

Port of Kingston,
Kitsap County WA

RESOLUTION NO. 05-01-2020

A Resolution of the Commission of the Port of Kingston

**ESTABLISHING A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE
TECHNOLOGY**

WHEREAS, RCW 19.360.020(5) allows the Port to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule; and

WHEREAS, using electronic signature technologies can benefit the Port of Kingston (the "Port") by decreasing the Port's reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting Port business; and

WHEREAS, Port staff have conducted a preliminary business assessment and risk analysis of electronic signature providers in order to provide reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

WHEREAS, Port staff recommends the use of DocuSign as the Port's initial electronic signature service provider; and

WHEREAS, the Port Commission has considered how the use of electronic signatures may impact or improve citizen's access to and ability to participate in governmental affairs, and reliance on Port business conducted electronically.

NOW, THEREFORE, BE IT RESOLVED BY THE PORT OF KINGSTON:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The Port Commission finds it to be in the public interest to allow the use of electronic records and electronic signatures for Port business to the fullest extent allowed by law.

Section 3. The Port Commission recognizes that whenever the use of a written, affixed by hand, or "wet" signature created when a person physically marks a document with the intent to sign the record is authorized or required, an electronic signature may be used with the same force and effect, except as required otherwise by law.

Section 4. The Port Commission authorizes the Executive Director, and their designees, to use the DocuSign electronic signature platform or any future replacement of such platform to affix

electronic signatures to electronic records.

Section 5. The Port Commission directs the Executive Director to adopt any necessary administrative policies or processes to implement the use of electronic signatures by the Port consistent with this resolution and in compliance with the provisions of RCW Chapter 19.360.

Section 6. This resolution shall take effect and be in force immediately upon its passage.



Mary McClure, Commissioner

Attest: 

Greg Englin, Executive Director



Steve Heacock, Commissioner



Laura Gronnvoll, Commissioner