



Citizens Advisory Committee Meeting
July 20, 2021
6:00 PM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82601287241>

Or Telephone: US: +12532158782

Webinar ID: 826 0128 7241

Agenda

1. Call to Order – Chair Cameron Wilson
2. Approval of Agenda
3. Public Comment - *15 Minutes - Citizens may address the POCAC with any items related to the agenda. Limit comments to 3 minutes per person*
4. Approval of June 15, 2021 Meeting Minutes
5. Updates from Subcommittees
 - Broadband Initiative – Cameron Wilson and Deborah Pattin
 - Climate Mitigation – Joel Hansen, Tom Szymoniak, Kevin Decker, and Daniel Sheppard
 - POCAC Resolution Update – GiGi McClure, Deborah Pattin, and Tom Szymoniak
 - Centennial Celebration Advice – Deborah Pattin
 - Evaluation of Non-Motorized or Shared Transportation Options for North Point – GiGi McClure
6. Other Business
7. Adjourn

-Disclaimer-

One or more individual Port Commissioner may occasionally or regularly attend a Port of Olympia Citizens Advisory Committee (POCAC) meeting as an audience member/observant. The presence of one or more Commissioner in this individual capacity does not constitute either a special or joint meeting of the Port Commission and POCAC or require noticing it as such. When the Commission as a board intends to meet jointly with the POCAC, public notice of that joint, special meeting will be issued with a published agenda.

Port of Olympia Mission

Create economic opportunities by connecting Thurston County to the world by air, land & sea.

Port of Olympia Citizens Advisory Committee Rules of Operation

Approved by the Port Commission xx-xx-21
Adopted by the POCAC xx-xx-21

1. General

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2021-XX. A copy of the resolution is incorporated by reference as if fully set forth herein. If any conflict between any rules of the POCAC and the Resolution arises, the Resolution shall take precedence.

2. Meetings of the POCAC

a. Committee of the Whole

Regular meetings of the POCAC are scheduled the 3rd Tuesday of every month at 6:00 p.m. at the Port of Olympia, Percival Plaza, 626 Columbia Street NW, Suite 1-B, Olympia, Washington, unless **otherwise specified**.

The agenda will be circulated to the membership five (5) calendar days preceding the meeting and shall be simultaneously published on the Port of Olympia website. Scheduled meetings of the POCAC shall not extend beyond two (2) hours without the consent of the members present. The Open Public Meetings Act Chapter 42.30 RCW applies to all meetings of the POCAC when operating as a Committee of the Whole.

b. Meetings of POCAC Sub-Committees

POCAC Sub-Committees may meet at times and locations to be determined by consensus of the members of the sub-committee. In no case shall Sub-committees constitute a quorum and the decisions and recommendations of the Sub-Committees shall not be binding on the POCAC. (See also Section 3 "Sub-Committees" below)

POCAC Sub-Committee meetings are not subject to the Open Public Meetings Act Chapter 42.30 RCW.

c. Special meetings

Special meetings may be set and conducted by the POCAC to accomplish specific tasks within the work plan or to meet schedules as agreed to by the POCAC. Special meetings may also be scheduled to facilitate POCAC activities such as open houses, and workshops as approved and/or directed by the Port Commission. The Chair may call a special meeting of the POCAC by notifying the Commission Coordinator of the proposed meeting date and business to be transacted. Notice of a requested special meeting under this provision must be provided sufficiently in advance of the requested special meeting date to allow Port staff to provide required twenty-four (24) hour written notice of the meeting to POCAC members

and to provide adequate public notice of the meeting and agenda, both of which are required under the Open Public Meetings Act. A special meeting is limited to the matters identified in the notice.

d. Quorums

A meeting of the POCAC may be conducted with less than half of the currently serving committee members present. However, no actions of the POCAC shall be taken without a quorum of the then appointed members, for example, 5 members if there are only 9 members, 7 if there are 12 members who have been appointed.

In the event both the Chairperson and Vice Chairperson resign their office, the last most immediate past Chairperson still serving on the POCAC presides until an election process is complete. In this interim period there is no Vice Chairperson.

Should the last most immediate past Chairperson no longer be a member of the POCAC, the POCAC members shall select a current member to fill out the remaining term until the next election.

e. Public Comment

The POCAC will designate a period for public comment at its regular meetings. Public comment shall follow the rules and procedures for public comment at Port Commission meetings as set forth in the Port Commission resolution specifying Rules Governing the Transaction of Port Commission Business as may then be in effect; except that provisions governing the use of electronic media during public comment shall not apply to POCAC meetings. Public comment received at POCAC meetings shall be limited to comment on those specific items listed on the monthly Agenda or assignments that the Port Commission has given to the POCAC. The Chair (or acting Chair) should direct any other public comment to the Port Commission or Port Staff via the communication avenues provided, i.e., Port Commission meetings, email, website, phone, etc.

The Port shall inform the POCAC of other public inquiries by providing the POCAC with any reports it prepares to summarize such inquiries.

A Port Commissioner or any Port Staff may ask any POCAC member to observe or participate in their meetings with other members of the public.

Nothing in this section limits the ability of the POCAC Chairperson to include citizen presentations on POCAC agendas, provided that the subject matter of such presentations is related to items on the monthly Agenda or assignments that the Port Commission has given to the POCAC.

3. Officer Elections

At the monthly September meeting of the POCAC, a Nominating Committee will be formed from the interested membership. Members of the Nominating Committee shall excuse themselves from standing for office as the Chairperson or Vice Chairperson. Between the September monthly meeting and the October monthly meeting, the members of the Nominating Committee will poll all other POCAC members to ascertain their interest in

being either Chairperson or Vice Chairperson. The Nominating Committee will then put forward a slate of interested Committee members who have served on the POCAC for a minimum of one year for the positions of Chairperson and Vice Chairperson. It is desirable to have more than one candidate for each office and nominations shall be accepted from the floor for any member. The POCAC will approve a ballot at the October monthly meeting and this ballot will be either:

- a.) created and sent out by U.S. mail by a designated Port of Olympia staff member to each Committee member allowing for two weeks for members to return their ballots to the Port staff member or,
- b.) created and sent out via e-mail by a designated Port of Olympia staff member to each Committee member allowing for two weeks to return the vote via e-mail to the Port staff member.

The Port staff member shall then forward the cast ballots to the Nominating Committee. The Nominating Committee will then count the ballots, and in the event of a need for a runoff or in case of a tie, a new ballot will be presented to the POCAC at the November monthly meeting. If there is no need for a runoff or an additional election, the Nominating Committee will announce the results of the vote at the November monthly meeting or the next available regularly scheduled monthly meeting.

The newly elected Chairperson and Vice Chairperson will assume their leadership positions at the January monthly meeting. The Vice Chairperson does not automatically assume the role of Chairperson the following year but rather serves to fill in if the Chairperson is absent, or to fill in for the remainder of the term if the Chairperson resigns. In the event the Chairperson resigns an election for a new Vice Chairperson will be conducted as described above unless there are less than three months remaining in the term of office year in which case the position may remain vacant. **An elected term is 1 year. The Chair and Vice Chair shall serve no more than two (2) consecutive one-year terms.**

4. Sub-Committees

Sub-Committees may be established by the POCAC for the purpose of additional analysis and/or review required to accomplish the Port Commission assigned task(s). Any matter referred to a Sub-Committee must ultimately be presented to the full POCAC for consideration and approval prior to forwarding any recommendation to the Port Commission.

5. Decision Process

a. General

To the extent possible, the POCAC intends to operate by the consensus of the membership, however, as a diverse group of citizens, it is recognized consensus may not always be achievable. The Port Commission values and welcomes the advice of each member of the POCAC and therefore would expect to hear the range of comments and advice from the majority, minority, or single individual in cases where there is no consensus.

b. Call for a Vote

When it is necessary to establish clear decisions by the membership to be relayed to the Port Commission as envisioned by the Resolution, a vote of the POCAC will be taken and reported to the Port Commission as such. A member may call for a vote, after being recognized by the Chairperson, by making a motion to call for a vote. The motion must be seconded by a second member of the POCAC.

6. Attendance

The Port Commission values and appreciates citizens' willingness to volunteer, actively participate, and provide advice as a member of the POCAC. Participation in scheduled POCAC meetings (and participation in Sub-Committee meetings, if assigned), is important to stay current with, and actively contribute to, the POCAC's role of providing relevant advice to the Port Commission on the assigned tasks. Attendance at scheduled POCAC meetings, and POCAC Sub-Committee meetings if assigned, is expected. If a member does not attend at least 60% of the scheduled meetings, or assigned Sub-Committee meetings during the course of a year (starting January 1, ending December 31) without advanced notification of absence to the Chair and Vice Chair, the person's membership on the POCAC will automatically be forfeited for the balance of member's term. (attendance to be reconsidered by POCAC)

7. Reports to the Port Commission

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than twice 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.

The Chairperson, with the consent of the POCAC, may request a POCAC meeting with the Port Commission in a Joint POCAC/ Port Commission work or study session format for the purposes of presenting the work of the POCAC to the Port Commission.

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2021-XX**

**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 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 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 12 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. **(moved)**

The Executive Director will serve as **an** 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 twice 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. (added from Rules of Op)

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) continuous terms. 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 President or Port Commissioner Designee, the Executive Director, and the current 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, _____, 2021, as attested to by the signatures below of the Port Commissioners physically present this ____ day of _____.

PORT OF OLYMPIA COMMISSION

By: _____
President

By: _____
Vice President

By: _____

Secretary