

**PORT OF OLYMPIA  
CITIZEN ADVISORY COMMITTEE**

**Citizen Advisory Committee Analysis Report  
October 20, 2015**

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### **A. The Commissioners' Charge to the Port Advisory Committee**

The Commissioners charged the Port Advisory Committee to evaluate, compare, and make recommendations if necessary to the Port Commission concerning the use and involvement of a Citizen Advisory Committee in its current configuration under the current operating rules. The desired work product is a report which compares and contrasts the formation, use, and processes of a number of government entities including Ports, Cities, and County agencies. The complete task definition is contained in the Appendix.

### **B. What the Port Advisory Committee Did in Response**

The Port Advisory Committee formed a Subcommittee to research the formation, use, responsibilities, authorities, and accountabilities of Citizen Advisory Committees. The Subcommittee surveyed (a) Washington ports, (b) Thurston County cities, and (c) the Thurston Regional Planning Council. The Subcommittee reported its progress on the Work Plan at the Port Advisory Committee's monthly meetings, and this Report was approved by the Port Advisory Committee at its October 2015 meeting.

### **C. Research Summary**

#### **a. Ports**

##### **Port of Anacortes**

Port of Anacortes has three advisory committees, one for each of operating areas, Marina, Marine Terminal and Airport, and the committees meet quarterly.

Membership on the committees is approved by the Commission in order to insure a balance of citizens, business owners, tenants, and neighbors. The committees bylaws are the governing document for the committee. The bylaws were created by the Commission, but can be amended by the Committee, except in the case of Committee membership.

At Committee meetings, the director of that operating area is always in attendance and frequently provides reports or presentations on items of interest to the Committee. One or two members of the Port Commission also attend, as do support staff.

Committee members are appointed by the Commission (some are gleaned from volunteers and some are asked to join to ensure a balanced membership) for two-year terms. Members can be re-appointed.

The Commission may assign a task to the Committee, but most often the Committee itself brings up topics for discussion and research that it wished to advise the Commission about. For example, recently at the Marina the Committee has had a discussion of the placement of signage, trash dumpsters, and ponding of water in an area used by Commercial Fishermen. In the first two instances, Port staff requested input from the Committee, and in the third

example, the Committee brought the matter forward and requested information from Port staff.

Tasks assigned to the Committee in the past included assistance with surveys, attendance at meetings regarding Marina facilities, and reporting to the Commission on quarterly discussions at a Commission meeting. The Marina Advisory Committee is the largest with sixteen members including representatives from the Port, City, commercial and recreational fishermen, recreational boaters, the Anacortes Yacht Club, and owners of neighborhood businesses.

The Advisory Committee meetings are always public meetings and minutes are taken. They are not televised or video/audio recorded.

### **Port of Bellingham**

The Port of Bellingham has two standing advisory committees, one for the Bellingham International airport and one for the Marina. There are 9 and 10 members respectively, serving 3 year terms. The members include representatives from recreational and commercial fishing tenants, commercial boat related enterprises, boating clubs, tribal community, neighborhood and environmental interests, and 2 ex-officio positions representing the Cities of Blaine and Bellingham.

Applicants are recommended by the two Advisory Committees and approved by the Port of Bellingham Commission. Resolutions passed by the Commission are the governing documents for the Advisory Committees.

The Committees identify their own tasks with staff guidance and support.

There are quarterly meetings for the Marina Advisory Committee and every other month for the Airport Advisory Committee, minutes are taken, but the meetings are not televised, webcast or recorded.

### **Port of Bremerton**

The Port of Bremerton does not have a current standing Citizen Advisory Committee. In the past advisory committees were set up for certain facilities or projects such as:

- Community Outreach Advisory Committee consisted of a member of the Commission, Port staff, and members of the community that were chosen by members of the Board. The committee was formed to review a draft Community Outreach/Public Participation policy and follow through to a final document. The committee met for several months until the policy was completed and adopted; the committee was then disbanded.
- Port Orchard Marina Advisory Committee (POMAC) consisted of staff members, community members, permanent tenants, and guest boaters. The committee met monthly to discuss issues relating to the marina facility. Committee members would email potential agenda items to the Director of

Marine Facilities (DMF) prior to the meeting. The committee has not met since the retirement of the DMF two years ago.

- Airport Master Plan Advisory Committee consisted of Port staff, consultants, airport businesses, and members of the community that were selected by staff. They met periodically through the Port's Airport Master Plan project. This process lasted over one year with meetings to review aspects of the proposed Airport Master Plan. The final plan has been submitted to Federal Aviation Administration and approval is expected soon.

## **b. Cities**

### **Lacey**

The City of Lacey has 8 Advisory Boards and Commissions: Planning Committee; Historical Commission; Board of Parks Commissioners; Library Board; TCTV Board; Law Enforcement Officers-Fire Fighters (LEOFF) Disability Board; Human Services Review Council (HSRC) and the Civil Service Commission. The responsibilities, authorities, and accountabilities, and creation of the boards and commissions are outlined in the Lacey City Council Policies-Procedures Manual.

The number of members of these advisory groups ranges from 9 (Planning Committee) to 1 (TCTV and HSRC), with the Lacey residency the key requirement and in general they are appointed by the Mayor or the City Manager. Most of the committees meet monthly; the meetings are minuted, but not recorded. Some of the committees require a youth representative (Historical Commission, Board of Parks Commissioners, and Library Board). The length of terms ranges from 6 years (Civil Service Commission) to 2 years (LEOFF and HSRC) with 3 years and 2 term limits being the most common duration among the committees.

The operating rules and objective of the boards and commissions is detailed in the Lacey codes and includes creation objective, membership, organization-records, authority –powers and duties, rules and regulations, and penalties for infractions. In general the boards and commissions conduct investigations and surveys, formulate plans, accept public comments, and make recommendations to the city council through the city manager.

### **Olympia**

The city has 19 citizens committees, advisory boards or commissions. Each meets monthly, accepts public comments, and all have a city council member on the board, commission, or committee or attends the meetings. The details of these advisory boards and committees are described on the City's website at <http://www.olympiawa.gov> in the City Council Guidebook, Section 4. The membership, roles, rules, and authorities are very similar to the City of Lacey as if the same consulting firm created both guides. In general, the meetings are minuted and public comment is taken during the meetings. Most terms are 2 or 3 years and the members of the committees, commissions, and boards are responsible for the functions of the advisory body.

To briefly summarize:

The City has the following standing boards and commissions which are appointed by Council:

- Arts Commission
- Bicycle & Pedestrian Advisory Committee
- Design Review Board
- Heritage Commission
- Lodging Tax Advisory Committee
- Parks & Recreation Advisory Committee
- Planning Commission
- Utility Advisory Committee

In addition, special purpose committees and task forces are appointed from time-to-time by the City Council to address issues of interest or to conduct background work on technical or politically sensitive issues. Special or ad hoc committees are dissolved upon completion of the intended task.

Membership on most committees is by Council appointment, and the General Government Committee, on behalf of the entire Council accepts applications and makes recommendations to the City Council following review of applications and personal interviews with qualified candidates. Most of positions are citizen-at-large without specific affiliation.

Staff members are to assist the advisory body chair to ensure appropriate compliance with state and local laws and regulations. Staff support includes: 1) preparation of a summary agenda after approval by the chairperson; 2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and 3) preparation of minutes of advisory body meetings.

In general, The City Council annually reviews and approves work plans for each advisory committee. It is expected the chair of the advisory committee or their designee, rather than a staff person, report the findings of the committee to the Council. Accordingly, committee chairs should attend the Council meeting when the recommendation is presented and be available for questions or clarifications on the committee recommendation.

### **Rainier**

The City of Rainier has a 3 member Planning Commission with staff support to minute monthly meetings. The members are recommended by commission or staff and appointed by the Mayor after an interview and serve until they resign. The commission conducts plan reviews, works on multiple projects and makes recommendations to the City Council. The commission's responsibilities, authorities, and accountability are contained in the City of Rainier Development regulations. The decision making process on the commission follows Roberts Rules of Order and the work product is a recommendation which goes to the City Council for approval.

## **Tenino**

The City of Tenino has two citizen advisory committees: a Planning Commission and a Park Commission. Both commissions consist of 5 members each. The staff provides administrative support. The Planning Commission term is 6 years while the Park Commission has a 4 year term. The City advertises for open positions and the Mayor brings candidates to the City Council for confirmation. Bylaws, ordinances, and RCW's are used to define the roles of the committees.

The Committees are assigned many different tasks based on Council feedback and requests. The tasks are assigned and developed by a combination of Commission, staff, and Council. The work done by the citizen advisory committee is presented to the Council to incorporate in policy or Council decision making. Typically the meetings are monthly and are not recorded but are minuted.

### **c. Thurston County Regional Planning Council**

TRPC is composed of appointed elected representatives from each jurisdiction to serve on the Regional Council. The TRPC's has three Advisory Boards and Committees: The Transportation Policy Board; the Urban Growth Management Subcommittee and the Technical Advisory Committee. The two primary advisory bodies to TRPC are the Transportation Policy Board and the Technical Advisory Committee. The Transportation Policy Board is principally composed of elected representatives from each of the member jurisdictions, but it also includes non-elected representatives from state government, business, and citizens. With the exception of the state government representative, the other non-elected positions are selected from a pool of candidates who apply for the position when a vacancy opens. The process includes a public announcement, application, interview, and subsequent appointment by vote of the Transportation Policy Board members (Transportation Policy Board's Bylaws). The Technical Advisory Committee is less formal. It is composed entirely of transportation department staff from the cities and the county who advise TRPC on technical issues related to transportation finance, infrastructure, operations, maintenance, etc. Staff is appointed by a city manager, public works director, or department director. Other staff frequently attends the Technical Advisory Committee meetings on an as needed basis because of their expertise (like signal timing). But they don't have a vote, but their opinions and expertise matter.

On occasion, TRPC creates unique committees that are specific to a project or topic. For instance, during the "Sustainable Thurston" planning process, TRPC created a Sustainable Thurston Task Force and several panels that covered water, public safety, education, health and social services, etc. This committee and the panels were temporary and expired at the end of the project.

#### **D. Recommendations**

1. The Port of Olympia Citizens Advisory Committee in addition to receiving tasking from the Port Commission may recommend and identify research and discussion topics to the Port Commission for its consideration and approval. A majority vote of the Advisory Committee shall be required to move recommendations to the Port commission.
2. Membership on the committee should insure a balance of citizens, business owners, tenants, and neighbors and should be as diverse and geographically representative as possible. (Proposed Resolution 2015-10 calls for representation from all three Port districts).
3. In addition to Port staff attendance at meetings, representatives from the Cities of Olympia, Lacey, Tumwater, Rainer, and Tenino should be encouraged to attend.
4. Term limits should remain at 2 three-year terms.
5. All meetings should continue to be open to the public with time allocated for public comment.
6. The meetings should continue to be recorded and minuted and the minutes should continue to be accessible.

**E. Appendix**



**PORT of OLYMPIA**

**Citizens Advisory Committee**

**Citizen Advisory Committee Analysis**

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<b>Background:</b>
There has been discussion on the Port Commission about the use of ad hoc versus standard citizen committee(s) over the past few months. While we have a standing POCAC we have used ad hoc committees such as when performing the economic impact study every five years. The intent is to evaluate, compare, and make recommendations if necessary to the Port Commission concerning the use and involvement of a Citizen Advisory Committee in its current configuration under the current operating rules.
<b>Scope of Work:</b>
The desired outcome would be a report that compares and contrasts some of the following items with other public entities: <ul style="list-style-type: none"><li>● Formation of citizen advisory committee<ul style="list-style-type: none"><li>○ Number of members</li><li>○ What is the makeup of committee?<ul style="list-style-type: none"><li>▪ Citizens only, staff or commission involvement, designated positions or interest group representation</li></ul></li><li>○ Length of member terms</li><li>○ What is the complete selection and appointment process?</li><li>○ Are bylaws, charters, resolutions, operating rules or other guiding documents used to define role of the advisory committee?</li></ul></li><li>● Use of citizen advisory committee<ul style="list-style-type: none"><li>○ What are the types of tasks assigned to the committee?</li><li>○ Are tasks assigned by Commission, staff, or developed by committee?</li><li>○ What is the frequency of tasks being assigned to the committee?</li><li>○ Are committees working on multiple tasks at one time?</li></ul></li></ul>

- Is the committee designed for completing one specific task (i.e. disappearing task force) or designed to accomplish any number of projects assigned during a certain term?
- How is the work done by the citizen advisory committee incorporated into policy or decision-making by the institution?
- Citizen Advisory Committee meetings
  - Is public comment taken?
  - Where and when are the meetings?
    - Is it a standing meeting or task based?
  - Are meetings televised, webcast, or recorded?
  - Provide examples of meeting agendas and minutes from other committees
  - Method of decision-making at Citizen Advisory Committees
    - Use of minority reports?

Please provide final analysis that consists of:

- Recommendations on changes to existing Citizen Advisory Committee format at the Port of Olympia
  - Please include rationale for recommendation
  - Benefit to be achieved
  - Anticipated cost of implementation (both financial and staff time)
  - Reference other entity that successfully implemented similar change
- Commendations for items that the Port of Olympia is leading in as compared to the other entities.

Please compare and contrast with at least 4 of the following Ports:

- Port of Anacortes
- Port of Bremerton
- Port of Bellingham
- Port of Port Angeles
- Port of Skagit

Please compare with at least 3 of the following local entities:

- Thurston County
- City of Olympia
- City of Lacey
- City of Tumwater
- LOTT
- Thurston Regional Planning Council
- Intercity Transit
- Timberland Regional Library

**Timeline:** September 2015