

RESOLUTION NO. 1150 (2020)

A RESOLUTION authorizing the use of digital and electronic signatures for conduct of business at the Port of Everett

WHEREAS, the term “electronic signature” is defined in the Washington Electronic Signatures And Records Act, Chapter 19.360 RCW; and

WHEREAS, a digital signature is one type of electronic signature that contains a digital certificate, issued by a licensed certificate authority, behind the signature and offers authentication when sending a “signed” electronic document; and

WHEREAS, the Electronic Signatures And Records Act, Chapter 19.360 RCW, authorizes state agencies to utilize electronic signatures in the conduct of governmental affairs and other transactions; and

WHEREAS, RCW 19.360.010 specifically provides that “the legislature, to the extent not already authorized by federal or state law, authorizes electronic dealings for governmental affairs” and “intends to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities;” and

WHEREAS, pursuant to RCW 19.360.020(5), “[t]he method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule;” and

WHEREAS, digital and electronic signatures provide a convenient, time- saving, and secure way of signing electronic documents; and

WHEREAS, the use of digital and electronic signatures for Port documents and to conduct Port business, where appropriate and permitted by law, will lessen administrative demands, improve efficiency, increase access to public information for all Port District citizens, and provide for predictable processes throughout the Port;

THE PORT OF EVERETT COMMISSION DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Pursuant to the statutory provisions regarding Electronic Signatures and Records, RCW 19.360.020(5), Port of Everett employees who are designated by the CEO/Executive Director or a Department Chief to sign documents may sign Port documents digitally and/or electronically in accordance with the procedures established by the CEO/Executive Director consistent with this Resolution.

Section 2. In addition, the Port CEO/Executive Director, or her/his designee, may approve use of an electronic signature for official public business conducted by a Port of Everett Department if the process employed for the electronic signature provides for security, authentication, record integrity, and non-repudiation of the electronic communication.

Section 3. A Port document that is required by law to be signed in non- electronic media may not be digitally or electronically signed.

Section 4. An electronically or digitally signed document shall be deemed the equivalent of an original signed document if the individual or entity signing the document has complied with the provisions of this Resolution.

ADOPTED by the Port Commission of the Port of Everett this 24th day of March, 2020.

PORT OF EVERETT COMMISSION

By _____
DocuSigned by:
Glen Bachman
Glen Bachman, President

By _____
Tom Stiger
Tom Stiger, Vice President

By _____
David Simpson
David Simpson, Secretary