

PORT OF OLYMPIA COMMISSION
Resolution 2011-09

A Resolution, of the Port of Olympia Commission, providing for a policy on the public participation of Thurston County citizens on matters related to Port Commission decisions.

WHEREAS, the Port Commission is committed to providing opportunities for public involvement by Thurston County citizens; and

WHEREAS, the Port of Olympia strives to meet or exceed the legal requirements for public participation on matters related to Port Commission decisions; and

WHEREAS, in specific matters of broad-based community interest, the Port Commission has given staff direction that far exceeds the legal requirements for public participation to ensure that the opinions of citizens are heard; and

WHEREAS, the Port Commission is proud that the Port of Olympia exceeds most if not all of Washington State's Class A Public Ports in public participation opportunities; and

WHEREAS, the Port of Olympia Citizen Advisory Committee, a group of volunteers appointed by the Commission, has at the Commission's direction researched and prepared a thorough written report and recommendations on Port public participation; and

WHEREAS, in recognition of the substantive report and thoughtful recommendations by the Port of Olympia Citizen Advisory Committee, the Port Commission now wishes to provide a policy directive to the Executive Director or his or her designee on the public participation of Thurston County citizens on matters related to Port Commission decisions; and

WHEREAS, the Executive Director will keep the Commission apprised of any administrative policies or changes thereto which in any way impact public participation by Thurston County citizens on matters related to Port Commission decisions,

THEREFORE, BE IT RESOLVED to insure uniform application of this policy that questions or requests for interpretation shall be directed to the Executive Director.

BE IT FURTHER RESOLVED that the policy directive of the Port Commission of the Port of Olympia, set forth as Exhibit "A" attached to this Resolution and incorporated herein by reference, is for the purpose of providing the delegation of authority to the Executive Director or his or her designee the matters related to Port public participation.

BE IT FURTHER RESOLVED that the Port of Olympia Commission delegates the authority to the Executive Director to create procedures for the above policy. In addition, the Port Commission delegates the authority to the Executive Director to create other administrative policies and procedures as deemed necessary for the policy to be properly carried out by Port of Olympia employees.

ADOPTED by the Port of Olympia Commission this 23rd day of May, 2011.

PORT OF OLYMPIA COMMISSION

Bill McGregor, President

Jeff Davis, Vice President

George L. Barner, Jr., Secretary

PORT OF OLYMPIA COMMISSION
Resolution 2011-09


**Executive Policy
Public Participation
Exhibit A**

A Resolution, of the Port of Olympia Commission, providing the delegation of authority to the Executive Director or his or her designee for matters related to Public Participation.

Public Participation

The Public Participation Policy of the Port of Olympia is to *meet or exceed*, where practical and applicable, all state laws for public participation that apply to public ports. This includes but is not limited to public participation related to development opportunities, budget adoption, real estate purchase and disposition of surplus real estate.

The Port will *exceed*, where practical and applicable, the state laws that apply to public ports for public participation as they relate to development opportunities, budget adoption, real estate purchase and disposition of surplus real estate, when the matter at hand is of special historical or cultural significance to the Thurston County community, and/or is of general special interest to a broad range of citizens in Thurston County.


 Port of Olympia POLICIES & PROCEDURES MANUAL		Page:	1 of 2
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	5/2011
Policy:	PUBLIC PARTICIPATION	Policy No.	127
Approver:	COMMISSION	Resolution No.	2011-09

POLICY: The Public Participation Policy of the Port of Olympia is to *meet or exceed*, where practical and applicable, all state laws for public participation that apply to public ports. This includes but is not limited to public participation related to development opportunities, budget adoption, real estate purchase and disposition of surplus real estate.

The Port will *exceed*, where practical and applicable, the state laws that apply to public ports for public participation as they relate to development opportunities, budget adoption, real estate purchase and disposition of surplus real estate, when the matter at hand is of special historical or cultural significance to the Thurston County community, and/or is of general special interest to a broad range of citizens in Thurston County.

PROCEDURE:

1. The Port will meet or exceed, where practical and applicable, all state laws on public participation as described in the policy.
 - a) The Port Commission holds twice monthly regular, open meetings in the LOTT Clean Water Alliance Board Room in downtown Olympia at 5:30 PM to facilitate attendance by community members. The Commission may hold additional meetings at other dates and times, and occasionally holds its regular twice-monthly meetings in other locations around the County for the convenience of citizens.
 - b) Commission meetings are held at locations that meet American Disability Act requirements.
 - c) Notices of all Port Commission meetings are published in compliance with the Open Public Meetings Act (Chapter 42.30 RCW). The meetings, agendas and attachments are also published on the Port’s website, approximately one week prior to the meeting. The Port emails agendas to those who request them. On the website under the agenda is a place where people can submit comments on agenda topics.
 - d) The Port has its twice monthly regular Commission meetings taped and broadcast on TCTV at 7:30 PM the following two Wednesdays and at noon the following two Thursdays to offer more opportunities for the Thurston County community to see the meetings.
 - e) Thurston County citizens can arrange with TCTV for a copy of a Commission meeting DVD.
 - f) Before a matter becomes an “Action” item for Commission vote at a regular meeting, it is first presented to the Commission as an “Advisory” from staff at a regular meeting. Note: Rare exceptions to this may occur. Each Commission meeting has at least two opportunities for public comment, so there typically are four opportunities for the public to comment on an item prior to the Commission vote.

 Port of Olympia POLICIES & PROCEDURES MANUAL		Page:	2 of 2
Section:	100 EXECUTIVE POLICY & PROCEDURE	Revision Date:	5/2011
Policy:	PUBLIC PARTICIPATION	Policy No.	127
Approver:	COMMISSION	Resolution No.	2011-09

- g) Where practical and applicable, the Commission schedules a public hearing, usually in conjunction with a regular Commission meeting, to receive comments from the Thurston County community about a specific matter.
 - h) Port Commissioners and Port staff accept and respond to comments and questions from citizens by telephone, email and letter, and are available to meet with citizens.
 - i) The Port website has an Inquiries section where citizens can make comments and ask questions which are responded to by appropriate staff.
2. When the Port Commission, where practical and applicable, determines to exceed its typical public participation procedures defined in #1 above, the Commission will select the public participation procedures most appropriate for the matter at hand, pursuant to public participation best practices. The public participation techniques which the Commission will consider may include but are not limited to:
- a) Facilitated public meetings using an experienced facilitator to maximize participant interaction and recorded to preserve public comments
 - b) Public hearings featuring invited speakers to represent the different points of view, and recorded to preserve testimony
 - c) County-wide statistically valid telephone survey
 - d) Facilitated workshops or focus groups that include Thurston County citizens with different points of view on the topic
 - e) Outreach to inform citizens such as presentations to organized groups, news releases/media briefings, advertising, emails to Port email list and organized groups, and Port website postings
 - f) Where practical and applicable—such as in the case of a public meeting, workshop, focus group or presentation—the Port will ask for the public’s comments on their experience with the public participation technique, for example, by providing comment cards to the public in attendance
 - g) Other participation methods offered to the Commission by the public as appropriate on a case by case basis upon Commission invitation or request.
3. The Port will post the Resolution, Policy and Procedures on the Port’s public website to encourage public involvement.