

RESOLUTION NO. 2020-02

PORT LUDLOW DRAINAGE DISTRICT

Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365

A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT, REGARDING USE OF ELECTRONIC SIGNATURE FOR APPROVAL OF DOCUMENTS

WHEREAS, the Port Ludlow Drainage District is managed by a three-member Board of Commissioners which may conduct District's work remotely; and

WHEREAS, the Board of Commissioners has responsibilities that require signing of official business documents including but not limited to meeting minutes, resolutions, and voucher summaries; and

WHEREAS, in April of 2020, the Jefferson County Auditor agreed to the use of electronic signatures using an on-line, software program for generating legally binding electronic signatures for approval of District vouchers to be processed thru the County Auditor Office; and

WHEREAS, the Board of Commissioners desires to authorize the use of and recognize the authenticity when used, of Electronic Signatures for any documents requiring signature by a commissioner after approval;

NOW, THEREFORE, BE IT RESOLVED by the Port Ludlow Drainage District that the policy of use of electronic signatures by Commissioners is established as follows:

1. The use of Electronic Signatures is limited to actions for routine operation of the District following its resolutions, standard operating procedures and regulatory requirements. If a document represents an agreement being entered into with a third party, Electronic Signatures will only be used if the 3rd party agrees to such use.
2. Each Commissioner, during their term of office, will retain their Port Ludlow Drainage District unique email address for processing any District documents sent to them for signature. No personal emails will be used for the purpose of accessing or taking action on documents sent for Electronic Signature.
3. Only one on-line Electronic Signature program will be used by the District at a time and such program will:
 - a. send documents as a pdf file,
 - b. provide for a true representation of the Commissioner's signature to be printed to designate acceptance of the document,

- c. provide an audit trail with time stamp of distribution, email addresses used, review and approval,
 - d. require the signee to confirm authenticity of the Electronic Signature, and
 - e. maintain an on-line, secure history file of records sent and processed.
4. Any Commissioner can circulate and generate a request for review and Electronic Signature of a document once that document has been approved by the Board of Commissioners as long as all transmission is thru Port Ludlow Drainage District email addresses.
- a. It is the responsibility of each Commissioner to carefully review the document presented for signature to assure it is the same document version approved by the Board.
5. All documents completed using Electronic Signature will be filed, stored and retained following the appropriate District records retention schedule.
6. The use of Electronic Signature by a Commissioner is an option and not a requirement. Any Commissioner can choice to sign a document approved by the Board with pen and ink.

PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 9th day of July 2020.



07 / 09 / 2020

Don Forbes, Chair, Commissioner 2

Vacant

Commissioner 1



07 / 09 / 2020

Deborah Helleson, Commissioner 3