



PORT of OLYMPIA

Citizens Advisory Committee

Commission Meetings

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| Staff Lead: |
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| Background: |
| <p>In researching the regularly scheduled Port Commission Monday meetings since 2013, the timeline on the length of each meeting was graphed to show what the Trend Line has been since that point in time. Attached is a graph of those meetings, the trend line indicates that the length of Port Commission Monday meeting has been moving in an upward direction. Some recent Port Commission meetings have gone as long as 4 to 5.5 hours. The Trend Line does not include Executive Sessions, Work Sessions or those joint meetings held with other political entities (such as the recent SLR meeting with the City of Olympia and LOTT).</p> <p>The last meeting in February (the 26th meeting) lasted until 9:30 pm, it should be noted that the only people left in attendance were the 2 Port Staff that record the meeting, the Executive Director, Legal Counsel, and the 3 Port Commissioners. The remaining public had tired of the marathon and had left the meeting about 9:00 pm. In addition to a tired Public, the Port staff in attendance have already put in a full day of work and are spending additional hours at the meetings. It is time to critique our regular meetings to see what or if there are improvements that could be implemented to potentially shorten the meetings while still providing transparency in the Commission's actions.</p> |
| Scope of Work: |
| <ol style="list-style-type: none">1. Evaluate current Commission Meetings via the recorded videos;2. Interview each Commissioner on the Commissioners' thoughts/input;3. Interview other Citizens that regularly attend Port Commission Meetings for Input;4. Interview Port Staff that regularly attend Port Commission Meetings for Input;5. Review other City meetings in the local area (Lacey, Olympia, Tumwater, etc);6. Review other Port meetings of similar size (Port Angeles, Grays Harbor, Bellingham, Anacortes, etc.)7. Recommend Agenda improvements (change in line up, change in presentations, etc.) |
| Timeline: |
| Estimated that this could be completed and a written report/POCAC presentation be provided to the Port Commission at a future work session. Approximately 4 months to complete. |