

Looking Under the Hood

Port of Port Townsend

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An Annual Governance Checkup

Healthy Port Components

- The Port and the Public
- The Commission and the Executive
- The Port Staff
- Compliance Issues
- The Commission

The Port and the Public

- Is the Port posting its agendas for Regular and Special Meetings on its web page at least twenty-four (24) hours in advance?
 - Yes
 - <https://portofpt.com/about-us/port-commission/meeting-minutes/>
- RCW 42.30.077

The Port and the Public – Cont.

- Has the Port adopted by resolution rules governing the transaction of its business?
 - Yes
- Resolution 785-23 – Readopting Commission Meeting Procedures
- RCW 53.12.245

The Port and the Public – Cont.

- Has the Port Commission appointed officers for the calendar year?
 - Yes
 - By Motion at the January 11, 2023, Meeting
 - ✓ Petranek – President
 - ✓ Hasse – Vice President
 - ✓ Hanke -Secretary
- RCW 53.12.245

The Port and the Public – Cont.

- Is the Port posting Interlocal Agreements (listed by subject) on its web page or filing them with the County Auditor?
 - Yes, posted to webpage
 - <https://portofpt.com/rules-permits-forms/>
 - RCW 39.34.040

The Port and the Public – Cont.

- Has the Port appointed an agent to receive tort claims and filed that appointment with the County Auditor?
 - Yes
- Resolution 663-17 appointed Abigail Berg as Agent for Claims
 - Recommendation: Consider appointing a staff position, instead of individual person, to avoid requiring new resolution every time a staff person retires.
- RCW 4.96.020

The Port and the Public – Cont.

- Has the Port updated its Comprehensive Plan of Harbor Improvements to reflect current capital projects and plans?
 - Yes
 - Resolution language for annual budget adoption will expressly indicated that budgets are incorporated into, and amend, the Comprehensive Plan
- RCW 53.20.010

The Port and the Public – Cont.

- Have the Commissioners completed the require training on the Open Public Meetings Act?
 - Yes
 - Required within ninety (90) days of taking office and every four (4) years afterward
- RCW 42.30.205

The Port and the Public – Cont.

- Has the Port provided a computer device and e-mail address for each Commissioner?
 - No
 - Not all Commissioners have elected to receive a device.
 - Yes
 - All Commissioners have a Port e-mail address.
- Does each Commissioner know to forward all e-mails that are received on a private e-mail address to the Commissioner's Port account?
 - Yes

The Commission and the Executive Director

- Is the Port's Delegation of Powers Resolution delegating “administerial powers and duties” to the “managing official” clear and up-to-date?
 - Yes
- Resolution 786-23 – Delegation of Power
- RCW 53.12.270

The Commission and the Executive Director – Cont.

- Has the Commission provided or scheduled a meaningful and formal evaluation of the Executive Director's performance?
 - Yes
 - Completed annually

The Commission and the Executive Director – Cont.

- Is the Port paying worker's compensation premiums for the Commissioners?
 - Yes

The Commission and the Executive Director – Cont.

- Has the Port adopted an annual resolution allowing the Executive Director to surplus property with a value of less than Ten Thousand Dollars (\$10,000)?
 - Yes
- Resolution 786-23 – Delegation of Powers includes this provision (Article XII)
- RCW 53.08.090

The Commission and the Executive Director – Cont.

- Has the Commission appointed a Port Auditor, Port Attorney, and Port-responsible SEPA Official?
 - Yes
 - Port Auditor – Abigail Berg pursuant to Resolution 627-15
 - Port Attorney – CSD Attorneys at Law
 - Port-responsible SEPA Official – Executive Director pursuant to Resolution 649-16

The Port Staff

- Has the Personnel Manual been reviewed and are there any suggested changes?
 - Last reviewed in December 2016.
 - Some minor additions have been made since then, but a comprehensive review is planned.

The Port Staff – Cont.

- Does the Port have a clear policy and provide training to Port Staff and Commissioners on sexual harassment and hostile work environment?
 - Yes
- Personnel Policy, Page 31 “Anti-Harassment”, and Page 24 “Workplace Violence”
- Training provided in 2022
 - A program for new Port Staff and Commissioners needs to be made part of onboarding process.

The Port Staff – Cont.

- Does the Port provide training on the Public Records Act to Port staff with a clear process for preserving electronic records?
 - Yes
 - A program for new Port Staff and Commissioners needs to be made part of onboarding process

Compliance Issues

- Is the Port's Storm Water Pollution Prevention Plan ("SWPPP") for its Industrial Stormwater General Permit up-to-date?
 - Assumed yes.
- Have all the required reports been filed?
 - Assumed yes
 - Quarterly discharge monitor reports ("DMRs") with water quality data
 - Annual reports in May for the prior calendar year

Compliance Issues – Cont.

- If there was an Auditor finding or management letter, has the Port taken meaningful steps to address the issue?
 - The Port received a clean financial statement and/or federal compliance audit report since for at least the last fifteen (15) years (2006 through 2020).
 - The Port received similarly clean accountability audits during this time except for the 2016-2017 audit where a management letter was received for various lease issues. These were immediately addressed with a new lease policy and a new position created to assist in addressing leases.

Commission (Extra Credit)

- Has the Commission self-evaluated its performance against such things as good governance and well-run meetings in a Public Meeting?

Commission (Extra Credit) – Cont.

- Has the Commission articulated goals for the Commission (process) and goals for the Port (substantive) for the following year?

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