



## **STAFF REPORT**

**TO:** Board of Commissioners  
**FROM:** Suzy Watkins, Harbor Director  
**DATE:** July 26, 2022  
**SUBJECT:** Draft Update of Policy Handbook

### **Recommendations / Proposed Motion**

1. Review and approve proposed updates to Policy 1075-Sponsorship
2. Review and approve proposed updates to Policy 2100-Vehicle Cost Reimbursement
3. Review and approve proposed updates to Policy 2140-Advancement of Wages

**Proposed Motion:** Approve staff recommendations.

### **Policy Implications**

Confirm existing policies, and update to match current practices as needed.

### **Fiscal Implications / Budget Status**

- None at this time.

### **Alternatives Considered**

The following actions were considered but are not recommended at this time:

- None at this time.

### **Discussion**

As a best practice, policies should be reviewed periodically to:

1. Determine whether the purpose and goal of the policy are still being met;
2. Determine whether the policy is still needed; and
3. Determine whether changes are required to improve the effectiveness, clarity or accuracy of the policy.

Many District policies have been updated over the years, and dates of revisions are noted in the document. However, many other policies have not been edited in some time and may not reflect current standards or processes.

