

THE PORT OF TACOMA COMMISSION
MEMORANDUM

PORT OF TACOMA COMMISSION
ACTION MEMO

Item No.: 4B

Date of Meeting: July 18, 2019

DATE: July 1, 2019

TO: Port of Tacoma Commission

FROM: **Sponsor:** Eric Johnson, Executive Director

Presenter: Carolyn Lake, General Counsel

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

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.

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.

C. FINANCIAL IMPLICATIONS

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