

RESOLUTION NO. 24-059

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT  
BOARD of MANAGERS

**Delegating specific contractual and spending authority to administrator**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by Manager \_\_\_\_\_ :

**WHEREAS** authority of the Riley Purgatory Bluff Creek Watershed District to enter into contracts and otherwise assume financial obligations on behalf of RPBCWD rests with the RPBCWD Board of Managers;

**WHEREAS** efficient conduct of certain routine and consistent business matters pursuant to authority delegated from the board reduces administrative costs, promotes the efficient conduct of RPBCWD business, and allows the managers to focus on matters of substantial policy and financial import;

**WHEREAS** the board annually establishes a RPBCWD budget and fund categories for accounting purposes;

**WHEREAS** RPBCWD's adopted Governance Manual includes Internal Controls and Procedures for Financial Management that provide terms for the management and administration of RPBCWD finances, addressing the receipt of revenue, disbursement of payments, maintenance of accounts, management of RPBCWD funds and procedure for presenting invoices due to the RPBCWD Board of Managers for approval before disbursement of payment, and the Internal Controls and Procedures for Financial Management will be updated as necessary to comport with this resolution;

**WHEREAS** the board affirms the importance of reserving to itself the authority to approve disbursements of RPBCWD funds when such action implicates an RPBCWD policy decision pertinent to its watershed-management goals, involves a significant consideration regarding accountability for expenditures, or is legally required;

**WHEREAS** disbursements for maintenance and management of RPBCWD operations, in accordance with the approved budget and authorized contractual commitments, typically do not implement policy judgments, are routine and regular, and are not by law reserved to the board, but rather are principally to maintain facilities and equipment, administer human resources and protect assets;

**WHEREAS** efficient use of RPBCWD resources and timely payment of invoices and bills may be ensured by delegating authority to the administrator to make routine payments consistent with the description in the prior recital;

**WHEREAS** the RPBCWD Governance Manual states that the board has authorized the administrator to expend up to \$5,000 on a single purchase without prior board approval and to approve work-change directives and change orders for projects that will result in an aggregate increase of the cost of project by no more than the lesser of (i) \$10,000 or (ii) 20 percent of the original contract amount, however the manual will be revised to state more generally that the managers may by resolution delegate specified spending authority to the administrator; and

**WHEREAS** the RPBCWD Board of Managers has from time to time adopted resolutions delegating spending authority to the administrator;

**WHEREAS** the RPBCWD Audit and Finance Committee and Governance Committee have both determined that a comprehensive revision to the delegation of spending authority to the administrator should be prepared for consideration by the RPBCWD Board of Managers.

**NOW THEREFORE BE IT RESOLVED** that it is efficient and prudent to delegate to the RPBCWD administrator, subject to the limitations here stated, authority to enter into contracts and financial commitments with third parties;

**BE IT FURTHER RESOLVED** that RPBCWD Board of Managers hereby rescinds all prior delegations of spending authority except as made by resolution authorizing a specific program or project, and replaces such delegations with authority for the RPBCWD administrator to contract in accordance with statutory procurement requirements, and sign and disburse payments, within the approved budget, for the following:

1. office lease and maintenance;
2. utility service;
3. equipment and vehicle leases and repair costs;
4. auto, property, liability and workers' compensation insurance premiums;
5. fringe benefits and other payroll expenses;
6. staff training fees, dues and subscriptions;
7. employee reimbursements for expenses incurred and documented in accordance with established policy and protocols;
8. license and permit fees to governmental agencies;

- 9. postal and publication fees and costs associated with notices and announcements.

**BE IT FURTHER RESOLVED** that the administrator must report disbursements made pursuant to the authority delegated hereby to the board monthly;

**BE IT FINALLY RESOLVED** that the administrator will present any payment authorized hereby for board approval when, in the administrator’s judgment, it raises a question of policy, accountability or legal compliance.

The question was on the adoption of the resolution and there were \_\_\_ yeas and \_\_ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
CRAFTON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DUEVEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NELSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PEDERSEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIEGLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted, September 9, 2024.

\_\_\_\_\_  
Tom Duevel, Secretary

Dated: \_\_\_\_\_, 2024

\* \* \* \* \*

I, Tom Duevel, secretary of the Riley-Purgatory-Bluff Creek Watershed District, do hereby certify that I have compared the above resolution with the original thereof as the same appears of record and on file with the District and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Tom Duevel, Secretary