



**Port of Port Townsend
Public Workshop
Wednesday, July 14, 2021, at 9:30 a.m.**

Via Zoom <https://zoom.us/>

or call (253) 215-8782 – and use Webinar ID: 862 6904 3651, Password: 911887
This meeting will only be accessible remotely, as per Governor's Proclamation 20-28.

AGENDA

- Governance Policy

This workshop is open to Commissioners, Management, other Port staff, consultants, and the public. It is not the opportunity to give public testimony, but if the Commissioners request input from individuals in the audience, those people may speak. The principal purpose of the workshop is to allow Port staff and the Board of Commissioners to communicate with each other and/or Consultants, answer Commission questions, and get the Commission's opinions and input regarding the subject topic(s).

PORT OF PORT TOWNSEND

INFORMATIONAL MEMO

DATE: 7/9/2021
TO: Port Townsend Port Commission
FROM: Eric Toews, Deputy Director
SUBJECT: Development of a Manual of Port Governance Policies, Procedures & Guidelines.

ISSUE: Should the Port develop and adopt a comprehensive manual (a “Governance Manual”) that compiles a collection of Port governance principles, meeting rules, and coordination procedures to promote an atmosphere of principled, accountable, and transparent governance?

BACKGROUND & DISCUSSION: Many municipalities and limited-purpose governments around the nation have developed and adopted governance manuals setting forth policies and procedures to guide their governing bodies and administrators. They are often compilations of existing resolutions (e.g., Meeting Procedures, Ethics Rules, Administrative Authority, etc.), augmented with principles and policies that define and guide the relationships between elected bodies, chief executives, staff, and the public.

Such manuals are intended to help local governments conduct the public’s business in a manner that is both professional and responsive to the community. In the Port of Port Townsend’s case, development and adoption of a Governance Manual holds the potential to advance the following goals:

- Help the Commission to focus on important policy and budget issues;
- Help the Commission to delegate authority with clarity;
- Better direct Port management while avoiding day-to-day details;
- Rigorously evaluate the performance of the organization; and
- Provide more effective leadership to the Port and community.

The Port has some of the “building blocks” for such a Governance Manual already in place. For example, the Commission annually readopts a Delegation of Authority to Port Management policy defining the administrative authority of the Executive Director, as well as a Commission Meeting Procedures policy. The Port Commission has also adopted, and recently reexamined, a policy to guide Business Practices and Port Leasing.

Executive staff would like to invite a discussion with the Commission on the merits of developing and adopting a Governance Manual that would compile in one easy reference location our existing “building blocks” together with additional guidance aimed at facilitating more effective relationships between the Commission, Executive Director, Port staff, and public.

RECOMMENDATION: None. The question is presented to the Commission for discussion and direction in a Workshop setting. If the Commission is amenable, staff would prepare a draft Governance Manual for presentation and discussion at a workshop session later this summer or early fall.

ATTACHMENT: A draft outline for a Governance Manual is presented (note: this is intended only as a catalyst for Commission discussion and deliberation).

PORT OF PORT TOWNSEND
MANUAL of PORT GOVERNANCE
POLICIES, PROCEDURES &
GUIDELINES



Adopted October _____, 2021

via Port Resolution # _____-21

*A Comprehensive Collection of Governance Principles,
Policies, Procedures, Standards of Conduct, Meeting Rules
and References to Applicable Law*

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