

RESOLUTION NO. 1672

A RESOLUTION of the Port Commission of the Port of Pasco authorizing the signing of port warrants and authorizing certain officers to sign warrants prior to Commission approval.

WHEREAS, it is the policy of the Port of Pasco that all Port Warrants require the signatures of two individuals except as set forth below: and

WHEREAS, the Franklin County Treasurer requests that the individuals be named and sample signature be provided; and

WHEREAS, RCW 42.24.180 authorizes officers of a taxing district to sign warrants before the Commission has approved the claims in order to expedite payment; and

WHEREAS, The Port District needs to sign warrants before the Port Commission has had an opportunity to review and approve the expenditures; and

WHEREAS, the Port Commission has adopted contracting, purchasing and disbursing policies that implement effective internal control; and

WHEREAS, the Port District desires to confirm the officers designated to sign warrants, and authorize them to sign warrants in advance of Commission approval from time to time when deemed necessary by such officers;

NOW, THEREFORE, BE IT RESOLVED by the Port of Pasco Commission as follows:

1. All Port Warrants shall be signed by any two of the following persons, or the successor in office of any such person:

Hans J. Engelke	-	Commissioner
Vicki Gordon	-	Commissioner
Matthew Watkins	-	Commissioner
Donna Watts	-	Port Auditor / Finance Director
Adam Lincoln	-	Executive Director
Buck Taft	-	Airport Director
Stephen McFadden	-	Deputy Executive Director
2. All ACH / Wire Port Warrants shall be signed by the Port auditor / Finance Director.
3. All Incidental, travel advanced, and economic development corporation warrants shall be signed by one of the following persons: Donna Watts as Port auditor, Adam Lincoln, Buck Taft, and Stephen McFadden
4. The Commission confirms the authority of Donna Watts as Port auditor, Adam Lincoln, Buck Taft, and Stephen McFadden to sign warrants before Commission approval of the claims from time to time as necessary in order to expedite the payment of such claims; and
5. The aforementioned officers designated to sign warrants shall each be required to furnish an official bond for the faithful discharge of his or her duties in an amount of five hundred thousand dollars; and
6. The Commission shall review the warrant register supporting the claims paid and shall consider its approval of all warrants issued in payment of claims at its next regularly scheduled public meeting; and
7. The Commission shall require that if upon review it disapproves a claim, the auditing officer and officers designated to sign the warrants shall jointly cause

the disapproved claim to be recognized as a receivable of the taxing district and shall pursue collection diligently until the amounts disapproved are collected, or until the Commission is satisfied and approves the claim.


Resolution No. 1652 dated the 21st day of March 2025 is hereby rescinded, and this Resolution is to become effective as of the 1st day of February 2026.

Adopted this 28th day of January, 2026.

PORT OF PASCO COMMISSION



Hans J. Engelke, President



Vicki Gordon, Vice-President



Matthew Watkins, Secretary