

**THE NORTHWEST SEAPORT ALLIANCE**  
**MEMORANDUM**

**MANAGING MEMBERS**  
**ACTION ITEM**

**Item No.** 8D  
**Date of Meeting** September 6, 2023

**DATE:** July 31, 2023

**TO:** Managing Members

**FROM:** John Wolfe, CEO

**Sponsor: Dana Henderson, NWSA General Counsel**

**SUBJECT:** 2023-05 Public Records Officer Resolution

**A. ACTION REQUESTED**

After first reading, request Managing Members of The Northwest Seaport Alliance (NWSA) advance to a second reading Resolution 2023-05 appointing Lisa Billak as the Public Records Officer for NWSA, superseding Resolution 2019-03.

**B. SYNOPSIS**

RCW 42.56.580 requires that each state and local agency appoint and publicly identify a public records officer whose responsibility is to serve as point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements.

**C. BACKGROUND**

Erin Galeno, Chief Financial & Administrative Officer for the Port of Tacoma was previously designated as NWSA's Public Records Officer by the Managing Members on June 4, 2019. Ms. Galeno wishes to transition the designation of Public Records Officer to Lisa Billak.

Ms. Billak has been hired as the Port of Tacoma's Records Program Manager, and in this new role, has oversight of both the Port of Tacoma and the NWSA's Records Program and public records request process. She is also an American Records Management Association (ARMA) Certified Public Records Officer. Given her deep experience with public records and day-to-day management of the Records Program and associated work, it is requested that Lisa Billak be appointed as NWSA's Public Records Officer. Her time will be compensated by the annual Service Level Agreements between Port of Tacoma and NWSA.

**D. ATTACHMENTS TO THIS REQUEST**

Proposed Resolution Number 2023-05

**E. PREVIOUS ACTIONS OR BRIEFINGS**

Resolution 2019-03 Appointing Erin Galeno as Public Records Officer

A RESOLUTION OF THE NORTHWEST SEAPORT ALLIANCE  
APPOINTING A NEW **PUBLIC RECORDS OFFICER** AND SUPERSEDING  
RESOLUTION 2019-03

**WHEREAS**, RCW 42.56.580 requires that “(1) Each state and local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements of this chapter”;

**WHEREAS**, Lisa Billak was hired into the new role of Records Program Manager at the Port of Tacoma in March 2023 and current Public Records Officer, Erin Galeno, desires to transition the designation of Port of Tacoma Public Records Officer to Lisa Billak who is a Certified Public Records Officer;

**WHEREAS**, in her role as the Records Program Manager, Ms. Billak also provides oversight of The Northwest Seaport Alliance's Records Program and public records process; and

**WHEREAS**, by means of an annual Service Level Agreement, The Northwest Seaport Alliance compensates the Port of Tacoma for records services, including for Ms. Billak's work.

**NOW, THEREFORE, BE IT RESOLVED** by the Managing Members of The Northwest Seaport Alliance that Lisa Billak, Port of Tacoma's Records Program Manager, is hereby designated as The Northwest Seaport Alliance's Public Records Officer.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that Resolution 2019-03 is superseded.

Adopted by the Managing Members of The Northwest Seaport Alliance at a regular meeting held on the 3<sup>rd</sup> day of October, 2023, signed by its Co-Chairs and attested by its Co-Secretaries in authentication of its passage this 3<sup>rd</sup> day of October 2023.

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Deanna Keller, Co-Chair  
The Northwest Seaport Alliance

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Sam Cho, Co- Chair  
The Northwest Seaport Alliance

ATTEST:

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John A. McCarthy, Co-Secretary  
The Northwest Seaport Alliance

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Fred Felleman, Co-Secretary  
The Northwest Seaport Alliance

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