

COVER MEMO

Briefing Date/Time:	June 8, 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:

Consent

Background:

At the May 26, 2026, Meeting, the Commission made decisions on the last three issues remaining to finalize Resolution 2026-04, which governs how the Port of Olympia Community Advisory Committee (POCAC) operates, and the last two decisions needed to finalize the accompanying POCAC Operating Rules.

The Commission made the following decisions on the three remaining issues:

1. On the Selection of POCAC Members:

The Commission chose the following:

a. Option 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.

2. On Whether All POCAC Seats Are Open for Recruitment:

The Commission chose the following:

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.

3. On the Selection of POCAC Officers:

The Commission chose the following:

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.

POCAC Operating Rules:

In the Operating Rules the Commission approved the following changes to Sections 5, 6 and 7:

- **Section 5:** Eliminating public comment from the standing POCAC agenda
- **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 adopt the revised Resolution 2026-04. Following adoption, staff will begin the process to recruit new members for Commission consideration.

Document(s) Attached:

- Resolution 2026-04 with Commission decisions redlined
- Clean version of Resolution 2026-04
- POCAC Operating Rules and Procedures with Commission decisions redlined
- Clean version of POCAC Operating Rules and Procedures.