

Citizens Advisory Committee Meeting

Wednesday, February 18, 2026 – 4:00 pm

In-Person: Percival Plaza – Olympics Room, 626 Columbia Street NW, Suite 1B, Olympia
Zoom (Public Link): <https://us06web.zoom.us/j/81026022207?pwd=FeUZMDZELkYBq3nPFvASTbd3axGfDX.1>
Meeting ID: 810 2602 2207 | Passcode: 564813 | Or Telephone: 1 253 215 8782

AGENDA

4:00 – 4:05 p.m.	Welcome and Call to Order	5 min	Quentin Phillips, Chair
4:05 – 4:10 p.m.	Approval of Agenda	5 min	Quentin Phillips
4:10 – 4:20 p.m.	Public Comment – 10 minutes – Citizens may address the POCAC/ Commission with any items related to the agenda. Limit comments to 3 minutes per person. Members of the public may comment on agenda items and other port business. NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2026-02 Article VI. <ul style="list-style-type: none">• <u>Comments should be directed to POCAC/Commission</u>: Comments should be directed to the POCAC/ Commission as a whole and should not include comments about individual Port staff or members of the public.• <u>Courtesy</u>: All speakers (members of the public, Port staff, the POCAC and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.	10 min	
4:20 – 4:40 p.m.	Newly Proposed POCAC Resolution	20 min	Quentin Phillips
4:40 – 4:50 p.m.	Election of Vice Chair	10 min	Quentin Phillips
4:50 – 5:05 p.m.	Subcommittee Updates <ul style="list-style-type: none">• Budd Inlet Subcommittee• Destination Waterfront Subcommittee	15 min	Bob Wubbena, Chair Quentin Phillips, Chair
5:05 – 5:15 p.m.	Old Business	10 min	Quentin Phillips
5:15 – 5:25 p.m.	New Business	10 min	Quentin Phillips
5:30 p.m.	Adjourn		

<http://www.portolympia.com/commission>

Written public comments may be submitted to commissioncoordinator@portolympia.com by 12:00 p.m. on the date of the meeting.

All written comments will be compiled and sent to the POCAC Chair and Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment.

For those listening by phone, press *9 if you wish to raise your hand and provide comment.

Individual public comments are limited to 3 minutes per person.

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2025-~~XX~~02**

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the citizens advisory committee known as the Port of Olympia Citizens 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 citizen advisory ~~committee~~ POCAC to advise the Port of Olympia Commission (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 Resolutions 2025-02, —2024-08, 2023-09, 2022-15, 2021-06, 2019-10 and 2019-03.

NOW, THEREFORE, BE IT RESOLVED, after due consideration, ~~it is the determination intention of~~ the Port of Olympia Commission ~~that~~ Commission to establish the following:

1. The Port of Olympia Citizens 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”).

2. Purpose:

The purpose of the POCAC is to provide ~~advice input~~ to the Port Commission on tasks ~~as~~ assigned by the Port Commission. The intent 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.~~The POCAC is the successor of a former Committee referred to as the Planning Advisory Committee.~~

3. Composition:

The POCAC shall consist of up to ~~17-15~~ members, preferably with with no less than 9 members serving as selected by the Port Commission 3 members from each Port district. A Port Commissioner and an Executive Director designee will serve as ex-officio members of the POCAC.

4. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward written, unsolicited public input received by POCAC members to the

Commission Port's Communication Manager who, who will determine how such unsolicited input shall be handled.

The Port shall supply an administrative assistant to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Commission or Executive Director or designee and the POCAC.

~~The Executive Director or a designee of the Executive Director will serve as ex officio, non-voting member of the POCAC. The Commission or Executive Director or designee will provide guidance when requested by the POCAC. The Executive Director, and assign will assign~~ Port staff for expertise, if required and as capacity allows.

5. Assignments:

The Port Commission will assign review and may approve proposed POCAC tasks, to the POCAC, through POCAC tasks will be proposed by a written request ~~initiated by the Commission. All written request forms will include a description of the proposed task, staff involvement, budget, and deliverables. Task request forms will be reviewed and approved by the Commission prior to commencement of the task. A sample POCAC task request form is included in Exhibit A of this resolution. that will include a description of the scope of any assignment.~~

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 or white paper.~~
- b. **Policy recommendation:** This product will explain the need for recommend 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, 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.
- 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.

~~d. **Advice to Executive Director:** This product serves to provide analysis and suggestions on current Port operations. Should the Port Commission choose, this product may be forwarded to the Executive Director for consideration. After receiving any such product,~~

~~the Executive Director will report back to the Port Commission within a reasonable timeframe on the feasibility of implementation of suggestions and recommendations.~~

~~e. **Citizen Advisory Committee assignment planning documents and supporting products:** This product allows the POCAC to act on assignments received from the Port Commission, develop project plans to carry out their assignments, and develop necessary materials and products in coordination with the Executive Director or designee. Cost of goods and products must be within the Port's annual budget and coordinated with Executive Director or designee.~~

6. Scheduled Meetings:

The POCAC will establish a meeting schedule consistent with the time necessary to complete a work plans and the assignments. ~~The chair of the POCAC shall report periodically and no less than once a year to the Port Commission~~

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7. Community Involvement:

The POCAC ~~shall have the authority to~~, with Commission approval, may solicit public involvement in ~~the frequency and~~ manner ~~at the POCAC's discretion~~, consistent with work plans ~~and developed~~ Commission priorities. ~~The POCAC may request legal assistance through the Executive Director or designee with respect to a particular form of public involvement being considered.~~

~~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.~~

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

8. Sub-Committees:

~~Subcommittees may be formed when a specific need arises. Subcommittees will be initiated by the POCAC and will be task forces to address specific tasks. When a subcommittee's work is completed on the identified task, the subcommittee will sunset.~~

Each Sub-Committee will select a member to serve as a ~~e~~Chair. 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.~~

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~~8.9. Officers and Sub-Committees:~~

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The officers of the POCAC shall ~~be include~~ a Chair, ~~and~~ Vice Chair, ~~and~~ Secretary to preside and facilitate POCAC meetings and present special reports. The POCAC members in these positions ~~Chair and Vice Chair~~ shall serve no more than two (2) ~~consecutive~~ one-year terms. ~~The~~ positions ~~Chair and Vice Chair~~ 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 ~~may will~~ be provided, in writing ~~or, at a regular Commission meeting or work session, given verbally at a Joint POCAC/Port Commission meeting, a regular Commission business meeting or work session.~~ 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.~~

9-10. Terms:

A full term for POCAC members is three years. The POCAC members shall each serve no more than four (4) ~~consecutive~~ 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. At its discretion, the Port Commission will decide when it will fill a vacancy of an unexpired term. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

10-11. 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. Recruitment of POCAC members will include a robust advertisement process and direct referral from Commissioners of potential members from their districts. The recruitment may focus on specific Port districts when a district is underrepresented in POCAC membership.~~ The interview team will consist of ~~a the~~ Port Commissioner, ~~Vice President or that person's designee~~, the Executive Director or ~~that person's~~ designee, and the ~~incoming~~ Chair of the POCAC. Copies of each application will also be sent to all Port Commissioners for their review.

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

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

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After completion of ~~all applicant interviews~~ recruitment and evaluation, the Port Commissioner serving on the interview team will recommend the appointment of the new member(s) at a regularly scheduled Port Commission meeting.

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Commented [A4R3]: Towards the end of the year when we know what vacancies there will be in the coming year . . .

~~11.12.~~ 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 ~~or designee~~. 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.

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~~12.13.~~ 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” ~~and “Exhibit B”~~ of this Resolution.

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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 ~~January 13~~ December 8, 2025, as attested to by the signatures below of the Port Commissioners ~~physically present on~~ this ~~13th~~ 8th day of ~~January~~ December 2025.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada

Sarah Montano

Joel Hansen

Krag Unsoeld

Jerry Toompas

Port of Olympia Citizens Advisory Committee

Operating Procedures and Rules

The Port of Olympia Citizens Advisory Committee (POCAC) operates under the authority of Port Resolution 2025-~~XX~~02. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

1 Overview of the Port of Olympia Citizens Advisory Committees

The POCAC, its sub-committees, and the Port of Olympia offer a structured opportunity for community members to actively engage in specific port's initiatives.

2 POCAC Mission

The mission of the Port of Olympia Citizens Advisory Committee is to provide input to the Commission reflecting community perspectives on Port operations and projects. The POCAC strives to provide informed and community-focused recommendations for Commission consideration.

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2-3 Advisory Committee Duties and Responsibilities

The Port Commission has set out the POCAC's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements in Resolution 2025-~~02~~XX.

The POCAC is to provide input to the Port Commission on matters assigned to them by the Commission.

32.1 Ethical Behavior and Community Representation

2.4.1 Conflict of Interest: Committee members will not participate in providing advice or comments to the Commission, staff, or other POCAC members on any matter in which they have a financial interest. Additionally, POCAC members will not participate in issues related to any contract in which they have a financial interest. If a POCAC member has a conflict of interest, he/she will disclose such conflict to the other members of the POCAC and file a written statement disclosing the conflict with the Commission and Executive Director ~~or designee~~(note – Executive Director includes their designee in this context).

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2.4.2 Official Port Communications: POCAC members will not claim or imply that they are speaking on behalf of the Port unless they have been specifically authorized to do so by the Port's Commission or Executive Director.

2.4.3 Committee comments and communications: POCAC members will not comment about individual members of the public or Port staff in general commentary or comments regarding POCAC work.

4.3 Coordination with Internal Staff

At the Port of Olympia, each The POCAC will include a staff liaison, appointed by the Executive Director, as an ex-officio member. The staff liaison may change, depending on the nature of the work task being executed.

POCAC subcommittees, when formed, will include a staff liaison. subcommittee is paired with an assigned staff member.

Port of Olympia's staff support the POCAC and subcommittees as time and resources allow. In general, staff support subcommittees by includes:

- Providing guidance and offering recommendations to assist the POCAC and subcommittee in its work.
- Supporting the POCAC and subcommittee in maintaining progress towards its objectives.

5.4 Required Public Records Training

All POCAC members are required to receive training under the Public Records Act within 90 days of appointment and a refresher training every four years. Training is available on the Washington State Office of the Attorney General at: <https://www.atg.wa.gov/open-government-training>

5.6 Meetings

5.4 Meeting location: All POCAC meetings will be held at the Port of Olympia or using a virtual platform like Zoom or Microsoft Teams unless otherwise specified in advance. In the case of an alternative meeting location, the POCAC Chair will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public.

5.2 Date and time: Regular meetings will be held on a specified monthly day or date and time, unless amended by the committee. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular meeting. A meeting may also be cancelled by the Chair upon notice that no quorum is expected to be present or when there is no item on the agenda other than routine items.

5.3 Meeting notice and agenda: 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.

At the conclusion of each meeting, any member may suggest item(s) to be added to an agenda for consideration at a subsequent meeting. A majority of members must concur with the suggestion for the item(s) to be added to a subsequent meeting agenda.

The meeting agenda will generally follow the format below, ~~with changes to the format the prerogative of the committee Chair:~~

AGENDA

I. Call to Order

- A. Attendance
- B. Approval of Minutes
- C. Announcements from Members and Port staff
- D. Acceptance of Agenda

II. Comments from the Public in Attendance

III. The Business of the meeting

IV. Other Business

- A. Future Agenda Items
- B. Next Meeting
- C. Other Topics

5.4 Minutes: Meeting minutes will be kept indicating any POCAC action or recommendation, including any votes on agenda items. The Port of Olympia commission coordinator will keep minutes and distribute them to the committee for review and approval. Once approved by committee members, minutes will be posted to the Port website by the commission coordinator.

6.7 Committee Organization

6.1 Membership: Membership on the POCAC will be governed by the Resolution 2025-02. The POCAC will report vacancies to the Port of Olympia Commission ~~President,~~ with a copy to the Executive Director ~~or designee.~~

6.2 Attendance: Members are expected to attend committee meetings and fully participate in and contribute to the committee's work. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, ~~the Committee Chair will notify the Executive Director. At the discretion of the POCAC,~~ the Commission may choose to revoke the committee member's appointment or accept their resignation.

6.3 Duties of the Chair and Vice Chair: The Chair will preside over the meetings and coordinate meeting agendas with committee members and the Port's commission coordinator. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair will, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

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7-9 Committee Operations

7.1 Quorum: A simple majority of POCAC members constitutes a quorum. Meetings with less than a simple majority may take place; however, no official actions may be taken. For action to be taken by vote of the POCAC, it requires a simple majority of the quorum (members present).

7.2 Robert's Rules of Order: The POCAC process for taking action will be guided by the latest version of Robert's Rules of Order.

7.3 Recommendations: The POCAC shall make recommendations in accordance with the ~~direction provided by the Port Commission~~Commission-approved work plan. Recommendations shall indicate the POCAC's vote on the item. The Chair will determine who will present the committee's recommendation to the Commission in a public meeting.

~~7.4 Majority and Minority Opinions: A minority report may accompany any recommendation. Majority and minority opinions will be recorded in the POCAC's minutes.~~

7.5 Act as a Body: The POCAC will act as a body. The Chair, or Chair's designee, will serve as official spokesperson of the POCAC.

7.6 Port Administrative Guidelines: The POCAC will comply with Washington state records management and disclosure laws.

~~7.7 Email:~~ If a Port email address is provided, advisory committee members will use such email address for the conduct of POCAC business.

Commented [A2]: Not seeing where this will be helpful.

8-9 Officer Elections

~~8.1 Officer Elections:~~ To ensure efficiency ~~within the Port~~, the POCAC will establish a chair, vice-chair, and secretary ~~every September~~at the earliest opportunity when required due to membership changes. Members are encouraged to work collaboratively to rotate these roles annually.

Officer nominations and elections shall occur as an agenda item at a regular POCAC meeting. Officer election results ~~should~~shall be included in meeting minutes and sent to the commission coordinator.

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POCAC Task Request Form

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Name of task:

Origin and need of task:

Description of the issue at hand, analysis or work needed, and the deliverables:

Alignment with Port Strategic Priorities

Timeline for completing the task:

Resources, including staff, needed for task completion:

Budget:

Commission endorsement/approval

Jasmine Vasavada

Sarah Montano

Maggie Sanders Joel Hansen

Amy Evans Harding Krag Unsoeld

Bob Iyall Jerry Toompas