

PORT OF OLYMPIA COMMISSION

RESOLUTION 94 – 03

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION authorizing the standing committee known as the Planning and Advisory Committee.

WHEREAS, the Port of Olympia desires to create a citizen advisory committee to advise the Port Commission on matters of public concern involving the scope and direction of the Port and improving community relations.

NOW, THEREFORE, after due consideration it is the determination of the Port of Olympia Commission as follows:

1. The Committee:

There is hereby created a standing committee of the Port of Olympia known as the Planning and Advisory Committee (the "Committee"). The purpose of this Committee is to provide continuing advice to the Port on matters affecting the Port, the public, and the communities within which the Port operates. The committee shall become effective upon the commencement of its organization meeting and shall remain in effect until modified or terminated by resolution of the Port Commission.

2. Composition:

The Committee shall consist of 12 members selected by the Commission.

3. Duties:

The committee shall advise the Port Commission on issues relating to:

- a. Modification of Port Comprehensive Plan
- b. Development of Capital Facility Plans as part of the Comprehensive Plan process
- c. Other questions assigned by the Commission

4. Staff and Budget:

The Port Commission shall identify staff to serve the Committee as part of the annual budget process and shall designate a first year budget as part of the approval of the 1994 Committee work plan.

5. Work Plan:

The Commission will annually meet with the Committee to develop a work plan as part of the annual budget process. For 1994, the Committee will

follow the recommended strategic plan agenda developed by the Strategic Planning Committee and Commission, as may be modified by the Committee after initial scoping meetings with the Commission.

6. Meetings:

The Committee will establish a meeting and hearing schedule consistent with the work plan. The chair of the Committee shall report periodically to the Port Commission. All meetings of the Committee shall be subject to the requirements of the Open Public Meetings Act and all documents and records of the Committee shall be maintained in accordance with the public records requirements of the State of Washington.

7. Community Involvement:

The committee shall have the authority to solicit public involvement in many ways, consistent with the work plan and budget and staff constraints.

Public hearings shall be held by the Committee, after due notice, on any issue for which the Port Commission is required to hold a public hearing.

The Committee may hold such additional work sessions, hearings, and meetings with other groups interested in planning in the community, as the Committee deems appropriate and consistent with the approved work plan to increase public involvement, participation, and understanding of Port operations.

8. Rules of Procedure:

The Committee shall adopt rules of operation to accomplish the objectives of the Committee.

9. Officers and Committee:

The officers of the Committee shall be a chair and vice chair to preside and facilitate presenting reports, and such other offices, committees, or subcommittees as the Committee deems appropriate.

The Port Shall supply a recording secretary to comply with the requirements of state laws pertaining to open meetings and public records.

10. Terms:

The committee shall consist of 12 members, each serving a staggered three-year term. The first year the Commission shall appoint 12 committee members:

- a. Four positions, for full three-year terms
- b. Four positions, for partial two-year terms
- c. Four positions, for partial one-year terms

Each year thereafter the Commission shall appoint or reappoint persons to fill the expiring terms, for a full three-year term. Any vacancy may be filled by the Commission to complete the unexpired term.

DATED at Olympia, Thurston County, Sate of Washington, this 14th day of March, 1994.

PORT OF OLYMPIA COMMISSION

Jeff Dickison, President

Gary C. Alexander, Vice President

Robert A. VanSchoorl, Secretary