

# ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 6B  
Meeting Date: 4/26/24

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**DATE:** April 15, 2024  
**TO:** Port of Tacoma Commission  
**FROM:** Eric Johnson, Executive Director  
Sponsor: Heather L. Burgess, Port General Counsel  
**SUBJECT:** Resolution 2024-03-PT - Master Policy Directive

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**A. ACTION REQUESTED**

Request Commission approval of Resolution 2024-03-PT, Master Policy Directive, superseding Resolution 2023-03-PT and all prior Master Policy Directives.

**B. BACKGROUND**

RCW 53.12.270 authorizes the Port Commission to delegate to the Executive Director such administrative powers and duties as it may deem proper for the efficient and proper management of port district operations. This delegation of authority must be adopted by resolution which establishes guidelines and procedures for the Executive Director to follow. Consistent with best practices for Port Districts, the Port Commission reviews the delegation of authority to the Executive Director and readopts the Master Policy Directive annually.

Port Legal Counsel solicited input from the Executive Director and Port Management Team on potential changes for the Commission to consider for the 2024 Master Policy Directive. The proposed redline changes were routed to the Commission for review with the Executive Director's March 22, 2024 Friday memo. No Commissioner comments have been received.

The proposed changes are summarized below and shown in the attached redline of the resolution:

Section III, Policy Governing Port Real Property, para. B. 4

Revises current policy requiring twice per year public briefings to the Commission on the Port's real estate portfolio status and activity to provide one public briefing per year, with written reports provided twice per year and made available on the Port's website.

Section VII, Policies Governing the Use and Sale of Mitigation Credits, para. B.4

Revises current policy to require mitigation bank credits purchased by third parties be for a project which directly supports the Port's mission and goals; sets a new minimum credit sale value of \$350,000 regardless of the number of credits sold; adds a new requirement for the Executive Director to review the proposed sale for compliance with policy requirements and recommend approval to the Commission.

C. **NEXT STEPS**

Take action on Resolution 2024-03-PT, Master Policy Directive.