

RESOLUTION NO. 538-10

A RESOLUTION OF THE COMMISSION OF THE PORT OF PORT TOWNSEND ESTABLISHING A "PORT STRATEGIC ADVISORY COMMITTEE" (PSAC) TO PROVIDE INPUT AND ASSISTANCE TO MANAGEMENT STAFF AND THE COMMISSION, CONSISTENT WITH THE PORT STRATEGIC PLAN

WHEREAS, the Port of Port Townsend Strategic Plan was adopted by the Commission on March 24, 2010 to provide a clear vision and objectives to guide Port activities in a manner responsive to community needs (see Port Resolution No. 535-10); and

WHEREAS, the strategic planning process helped to facilitate community discussions about the Port's mission and vision, and the adopted Plan provides a blueprint for the Port to address important policy issues and capital improvements needed to implement the community's vision for its future; and

WHEREAS, Strategic Direction #4 of the Plan affirms the Port's commitment to sustaining a high level of community involvement that informs Port decision-making and builds public support; and

WHEREAS, the Strategic Plan directs that an advisory committee be appointed by the Commission to assess the current environment, address new opportunities and challenges on the horizon, and to influence the annual budget process; and

WHEREAS, Objective 4.1 specifically requires the Commission adopt a resolution establishing an advisory committee, defining membership composition and terms, and duties and responsibilities, which should include the following:

- a. Annually reviewing the progress made in implementing this Strategic Plan and making recommendations concerning potential Plan amendments; and
- b. Serving as a sounding board on an ad hoc basis to review and provide input concerning potential new Port initiatives and business ventures not anticipated in this Plan.

NOW, THEREFORE BE IT HEREBY RESOLVED, by the Port Commission of the Port of Port Townsend as follows:

1. Port Strategic Advisory Committee Established (PSAC): By way of this resolution, the Port Commission hereby establishes a Port Strategic Advisory Committee, hereinafter referred to as the "PSAC," or "the committee."

2. Role and Responsibility: Consistent with the Port of Port Townsend Strategic Plan, the role of the PSAC shall be to provide input and assistance to Port management staff and the Port Commission in implementing, and if necessary revising, the Strategic Plan. The responsibilities of the PSAC shall specifically include the following:

- a. Annually reviewing the progress made in implementing the Strategic Plan and making recommendations concerning potential Plan amendments; and
- b. Serving as a sounding board on an ad hoc basis to review and provide input concerning potential new Port initiatives and business ventures not anticipated in the Strategic Plan.

To these ends, the PSAC shall conduct such meetings as Port management staff and/or the Port Commission concludes are necessary, and shall coordinate with Port management staff to prepare findings and recommendations to be transmitted to the Port Commission.

3. Composition: The PSAC shall consist of nine (9) members formally appointed by the Port Commission as set forth in section 4, below. "Alternate" members shall not be denominated by formally appointed members of the committee, and no more than one (1) employee of the Port of Port Townsend may serve as a member of the committee. To the extent feasible and practicable, the PSAC shall include representation from the following stakeholder groups, as well as one (1) "at large" representative from each Commissioner District:

- a. The Port Townsend Marine Trades Association;
- b. The Port Townsend Moorage Tenants Union;
- c. Jefferson County Pilots' Association;

- d. Community Environmental Groups;
- e. Port Retail Businesses; and
- f. Boat Ramp Users.

4. Method of Appointment: The six (6) PSAC members representing specific stakeholder groups shall be approved by a majority vote of the Commission, PROVIDED, that each member of the Commission may appoint, without the majority approval of the Commission, one (1) "at large" member from his or her Commissioner District.

5. Membership Terms: The first terms of the members of the PSAC shall be as follows: two (2), shall be appointed for one (1) year; two (2), for two (2) years; two (2), for three (3) years; and three (3), for four years. Thereafter, the successors to the first members shall be appointed for four (4) year terms.

6. Vacancies: Vacancies occurring for any reason other than the expiration of the term shall be filled by appointment for the unexpired portion of the term. Vacancies shall be filled from the same stakeholder group or Commissioner district, as applicable, as that of the vacating member.

7. Removal of Members: Any member of the PSAC may be removed by the President of the Port Commission, with the approval of a majority vote of the Commission at a regularly scheduled meeting, for inefficiency, neglect of duty, or malfeasance in office.

8. Officers: The PSAC shall elect its chair, vice chair and secretary from among the appointed members.

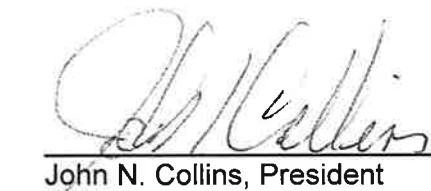
9. Meetings: The PSAC shall hold not less than one (1) regular meeting each year, at the beginning of the Port's budget process for the ensuing year, to review the progress made in implementing the Strategic Plan and to make recommendations concerning potential Plan amendments, if necessary. Additional meetings may be called by Port management staff to obtain the assistance of the PSAC in reviewing and providing input concerning potential new Port initiatives and business ventures not anticipated in the Strategic Plan. Upon prior approval by Port management staff, the Chair of the PSAC may also call meetings.

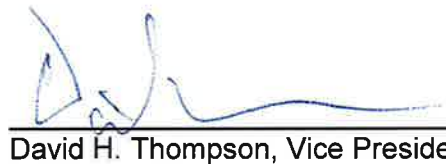
10. Rules and Records: The PSAC shall adopt rules for the transaction of its business and shall keep a public record of its deliberations, findings, and recommendations consistent with the Washington Open Meetings act.

ADOPTED this 28th day of April 2010 by the Commission of the Port of Port Townsend and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.

ATTEST:


Leif W. Erickson, Secretary


John N. Collins, President


David H. Thompson, Vice President

APPROVED AS TO FORM:


Carolyn Lake, Port Attorney

