

RESOLUTION 2023-11-PT

Appoint Lisa Billak as Public Records Officer

A **RESOLUTION** OF THE PORT OF TACOMA COMMISSION REGARDING APPOINTING A NEW PUBLIC RECORDS OFFICER

WHEREAS, RCW 42.56.580 requires that each state and local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements; and

WHEREAS, Lisa Billak was hired into the new role of Records Program Manager in March 2023 and current Public Records Officer, Erin Galeno, desires to transition the designation of Port of Tacoma Public Records Officer to Lisa Billak who is a Certified Public Records Officer.

NOW, THEREFORE, be it resolved that Lisa Billak, Records Program Manager, and her designees, is hereby appointed as the Port of Tacoma's designated Public Records Officer pursuant to RCW 42.56.580 and adoption of this Resolution supersedes any prior resolutions or actions relating to such appointment of a Public Records Officer.

ADOPTED by a majority of the members of the Port of Tacoma Commission at a regular session meeting held on the **15th day of August 2023**, a majority of the members being present and voting on this resolution and signed by the Commission Officers in authentication of its passage this **15th day of August 2023**.

Deanna M. Keller, President
Port of Tacoma Commission

Dick Marzano, First Assistant Secretary
Port of Tacoma Commission