

RESOLUTION # 2021-2

A Resolution of the Board of Commissioners of Kitsap County Sewer District No. 7, Kitsap County, Washington to authorize the use of electronic and other alternative signatures.

WHEREAS, the Board of Commissioners of Kitsap County Sewer District #7 (the “Commissioners” and “District”, respectively) has the responsibility to undertake business activities to provide for the safe and sanitary collection, processing and dispensing of the wastewater treatment for its District residents and interlocal agreement partners; and

WHEREAS, the Washington State Auditor's BARS Generally Accepted Accounting Principal (GAAP) Manual section entitled Original Supporting Documentation (3.1.4.60) states that "if there is a legal requirement for a signature on an electronic document (i.e. contract, etc.), it can have a digital signature. If a local government chooses to use a digital signature, they are responsible for complying with Chapter 19.34 RCW Physical Signature"; and

WHEREAS, Chapter 19.34 RCW has been repealed and RCW 19.360.020 authorizes the use of electronic signatures whenever a written signature is authorized if not otherwise prohibited by law; and

WHEREAS, RCW 19.360.020 states that the method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule; and

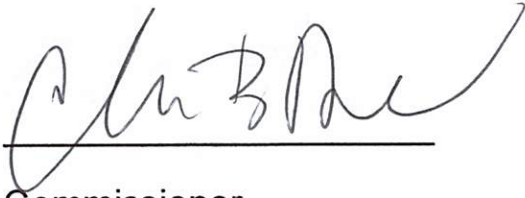
WHEREAS, RCW 19.360.030 defines electronic signature as an "electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record; and

WHEREAS, the Commissioners desire to smoothly conduct its business activities during times, such as the COVID-19 pandemic, where in-person meetings and/or the exchange of physical business documents to obtain in-person original (“wet”) signatures are difficult to secure.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of Kitsap County Sewer District #7 authorizes the use of electronic signatures and other alternative signatures and the application of such as follows; and, each described signature will represent an authorized signature from the provider in its official capacity and roll within the District:

- 1) The Commissioners and staff may provide scanned and/or photocopied replications of original signed signatures on signature pages that will signify fully authorized executed signatures by the provider on such signature pages;
- 2) The Commissioners and staff may affix pre-established and existing electronic signatures, or have such pre-established electronic signatures affixed on their behalf with prior documented approval, and have such affixed electronic signature represent an authorized signing.
- 3) The Commissioners and staff may be authorized by a majority board vote:
 - a. To apply the authorizer's electronic signature in his or her official capacity for preapproved purposes,
 - b. To sign on behalf of the authorizing Commissioner or staff by legibly writing the authorizer's name, denoting "signed with preapproved authority", and providing his or her name and signature.
- 4) The District Manager will maintain a copy of the Commissioners' and staff' original signatures, and a list of electronic signatures that may be affixed pursuant to 2) and 3a.) above.
- 5) The District Manager will maintain an active record of any board pre-approved authorized means of signing and or providing of a Commissioner or staff signature.
- 6) For one-time preapproved signature usage, the required signer will provide the person signing on his or her behalf with a clear authorization to the signing, and such authorization will be attached to the signed document to constitute a valid signing.

ADOPTED this 9th day of September, 2021

A handwritten signature in black ink, appearing to be 'Chris B. De...', written over a horizontal line.

Commissioner

A handwritten signature in blue ink, appearing to be 'Dan...', written over a horizontal line.

Commissioner

Commissioner