



Citizens Advisory Committee Meeting

Tuesday, November 15, 2022

6:00 p.m.

Percival Plaza – Olympics Room

626 Columbia Street NW, Suite 1B

Olympia, Washington 98501

The meeting agenda is available on the Port of Olympia website as of November 14, 2022.

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

The public may join the meeting from computer, tablet or smartphone at:

<https://us02web.zoom.us/j/84290615244?pwd=blpjMVRESjByRkg0V0hiNS9LcnlyQT09>

Or Telephone: 1 253 215 8782

Webinar ID: 842 9061 5244

Passcode: 126269

Please note that the Zoom link changes for each meeting.

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 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.

AGENDA

1. Call to Order – Chair Deborah Pattin
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. POCAC Candidates
 - a. Criteria and Process
 - b. Candidate Qualifications
5. Review Orientation Strategy
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.

MEMORANDUM

To: POCAC Members, Commissioner Harding, ED Gibboney
From: Lisa Parks, Executive Services Director
Date: November 15, 2022
RE: Completing the New POCAC Member Selection Process

POCAC Appointment of New Members

Consistent with the Resolution establishing the POCAC (Resolution 2021-06), below are the criteria and anticipated process for reviewing and recommending new members to serve on the POCAC, with final decision resting with the Port Commission.

Criteria (Resolution 2021-06, Section 11. Selection of New Members)

- Past volunteer activities
- Private/public work experience
- Experience/knowledge of Port of Olympia
- Representation from all 3 Commissioner District
- Reason(s) for wanting to serve on the POCAC

Process (Resolution 2021-06, Section 11. Selection of New Members)

1. Interview Team consists of Commissioner Harding, ED Gibboney and POCAC Chair Pattin
2. POCAC discussion on 11-15-2022 re: each applicant and their alignment with the above criteria
3. Interview Team will meet prior to 12-7-2022 to develop a recommendation of up to eight new members
4. Recommendation memo is included on 12-8-2022 in the Port Commission meeting packet
5. Recommendation of new members from the Interview Team is discussed on the Port Commission agenda as Action/Other item at their regular meeting on 12-12-2022, with a decision anticipated at that meeting

MEMORANDUM

To: Existing and Incoming POCAC members
From: Lisa Parks, Executive Services Director
Dan Penrose, Planning Consultant
Date: November 15, 2022
Re: POCAC Orientation Strategy

Thank you for your willingness to serve on the Port of Olympia's Citizen Advisory Committee. This is an exciting time to be involved with the Port as we enter 2023 with a new set of members and a committee full of energy, passion and initiative. Your time is valuable and the Thurston county community is fortunate to have you volunteering to provide input to the Port Commission on a variety of items. In the coming weeks the Commissioners will finalize their workplan and strategies for the year and will outline areas that the POCAC can provide insight and assistance.

In the first part of 2023 staff has prepared a preliminary workplan to ensure that all committee members have a similar level of understanding as the Port of Olympia Citizens Advisory Committee. In January staff expects to give a presentation (often called "Ports 101") to inform members on the roles, responsibilities, and opportunities for Port Districts in Washington State. There will be time for a question/answer and discussion during that meeting. In February, staff will review the operating rules, protocols and responsibilities of the POCAC, including an examination of the Open Public Meetings Act, quorum and anticipated meeting schedule. With those topics as a foundation, future meetings will include discussion of Port-specific topics such as the soon-to-be-adopted 2025 Strategic Plan, Destination Waterfront Development Vision and Vision 2050, a comprehensive, community-informed Plan for our future developed in 2019.

Preliminary 2023 Workplan

January – Ports 101 (RCW 53)

- Introduction to WA Port Districts
- Role of Ports
- Revenue and Funding Sources
- Commission
- Reference to Guiding Documents
 - Comprehensive Scheme of Harbor Improvements
 - Strategic Plan
 - Environmental Sustainability Plan
 - Annual Budget
 - Airport Master Plan
 - Development Guidelines
 - Outline of Port of Olympia Properties

February – Citizen Advisory Council

- Rules of Operating and Meeting Protocols
- Open Public Meetings Act
- Roles and Staff Support
- Responsibilities
- Meeting Schedule

On-going

- Vision 2050 Action Plan
- 2025 Strategic Plan
- Destination Waterfront Plan
- Review of Port Business Lines