

Resolution 2023-2

Policy for Public Records Act (PRA) Requests

Whereas the Washington State Revised Code of Washington (RCW Chapter 42.56) provides Public Records Act (PRA) regulations for all public agencies, including Port Districts, and

Whereas the Port of Illahee, a small public port with limited funds and without an office or staff, is unable to comply with the specific PRA requirements regarding the collection and copying of requested records and documents, and

Whereas the Port of Illahee ensures that all documents and records are professionally prepared and completed by contracting out for the preparation of the Meeting Agenda, Meeting Agenda Package, Meeting Minutes, and Warrants (in conjunction with the Kitsap County Treasurer), and

Whereas all such records and documents are collected monthly for inclusion in the monthly Meeting Agenda Packet and are uploaded to the Port's website prior to each monthly meeting, and

Whereas all approved and signed records and documents are further uploaded to the Port's website following each monthly meeting,

Therefore, the Port of Illahee hereby establishes the following policy for public records requests:

- 1. The Port of Illahee's website, portofillahee.com, is the repository of all Port of Illahee's public records and documents.**
- 2. With the Port's public records and documents collected monthly and available on the Port of Illahee's website, records and documents are publicly available for viewing or copying 24/7.**
- 3. Port records and documents can be accessed, and copies can be made by a copy service of the requester's choice with the requester responsible for all fees.**
- 4. Written public records requests sent to the Port's mailbox, Port of Illahee, P.O. Box 2357, Bremerton, WA 98310, are advised that Port of Illahee mail is retrieved from the Post Office weekly.**
- 5. Once a written request has been received by the Port of Illahee, the Port will respond in five business days, as required by statute, with a copy of this resolution which notes the Ports website address where electronic records can be accessed and copied per Policy Item #3.**


Commissioner Buesch


Commissioner Aho


Commissioner Rupert