

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION MEMO

Item No.: 5E

Date of Meeting: June 4, 2019

DATE: May 23, 2019

TO: Managing Members

FROM: **Sponsor:** John Wolfe, CEO

Presenters: Carolyn Lake and Ton Tanaka, NWSA Legal Counsels

SUBJECT: Requested Adoption of Resolution 2019-03, Waiving Second Reading & Appointing a new Public Records Officer

A. ACTION TO BE REQUESTED

Request Managing Members of the Northwest Seaport Alliance (Alliance) waive second reading and approve at first reading this Resolution 2019-03 which appoints Erin Galeno, Chief Financial and Administrative Officer and her designees, as the new Alliance Public Records Officer and repeals prior Resolution 2015-02.

B. BACKGROUND

On August 4, 2015, the Managing Members adopted various founding documents to create the NWSA. Also, at that time, the Managing Members adopted Resolution 2015-02 which appointed Debbie Givens, Director, Systems and Business processes, Information Technology and the Alliance Public Records Officer. Ms. Givens is retiring, creating the need to appoint a new Public Records Officer.

The Alliance is required to appoint and publicly identify a public records officer. RCW 42.56.580. The Public Records Officer:

- Serves as a point of contact for members of the public in requesting disclosure of public records and
- Oversees the Alliance's compliance with the public records disclosure requirements of state law

By adopting this Resolution 2019-03, the Managing Members designate Erin Galeno, Chief Financial and Administrative Officer and her designees, as the Alliance's Public Records Officer and repeals prior Resolution 2015-02.

Because this is an action by Resolution, the Managing Member By-Laws call for two readings. The By-laws also allow Managing Members to waive second reading upon a majority vote of each Managing Member. Staff requests Managing Members waive second reading, given the benign nature of this action.

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C. FINANCIAL IMPLICATIONS

There are no financial impacts associated with adoption of this Resolution.

Attachments: Resolution 2019-03