

RESOLUTION NO. 2020-22

A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT AUTHORITY BOARD OF DIRECTORS ("OCTA") ADOPTING AN ELECTRONIC SIGNATURE POLICY ESTABLISHING A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE TECHNOLOGY

WHEREAS, RCW 1.80 permits the use of electronic signature technologies by governmental agencies, and to establish a method and process for such use; and

WHEREAS, using electronic signature technologies can benefit OCTA by decreasing the reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting OCTA business; and

WHEREAS, staff have researched electronic signature providers in order to provide reasonable assurances of the integrity and authenticity of electronic documents when electronic signatures are used; and

WHEREAS, staff recommends the use of DocuSign as OCTA's initial electronic signature service provider and has prepared an Electronic Signature Policy to be adopted as part of OCTA's Accounting Manual – Financial Management Policies and Procedures ("Accounting Manual"); and

WHEREAS, the Board of Directors has considered how the use of electronic signatures may impact or improve citizens' access to and ability to participate in governmental affairs, and reliance on OCTA business conducted electronically, and has reviewed the Electronic Signature Policy prepared by OCTA staff.

NOW, THEREFORE, be it resolved by the Board of Directors of OCTA as follows:

1. The OCTA Board of Directors finds it to be in the public interest to allow the use of electronic signatures for OCTA business to the fullest extent allowed by law.
2. The Board of Directors does hereby approve the Electronic Signature Policy prepared by staff of OCTA, and such Policy shall be inserted in and become a part of OCTA's Accounting Manual.
3. The Board of Directors authorizes the Board Chairperson, Vice Chairperson, General Manager, or their designees, to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to electronic documents.
4. This Resolution shall take effect and be in force immediately upon its passage.

ADOPTED by the Board of Directors of OCTA on this 21st day of October, 2020.

APPROVED:



Cindy Gagne, Chairperson

ATTEST:



Jackie Gleason, Clerk of the Board

APPROVED AS TO FORM:



W. Scott DeTro; OCTA Attorney