

Item No.: 5E_supp
Date of Meeting: June 4, 2019



**THE NORTHWEST
SEAPORT ALLIANCE**
Gateway to Solutions

The Northwest Seaport Alliance Resolution 2019-03 re: Public Records Officer

Presenter: Carolyn Lake
NWSA Legal Counsel

Action 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.



Basis for Action Request

- 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



Basis for Request

- In 2015, the Managing Members appointed as public Record Officer Debbie Givens, Director, Systems and Business processes, Information Technology.
- Ms. Givens is retiring, creating the need to appoint a new Public Records Officer.
- By adopting this Resolution the Managing Members designate Erin Galeno, Chief Financial and Administrative Officer and her designees, as the Alliance's Public Records Officer.



Action Requested

Sample Motion:

Move that the Managing Members of the Northwest Seaport Alliance (NWSA) waive second reading and approve at first reading 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.