

**RESOLUTION NO. 813-24**

**A Resolution of the Commission of the Port of Port Townsend**

**APPOINTING AN AGENT TO RECEIVE CLAIMS FOR DAMAGES PURSUANT TO RCW 4.96.020 AND REPEALING AND REPLACING RESOLUTION NO. 663-17.**

**WHEREAS**, RCW 4.96.020 requires all local government entities to appoint an agent to receive any claim for damages made against the Port of Port Townsend; and

**WHEREAS**, the identity of the agent and the address where she or he may be reached during the normal business hours of the local governmental entity are public records and must be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

**WHEREAS**, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW;

**NOW, THEREFORE, BE IT RESOLVED** by the Port Commission of the Port of Port Townsend, that effective January 10, 2024, Resolution No. 663-17 shall be repealed and of no further force or effect, and that the agent listed below shall receive any claims for damages made under Chapter 4.96 RCW:

Agent Appointed: Port of Port Townsend Director of Finance & Administration  
Port Office Address: 2701 Jefferson Street  
P.O. Box 1180  
Port Townsend, WA 98368  
Port Business Hours: Monday – Friday, 8:00 am – 4:30 pm.

**BE IT FURTHER RESOLVED** by the Port Commission of the Port of Port Townsend, that this document shall be recorded with the Jefferson County Auditor.

**ADOPTED this 10th day of January 2024 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:

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Peter W. Hanke, Secretary

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Pamela A. Petranek, President

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Carol L. Hasse, Vice President

APPROVED AS TO FORM:

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Port Attorney