

Item: 7B  
Date: 5/19/22

# Audit Committee Charter Revision

Commissioner Keller, Audit Committee Chair  
Heather Burgess, Port Legal Counsel



# Commission Action Requested



Approve recommended changes to Audit Committee Charter in order to allow the Committee to meet virtually, without providing for in-person public attendance.

# Background



- Pandemic brought changes to public meetings:
  - Governor's Proclamation: OPMA modified to temporarily allow fully virtual public meetings
  - Virtual meetings created efficiencies and cost savings to the Port
- Recent OPMA amendments continue to allow fully virtual public meetings only if:
  - A state of emergency is in effect **AND**
  - Meetings cannot be held in person with a reasonable level of safety

## Background

- Audit Committee does not fall within the OMPA (RCW 42.30.020):
  - Does not have a quorum – made up of only two Commissioners
  - Makes no final decisions – all final decisions are forwarded to full Commission for approval
  - Does not accept public comment or testimony
  - However, the Port opted the Audit Committee into OPMA compliance through the language of the charter stating that all committee meetings will be “open public meetings”

# Proposed Charter Amendment



- Removes reference to “open public meetings”
- Adds provision allowing meetings to be held virtually at the direction of the Chair
- To ensure continued transparency, recommend that there be a separate Committee Meetings page on the Port website with dates, agendas, and materials, separate from the Port Commission meeting page
- Audit Committee recommended approval of the proposed amendment at a regular meeting on April 22, 2022

# Sample Motion



Move to approve the proposed amendments to the Audit Committee Charter as presented and recommended by the Audit Committee.