

Resolution 1-2007

**KLICKITAT COUNTY PORT DISTRICT NO. 1,
A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON**

**A Resolution Delegating Authority to Officials and Allowing for Small Surplus
Property Disposition**

Whereas, the Port of Klickitat Commission has appointed an Executive Director and a Port Auditor in accordance with RCW Sections 53.08, 53.35.010, and 53.36, and

Whereas, the Port of Klickitat Commission wishes to delegate to the persons in those positions the authority necessary to carry out the offices to which they are appointed; and

Whereas, the Port of Klickitat Commission wishes to specifically delegate to the Executive Director the authority to dispose of personal property with a value under \$10,000 which is no longer needed for Port purposes as surplus property.

NOW, THEREFORE, BE IT RESOLVED:

1. Any two of the following officials: Executive Director, Port Commissioners, shall be authorized to sign checks or make electronic or other fund transfers for lawful port expenditures in advance of approval by the Port of Klickitat Commission, pursuant to RCW 42.08, and the Port of Klickitat shall purchase the required statutory bond as set forth in RCW 42.08.005. The Port of Klickitat Commission hereby finds that the minimum amount of statutory bond is sufficient to properly safeguard the public assets. The signature of two Port officials is required for checks. The signatures of one Port official and the Port Auditor are sufficient for other fund transfers and for deposit acceptances.
2. The Port Auditor shall be authorized to do all things necessary to carry out investments on behalf of the Port of Klickitat.
3. The Executive Director shall have the authority to expend funds up to the aggregate amount approved by the Port of Klickitat Commission in the Operating and Capital budget adopted in Resolution 9-2005 without restriction as to individual expenditure amounts or line items.
4. The Executive Director shall have the authority to hire, review, discipline, or terminate all subordinate employees of the Port of Klickitat. Disciplinary action directed toward, or termination of, the Port Auditor shall be approved in advance by the Port of Klickitat Commission. The Executive Director shall have the authority to schedule or reschedule work periods for all employees.
5. The Executive Director shall have the authority to enter into contracts on behalf of the Port of Klickitat, and his/her signature shall be sufficient to bind the Port of Klickitat in all contractual matters.
6. The Executive Director shall have the authority to determine whether and when an item of personal property having a current value of less than \$10,000 shall be of no further use and utility to the Port of Klickitat, and he/she shall officially declare the property to be surplus.
7. The Executive Director shall dispose of surplus personal property following the provisions of state law, and shall report all such disposition to the Port of Klickitat Commission as required by law.

Resolution 1-2007

8. The Port Auditor shall have the authority to recommend changes or modifications to any rules, systems, or internal controls that are deemed in his/her opinion proper and necessary for the lawful and proper management of public funds or other assets. Such rules may be adopted by the Executive Director with any degree of formality deemed consistent with good business practices.
9. The Executive Director may hire such consultants, auditors, and financial advisors as are necessary from time to time to accomplish the transactions he/she deems necessary to perform his/her assigned duties.
10. The Executive Director and the Port Auditor may delegate and re-delegate their authority to others as they see fit. Such actions may be taken with any degree of formality deemed consistent with good business practices.
11. The Port of Klickitat Commission makes and reaffirms the following appointments to the office indicated:

Executive Director – Dianne Sherwood
Port Auditor – Margie Ziegler

12. The Port of Klickitat Commission finds that it is in the public interest to hold the named individuals or their successors harmless to the full extent allowed by law for actions taken, or for failure to take actions that are required, by virtue of their appointed offices. The Port of Klickitat shall acquire indemnification insurance to defray the cost of any action against the named individuals or their successors.
13. The provisions of this Resolution shall remain in effect until superseded by subsequent Resolution of the Port of Klickitat Commission.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Port of Klickitat Commission, at a regular meeting thereof held this 16th day of January, 2007.

PORT OF KLICKITAT COMMISSION

/s/ RODGER FORD
Chairman, Rodger Ford

Vice-Chairman, S. Wayne Vinyard

/s/ NORMAN DEO
Secretary, Norman Deo

ATTEST:

/s/ MARGIE ZIEGLER
Margie Ziegler
Administrative Assistant

PORT SEAL