

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2025-01-22-02

A Resolution of the Commission of the Port of Kingston

DIRECT ALL PORT COMMISSIONERS AND STAFF THAT ALL PORT BUSINESS MUST BE CONDUCTED USING PORT ISSUED DEVICES AND EMAIL

WHEREAS, the Port of Kingston issues to each Commissioner a laptop computer and cell phone (“Port Electronic Devices”) for the purpose of conducting Port-related business; and

WHEREAS, the Port of Kingston assigns to each Commissioner an e-mail address which includes the Commissioner’s first name, initial of last name followed by portofkingston.org (“Port E-mail”); and

WHEREAS, e-mails using the Port E-mail address are stored on the Port’s server to ensure records retention requirements are satisfied and so that responsive e-mails can be promptly located in the event a public records request is received; and

WHEREAS, Port staff are required to use the Port E-mail when conducting Port-related business;

WHEREAS, the Commission finds that that transparency to the public is significantly enhanced when Commissioners utilize Port Electronic Devices and the Port E-mail to conduct Port-related business; and

WHEREAS, the Commission finds that it is the common practice for elected officials in other port districts and other governments throughout Washington State to use agency-issued devices and agency e-mail accounts for agency business; and

WHEREAS, the Commission finds that it is a best practice for commissioners of the Port of Kingston to utilize Port Electronic Devices and Port E-mail when conducting Port-related business; and

WHEREAS, the Commission desires to improve a culture of transparency and openness so that its stakeholders have confidence in the Port.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston as follows:

1. Except in the rare cases of an emergency or when a Port Electronic Device is unavailable, Commissioners will only use only Port Electronic Devices when using a cell phone or computer to engage in Port-related business.

2. Except when the Port E-mail system is down or unavailable, Commissioners will only use the Port E-mail for Port-related e-mails.
3. In the event that a Commissioner is unable to use the Port E-mail when conducting Port-related business, the Commissioner will forward to their Port E-mail account any and all e-mails sent or received from the Commissioner's private e-mail account.
4. In the event a Commissioner receives a text message or email related to Port business on a private device or private email, the Commissioner shall forward the text message to their Port email system or text to a Port Device and respond from the Port-issued devices.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 22nd day of January, 2025.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Signed by:


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Steve Heacock, Commissioner

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Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner

Attest: 
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Greg Englin, Executive Director