

RESOLUTION NO. 24-0xx

RILEY PURGATORY BLUFF CREEK WATERSHED DISTRICT  
BOARD of MANAGERS

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

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

**WHEREAS** all 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 RPBCWD's business and achievement of its water-resource goals sometimes requires quick action to solve problems, to respond to equipment failures or sudden changes in natural conditions, or to take advantage of opportunities presented by partners to pursue already-approved objectives;

**WHEREAS** the RPBCWD administrator's conduct of certain business matters pursuant to authority delegated from the board will reduce administrative costs, promote the efficient conduct of RPBCWD business, and allow the managers to focus on matters of substantial policy and financial import;

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

**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

**WHEREAS** the RPBCWD Governance Manual states that the board may delegate authority to the administrator to bind or enter into contract when the cost does not exceed \$10,000 on a single purchase without prior Board approval; and

**WHEREAS** the RPBCWD Governance Committee has proposed amending the Governance Manual to increase the authorized limit ~~the~~ of funds the administrator may expend on a single purchase without prior Board approval; and

**WHEREAS** the RPBCWD Audit and Finance Committee, at their February 12, 2024, and again at their August 22, 2024, meeting agreed that the authorized limit should be increased to \$12,500 and that a resolution should be prepared for consideration by the RPBCWD Board

**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 the RPBCWD administrator hereby is authorized to expend up to \$12,500 or the current-year balance of the relevant fund, whichever is less:

**BE IT FURTHER RESOLVED** that the RPBCWD administrator hereby is authorized to enter into a contract or otherwise bind RPBCWD in an amount up to \$15,000 or the current-year balance of the relevant fund, whichever is less, subject to the following:

- The RPBCWD administrator must secure the president’s written concurrence to enter into a contract or otherwise bind RPBCWD in an amount between \$12,501 and \$15,000;
- The RPBCWD administrator must report, in writing, for each month’s regular meeting all contracts or other obligations that the administrator has entered into pursuant to this authority;
- Payment of amounts due under such contracts and obligations remains subject to the procedures specified in RPCWD Bylaws and Governance Manual; and
- The spending limit herein may not be exceeded through serial contracts.

**BE IT FINALLY RESOLVED** that the RPBCWD Governance Manual is amended to comport with the above action of the managers, and otherwise remains effective as adopted.

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>
CRAFTON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DUEVEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NELSON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PEDERSEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIEGLER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chair declared the resolution adopted.

\_\_\_\_\_  
\_\_\_\_\_, 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