

**Port of Skamania County**  
**RESOLUTION 7-2021**

**A RESOLUTION OF THE PORT OF SKAMANIA COUNTY, WASHINGTON, AUTHORIZING THE USE, CREATION, AND ACCEPTANCE OF ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES FOR PORT OF SKAMANIA BUSINESS; RECOGNIZING THE VALIDITY OF CERTAIN ELECTRONIC SIGNATURES; AUTHORIZING AND DIRECTING THE PORT DIRECTOR OR DESIGNEE TO ESTABLISH ADMINISTRATIVE POLICIES OR PROCESSES AND CREATE REASONABLE RULES AND REGULATIONS REGARDING ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Uniform Electronic Transactions Act (UETA) governs electronic records and electronic signatures created, generated, sent, communicated, received, or stored on or after June 16, 2021; and

WHEREAS, the UETA defines an electronic record as a record created, generated, sent, communicated, received, or stored by electronic means; and

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

WHEREAS, the UETA requires government agencies to determine whether, and the extent to which, agencies will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures; and

WHEREAS, the UETA allows government agencies, giving due consideration to security, to specify: (1) the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (2) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which an electronic signature must be affixed to an electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (3) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (4) any other required attributes for electronic records which are specified for corresponding nonelectronic records or reasonably necessary under the circumstances; and

WHEREAS, the PORT OF SKAMANIA COUNTY desires to promote time and cost-savings efficiencies by decreasing the Port's reliance on physical records and signatures.

**NOW, THEREFORE, THE COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY OF STEVENSON, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Authorization of Electronic Records and Electronic Signatures.**

The Port Commission hereby authorizes the use, creation, and acceptance of electronic records and electronic signatures to the fullest extent allowed by state and/or federal law, subject to policies, applicable rules, and regulations as authorized by this resolution.

**Section 2. Recognizing the Validity of Certain Electronic Signatures.** The Port Commission hereby recognizes that electronic signatures are valid, except as required otherwise by law, to the same extent a physical signature would be valid, if electronic signatures comply with all applicable state and/or federal laws as well as the policy, rules, and regulations authorized by this resolution.

**Section 3. Authorizing the Executive Director or Designee to Establish Policy and Create Reasonable Rules and Regulations Regarding Electronic Records and Electronic Signatures.** The Commission hereby authorizes the Executive Director, or his/her designee, to establish policy and create reasonable rules and regulations regarding electronic records and electronic signatures. Such rules and regulations, giving due consideration to security, shall govern:

- (1) the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
- (2) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which an electronic signature must be affixed to an electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process;
- (3) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
- (4) any other required attributes for electronic records which are specified for corresponding non-electronic records or which are reasonably necessary under the circumstances.

These rules and regulations shall be posted on the Port's website and available for inspection the office upon request.

**Section 4. Effective Date.** This Resolution shall take effect and be in full force on June 15, 2021.

APPROVED AND PASSED by the Port of Skamania County Commission of the Port of Skamania County this 15th day of June, 2021 and signed in authorization of its passage this 15th day of June, 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

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**Commissioner Ray Broughton, (District 1)**

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**Commissioner Jennifer Taylor, (District 2)**

**ATTEST:**

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**Commissioner Todd Kingston, (District 3)**

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**Pat Albaugh, Executive Director**