

Klickitat County Port District No. 1  
**RESOLUTION NO. 1-2011**

A Resolution of the Port of Klickitat Commission  
**Delegating Authority to Port Officials**

**WHEREAS**, the Port Commission is obligated to maintain oversight of Port operations; and

**WHEREAS**, the Port Commission has appointed an Executive Director and a Port Auditor pursuant to RCW 53.12.270 and RCW 53.36.010; and

**WHEREAS**, the Port Commission wishes to clarify the roles, responsibilities, and authorities of the Commission, Executive Director, and Port Auditor; and

**WHEREAS**, the Port Commission wishes to delegate to the persons in these positions the responsibility and authority to carry out the offices to which they have been appointed; and

**WHEREAS**, the Port Commission wishes to permit the Executive Director to dispose of any Port personal property no longer needed for Port purposes and with a value of less than \$10,000; and

**WHEREAS**, the Port Commission wishes to permit the Executive Director to evaluate, select, and enter into contracts with contractors and consultants for projects of less than \$50,000 pursuant to RCW 53.19.020;

**NOW, THEREFORE, BE IT RESOLVED** that Marc Thornsby and Margie Ziegler are hereby reaffirmed as the Executive Director and Port Auditor, respectively, with the authorities delegated below:

1. The Port Auditor shall be authorized to do all things necessary to carry out investments on behalf of the Port of Klickitat.
2. 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, to be 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.
3. The Port Auditor shall be authorized to accept payments and deposits into Port accounts.
4. The Executive Director and the Port Auditor shall be authorized to sign checks, make electronic or other fund transfers, and issue warrants for lawful Port expenditures in advance of approval by the Port Commission, subject to Port policy requiring the signatures of two persons authorized as signatories by the Port Commission on all such documents. The Port shall purchase or maintain the required statutory bond set forth in RCW 42.08. The Port Commission hereby finds that the minimum amount of statutory bond is sufficient to properly safeguard the public assets.
5. The Executive Director shall have the authority to expend funds, without restriction as to individual expenditure amounts or line items, up to the aggregate amount approved by the Port Commission in the Port's most recent Final and Supplemental Operating and Capital Budgets duly adopted pursuant to RCW 53.35.030 and RCW 53.35.050.
6. 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.

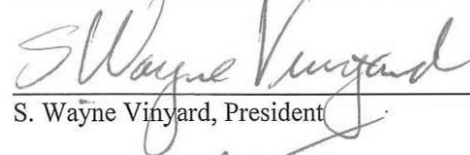
7. The Executive Director shall have the authority to enter into contracts on behalf of the Port of Klickitat and his/her signature shall be sufficient to bind the Port in all contractual matters.
8. The Executive Director shall have the authority to determine whether and when an item of personal property having a current value of less than \$10,000 shall be of no further use and utility to the Port of Klickitat and may officially declare such property to be surplus. Disposal of such surplus property shall be in accordance with RCW 53.08.090 and reported to the Port Commission as required.
9. The Executive Director may hire such consultants, auditors, and financial advisers, from time to time, as necessary perform his/her assigned duties.
10. The Executive Director and 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 Executive Director shall have the authority to evaluate, select, and enter into contracts with contractors and consultants for projects of less than \$50,000 without conducting a competitive solicitation or formal bid process, pursuant to RCW 53.19.020, when, in the estimation of the Executive Director, doing so would: 1) Prevent a project from being completed within the time required; 2) Fail to substantially reduce costs to the Port; 3) Fail to deliver a higher quality result; or 4) Result in sufficient administrative time and expense as to exceed any expected benefit.
12. The named individuals or their successors shall be held 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 shall acquire and maintain indemnification insurance to defray the cost of any action against the named individuals or their successors.

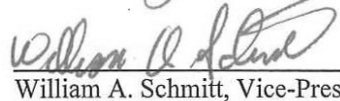
**ADOPTED IN OPEN SESSION** this 15th day of February, 2011.

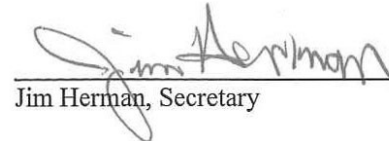
ATTEST:

  
Margie Ziegler, Port Auditor

**PORT OF KLICKITAT COMMISSION**

  
S. Wayne Vinyard, President

  
William A. Schmitt, Vice-President

  
Jim Herman, Secretary

PORT SEAL