

Klickitat County Port District No. 1
RESOLUTION NO. 1-2012

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;

NOW, THEREFORE, BE IT RESOLVED that Marc Thornsbury 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, subject to review and adoption by the Executive Director, to change or modify any rules, systems, or internal controls that are deemed, in his/her opinion, to be consistent with good business practices and necessary for the lawful and proper management of public funds or other assets.
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 to 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 consultants for projects of less than \$50,000 without conducting a formal bid process, pursuant to RCW 53.19.020, when doing so would reasonably: 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 cost as to exceed any expected savings.
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 7th day of February, 2012.

ATTEST:



Margie Ziegler, Port Auditor


PORT OF KLICKITAT COMMISSION



Wayne Vinyard, President



Bill Schmitt, Vice-President



Jim Herman, Secretary

PORT SEAL