

## RESOLUTION NO. 1367

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF BELLINGHAM ESTABLISHING A POLICY AND PROCEDURE FOR PUBLIC ACCESS TO PORT RECORDS, UPDATING AND SUPERSEDING RESOLUTION NO. 936, DATED JUNE 5, 1990; RESOLUTION NO. 968, DATED MARCH 17, 1992; RESOLUTION NO. 1109, DATED JUNE 1, 1999; RESOLUTION NO. 1221, DATED JANUARY 10, 2006; RESOLUTION NO. 1221-A, DATED JULY 5, 2006; RESOLUTION 1260, DATED AUGUST 19, 2008, and Resolution No. 1332, adopted July 01, 2014.**

**WHEREAS**, it is the policy of the Commissioners of the Port of Bellingham, a municipal corporation, to make available to the public any and all identifiable Port records, subject only to the exceptions contained in law, and to abide by the spirit and the intent of the Public Records Act;

**WHEREAS**, it is further the policy of the Commissioners of the Port of Bellingham to impose a reasonable charge reflecting the actual costs to the Port in providing copies to the public; and

**WHEREAS**, the Commissioners of the Port of Bellingham established, by Resolutions No. 778 and Nos. 936, 968, 1109, 1221, 1221A, 1260 and 1332, a policy and procedure for public access to Port records; and

**WHEREAS**, in 2014, it was resolved by Resolution No. 1332, that the policy and procedures for public access to Port records were adopted to include the following:

Pursuant to RCW 42.56.070( 4) and Port Resolution 984, the Port Commission concludes that it would be unduly burdensome and detract from resources necessary to perform the other required activities of the Port to maintain an index of public records. Therefore, the Port of Bellingham shall not maintain an index of public records. To the extent indexes are prepared for use by the Port, those indexes shall be made for public inspection and copying.

**WHEREAS**, due to 2017 legislative changes to the Public Records Act, the Commissioners of the Port of Bellingham issued a Notice of Public Hearing on proposed rules relating to public disclosure and collection of fees associated with providing copies of records and said hearing was held on December 19, 2017,

**NOW THEREFORE BE IT RESOLVED** that, the Port's Policy and Procedures for Accessing Public Records and the Public Records Act Fee Schedule, are hereby adopted by the Port Commission with the authorization to be amended by Port staff as

necessary. Copies of this Resolution and the Policy and Procedures for Accessing Public Records and the Public Records Act Fee Schedule shall be made available for public inspection and copying at the Port's Administrative Office and on the Port's website at [www.portofbellingham.com](http://www.portofbellingham.com).

**NOW THEREFORE BE IT RESOLVED** that Resolution No. 1367 cancels and supersedes Resolution No. 1332, previously adopted on July 1, 2014.

**ADOPTED** by the Board of Commissioners of the Port of Bellingham, Whatcom County, Washington, this 19<sup>th</sup> day of December 2017.

  
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Daniel M. Robbins, President

  
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Bobby Briscoe, Vice President

  
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Michael McAuley, Secretary