunities;
4. The possibility of additional ad hoc subcommittees to address specific issues; and
5. Ethics and rules of engagement for POCAC members during meetings.

Provisions for Commission Decision:

There are three provisions in the draft POCAC Resolution that the Commission asked be brought forward for additional discussion: (1) the selection of POCAC members; (2) whether all POCAC positions are open for recruitment; and (3) the selection of POCAC Officers. The sections of the draft Resolution covering these issues are highlighted in the attached document.

Input was solicited from Commissioners on the three provisions, and the following is compiled for Commission consideration:

1. How POCAC Members Are Selected:

To recruit new POCAC members the Port will advertise the opportunity for community members to apply to serve on the POCAC. The Commissioners may also directly refer potential candidates for consideration. The names of applicants for POCAC membership will be forwarded to all Commissioners for consideration.

Each Commissioner shall nominate three candidates for POCAC membership, and the Commission as a whole will vote on the full slate of nominations at a public meeting.

a. Alternative A:

Each Commissioner shall nominate three candidates for POCAC membership: one from within his or her district, and two "at-large" candidates from within Thurston County.

b. Option B:

Each Commissioner shall nominate three candidates for POCAC membership: two from within his or her district, and one "at-large" candidate from within Thurston County.

2. Whether All POCAC Seats Are Open for Recruitment:

a. Option A:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

For the first selection period following adoption of this Resolution, each Commissioner shall use one of their at-large nominations to nominate a

current member of the POCAC who has chosen to submit his or her name for consideration.

b. Option B:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

3. Selection of POCAC Officers:

a. Option A:

The POCAC Chair and Vice Chair shall be selected annually by the Commission. In November of each year, the Executive Director will solicit names of POCAC members interested in serving as Chair or Vice Chair for the following year. The Executive Director will forward the names of all POCAC members interested in serving as Chair and Vice Chair to the Commission for their consideration. The Commission will select a Chair and Vice Chair in an open public meeting each December.

b. Option B:

The POCAC Chair and Vice Chair shall be selected by majority vote of the POCAC members.

POCAC Operating Rules:

In the Operating Rules the following changes to Sections 5, 6 and 7 have been proposed:

- **Section 5:** Eliminating public comment from the standing POCAC agenda
- **Section 6:** Changing language if the Commission elects to choose the POCAC Chair and Vice Chair.
- **Section 7:** Allowing POCAC members to use either port email or their personal email accounts to conduct POCAC business.

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.

Alignment with Vision 2050:

The amended POCAC Resolution and Operating Rules is aligned with Goal 10: "Build community partnerships and expand communications and public participation strategies."

Environmental Considerations and Review:

N/A

Staff Recommendation:

Staff recommends the Commission provide guidance on the areas discussed above. Staff will incorporate those into a final draft Resolution and Operating Rules for Commission adoption.

Document(s) Attached:

Resolution 2025-02

Draft of Resolution 2026-04 with areas subject to further Commission discussion highlighted

Draft POCAC Operating Rules and Procedures with areas subject to further discussion highlighted