

**PORT OF OLYMPIA COMMISSION  
RESOLUTION 2022-15**

**A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the  
citizen advisory committee known as the Port of Olympia Citizens Advisory  
Committee (POCAC) and superseding Resolution 2021-06, 2019-03 & 2019-10**

**WHEREAS**, the Port of Olympia desires to have a citizen advisory POCAC to advise the Port Commission on matters it may wish to assign to the citizen advisory POCAC from time-to-time; and

**WHEREAS**, this Resolution supersedes Port of Olympia Commission Resolution 2021-06, 2019-03 and 2019-10.

**NOW, THEREFORE, BE IT RESOLVED**, after due consideration it is the determination of the Port of Olympia Commission that:

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

The Port of Olympia Citizens Advisory Committee (POCAC) is a Committee of citizens selected through an application process as determined by the Port of Olympia Commission (“Port Commission”). The purpose of the POCAC is to provide advice to the Port Commission on tasks as assigned by the Port Commission. The POCAC is the successor of a former Committee referred to as the Planning Advisory Committee.

2. Composition:

The POCAC shall consist of up to 17 with no less than 9 members serving as selected by the Port Commission.

3. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. It shall forward written, unsolicited public input received by POCAC members to the Port’s Communication Manager who will determine how such unsolicited input shall be handled.

The Port shall supply an administrative assistant to publish the notice for scheduled meetings, to assist the POCAC by taking meeting minutes, recording discussion items, scheduling meetings, and other duties as agreed to by the administrative assistant and the POCAC.

The Executive Director may serve as ex-officio, non-voting member of the POCAC. The Executive Director will provide guidance when requested by the POCAC, and assign Port staff for expertise, if required.

4. Assignments:

The Port Commission may consider advice from the POCAC, the Port Commission will meet with the POCAC to discuss the scope of the assignment. This meeting will be held in accordance with RCW 42.30 (Open Public Meetings Act).

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 or White Paper:** 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 may also choose to produce a supplemental document providing comment on a POCAC report of white paper.
- b. **Policy recommendation:** This product will explain the need for a new policy or modification or amendment to an existing policy to better align Port practices with Port values and focus areas. If the Port Commission decides to take action on such a recommendation, direction would be given to the Executive Director and or legal counsel for further analysis and preparation of proposed policy language for Port Commission consideration.
- c. **Project recommendation:** This product would present a recommendation for implementation by the Port. Should the Port Commission choose to take action, direction would be given to the Executive Director to include in the Port's annual budget process.
- d. **Advice to Executive Director:** This product serves to provide analysis and suggestions on current Port operations. Should the Port Commission choose, this product would be forwarded to the Executive Director for consideration. The Executive Director would report back to the Port Commission within a reasonable timeframe on the feasibility of implementation of suggestions and recommendations.

5. Work Plan:

The POCAC shall assign a Sub-Committee which will develop a work plan consistent with the assignments provided by the Port Commission.

6. Scheduled Meetings:

The POCAC will establish a meeting schedule consistent with the time necessary to complete a work plan and the assignment. The chair of the POCAC shall report periodically and no less than once a year to the Port Commission. Meetings and documents created by and for the POCAC are subject to the Open Public Meetings Act Chapter 42.30 and the Public Records Act Chapter 42.56 RCW.

7. Community Involvement:

The POCAC shall have the authority to solicit public involvement in many ways, consistent with the work plan.

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.

All of the POCAC's scheduled meetings will be open to the public. A portion of the POCAC's scheduled meetings will be designated for public comment related to the POCAC's assignment(s) and consistent with the time limit of 15 minutes with 3 minute per speaker. The Chair or Vice Chair should promptly direct any other public comment not related to the POCAC's assignment(s) to the Port Commission or Port Staff via the most expedient means such as e-mail, telephone, website, etc.

#### 8. Rules of Procedure:

The Port Commission will provide a copy of "Rules of Operation" for review and discussion by the POCAC. The Port Commission approved Rules of Operation will be utilized by the POCAC to accomplish objectives. Thereafter, if there are any proposed changes to the "Rules of Operation" the POCAC Chair will discuss such changes with the Port Commission to consider. The Port Commission may consider the POCAC's proposed changes and may consider approval of an amended copy of the Rules of Operation.

#### 9. Officers and Sub-Committees:

The officers of the POCAC shall be a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms. The Chair and Vice Chair shall be elected by 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 may be provided, in writing, or given verbally at a Joint POCAC/Port Commission meeting. The Chairperson of the POCAC shall determine the appropriate format for the report.

Each Sub-Committee will select a member to serve as a chair. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meeting and present the final report or presentation to the Port Commission.

#### 10. Terms:

The POCAC members shall each serve no more than two (2) consecutive terms for a total of six (6) years. A full term is three-years. Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms. At its discretion, the Port Commission will decide when it will fill a vacancy of an unexpired term. If four or more member's terms will expire simultaneously, the Port Commission has discretion to establish a different schedule for the appointments or reappointments to prevent simultaneous expirations.

11. Selection of New Members:

The process to select new members will consist of press releases to local media advertising the vacancy, recruitment process, and posted on the Port's website. The interview team will consist of the Port Commission Vice President or Port Commissioner Designee, the Executive Director, and the incoming Chair of the POCAC. Copies of each application will also be sent to the other two Port Commissioners for their review.

The Port may use automated tools, such as NEOGOV®, or similar software, to intake and process applications for new POCAC members.

The interview team will interview and evaluate each applicant based on past volunteer activities, private/public work experience, experience or knowledge regarding the Port of Olympia, representation of the three Port Commissioner Districts in Thurston County, and reason(s) for wanting to serve on the POCAC. In making recommendations for appointment, the interview team will strive to maintain at least two members of the POCAC from each of the three Port Commissioner Districts in Thurston County. After completion of all applicant interviews, the Port Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

12. Approval of Travel and Other Expenses:

The Port Commission will budget annually for unanticipated expenses and travel for POCAC members. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director. Any amount over the annual budget will come back to the Port Commission for approval.

**ADOPTED** by a majority of the members of the Port Commission for the Port of Olympia, a majority being present and voting on this Resolution at a regular Port Commission meeting on December 12, 2022, as attested to by the signatures below of the Port Commissioners physically present this 12<sup>th</sup> day of December 2022.

**PORT OF OLYMPIA COMMISSION**

By: *Bob Iyall*  
Bob Iyall (Dec 23, 2022 08:54 PST)  
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Bob Iyall, President

By: *Amy Evans Harding*  
Amy Evans Harding (Dec 19, 2022 09:16 PST)  
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Amy Evans Harding, Vice President

By: *J Downing*  
J Downing (Jan 27, 2023 08:56 PST)  
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Joe Downing, Secretary