

**THE PORT OF TACOMA COMMISSION**  
**MEMORANDUM**

**PORT OF TACOMA COMMISSION**  
**ACTION MEMO**

Item No.: 5B

Date of Meeting: June 13, 2019

**DATE:** May 31, 2019

**TO:** Port of Tacoma Commission

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

**Presenters:** Carolyn Lake, General Counsel

**SUBJECT:** Requested Adoption of Resolution 2019-06-PT Appointing a new Public Records Officer and Addressing Public Index

**A. ACTION TO BE REQUESTED**

Request the Port of Tacoma Commission approve this Resolution 2019-06-PT which appoints Erin Galeno, Chief Financial and Administrative Officer and her designees, as the new Port of Tacoma Public Records Officer and which determines the Port is not required to maintain an Index as is allowed per RCW 42.56.070.

**B. BACKGROUND**

The Port 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 Port's compliance with the public records disclosure requirements of state law

The Port's current Public Records Officer is 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 2019-06-PT, the Commission designates Erin Galeno, Chief Financial and Administrative Officer and her designees, as the Port's Public Records Officer.

In addition, Staff is requesting that the Commission determine that maintaining an Index of all records produced by the Port would be unduly burdensome, and that the Port is not required to maintain an Index as is allowed per RCW 42.56.070. The Northwest Seaport Alliance took similar action when it was created in 2015.

**C. FINANCIAL IMPLICATIONS**

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