

PORT OF PORT TOWNSEND

Strategic Plan Review Committee - Recommended Ground Rules

These recommended ground rules are intended to provide committee members with an overview of the purpose and expectations for participation in the Strategic Plan Review Committee (SPRC) as well as a summary of the decision-making process that should be followed. These recommendations are intended to help keep the SPRC on schedule and to deliver a report and updated Strategic Plan to the Port Commission by mid-July.

SPRC – Purpose: The SPRC will work with Port staff to refine and revise the draft of the updated Strategic Plan prepared by Port staff. Upon adoption, the Strategic Plan will help the Commission and staff target its energies and resources to maintain, improve and grow Port operations in a fiscally, environmentally, and socially responsible manner. The 2010-2015 Strategic Plan has proven to be a very useful roadmap for the Port over the last fifteen years, and the Commission expects that its core direction will be retained. Accordingly, the Commission has directed that an update to the Strategic Plan be prepared, and that the SPRC work with staff to refine, improve, and recommend a Strategic Plan for adoption. The SPRC’s work should be guided by the following key objectives established by the Port Commission in Resolution No. 840-25:

- Simplify and streamline the 2010-2015 Strategic Plan to be more accessible and useful to the public, Port staff and the Commission, without sacrificing its core direction.
- Incorporate additional goal and policy guidance to help the Port navigate environmental uncertainty, and to ensure that it is a leader in environmental stewardship.
- Review and affirm that “triple bottom line” decision-making remains a useful basis for evaluating all key decisions made by the Port (i.e., that the social, environmental and financial consequences of choices are considered).
- Review and revise the goals and strategies of the Plan as needed to ensure that they continue to provide useful direction to the Port Commission and staff.

It is the SPRC’s charge to faithfully represent the community’s interests in developing an updated Strategic Plan that reflects a widely shared vision for maintaining, improving and growing Port operations and facilities in a manner that drives prosperity for all. The SPRC is asked to come up with its best ideas and creative solutions to address issues and challenges identified during the process. Members are also expected to serve as “ambassadors” for the Strategic Plan by promoting the process, talking with other members of the community, and assisting with community engagement activities.

Membership:

- The SPRC consists of twelve (12) members, drawn from a cross-spectrum of interests including agriculture, airport users, marine trades, moorage tenants, local business, south county, and environmental.
- SPRC members are appointed to collaborate with Port staff to develop an updated Strategic Plan to be presented to the Commission by July 9, 2025. Established by the Port's Executive Director under the authority delegated by Commission Resolution No. 840-25, the SPRC is an "ad hoc" committee that will automatically cease to exist once an updated Strategic Plan is recommended to the Port Commission in July.
- While not required, the SPRC will have a quorum when seven (7) members are present. Because meetings must occur to keep the process on schedule, some could be held without a quorum.

Level of Commitment & Responsibility:

- Including the Public Open House (May 29), a total of five (5) SPRC meetings are anticipated between May 8 and June 12 of 2025. Aside from May 22, one meeting per week will be held during this period, on Thursdays.
- SPRC meetings will be held in the evening from approximately 5:30 to 7:30 pm at the Pavilion Building, Point Hudson. All meetings will be in person, although a virtual attendance and participation option will be available.
- SPRC members are expected to prepare for, attend, and participate in each meeting to the greatest extent possible. As needed, materials will be provided to the SPRC prior to each meeting via email.
- In addition to the meetings outlined above, there will be at least one (1) other public meeting during the process: a Commission Workshop Meeting to present and discuss the SPRC's recommendations. SPRC members are encouraged to attend and assist in these meetings and events.
- When unable to attend a meeting, please notify Joanna Sanders, Administrative Assistant & Public Records Officer at joanna@portofpt.com or at (360) 385-0656.

Formulating Recommendations/SPRC Decision-Making Process:

- The SPRC will operate in the spirit of consensus. Consensus does not mean 100% agreement on every issue, but rather, support for the recommendations as a whole. Where no consensus emerges, varying points of view will be reflected in the recommendations provided to the Commission.
- The SPRC will play a critical role in shaping the next iteration of the Port's Strategic Plan. However, the Port Commission remains the ultimate decision-maker, and it may alter, revise or clarify certain aspects of the Strategic Plan recommended by the SPRC.
- Formal votes of the SPRC will not be called. However, "straw polls" can be taken to understand the direction the committee wishes to proceed.
- Following each meeting, Port staff prepare a summary the topics discussed, any direction provided by the SPRC, and key conclusions from the meeting. However, these

will be meeting summaries, rather than transcripts containing every comment made. These summaries will be made available to the public, SPRC, and Commission.

SPRC Meeting Structure & Basic Conduct:

- Given the limited duration and scope of the SPRC’s work, officers will not be elected. Instead, Port staff will open and close meetings, and act as meeting facilitators. Port staff will also prepare meeting agendas and provide overall process direction.
- SPRC members should refrain from characterizing the position of any other committee member, or the SPRC as a whole in public statements or discussions with the press.
- SPRC members should participate in good faith and respect the positions and concerns of other committee members. All SPRC members are expected to participate in a constructive and professional manner and in a way that encourages constructive dialogue, mutual respect and a commitment to collaboration. The following points are offered as examples of behavior expected of SPRC members:
 - Share the floor and make sure all members have an opportunity to express their point of view.
 - Offer respect of different viewpoints and attention when others speak.
 - Share the responsibility for ensuring the success of the process and the quality of the SPRC’s recommendations.
 - Make a best effort to work towards reaching consensus.
 - Ask questions of each other for clarification and mutual understanding.
 - Acknowledge and try to understand others’ perspectives.
 - Refrain from side conversations, both during the meeting and between meetings.
 - Silence all electronic devices during the meetings.

Public Participation:

- The SPRC is governed by the Washington Open Public Meetings Act (RCW 42.30). Discussions concerning the subject matter of SPRC meetings should take place during an adequately noticed public meeting of the SPRC. Please refrain from having such conversations outside of a public meeting. This includes in-person meetings, email chains, or social media posts.
- All SPRC meetings are open to the public and will be noticed on the Port’s website.
- Because of planning process time limitations, oral public comment will not be accepted during SPRC meetings, except for the Public Open House on May 29. However, the public is encouraged to submit written comments, which if timely received, will be duplicated, distributed to the SPRC and made part of the public record of deliberations. In addition to the Public Open House on May 29, both oral and written public comment may be provided to the Port Commission during their Workshop on July 9.
- The SPRC meeting schedule, meeting materials, and summaries will be published on the Ports “Strategic Plan Update” webpage.