

RESOLUTION NO. 2023-04

**RICE CREEK WATERSHED DISTRICT
BOARD of MANAGERS**

DELEGATING CERTAIN CONTRACTING AUTHORITY to the DISTRICT ADMINISTRATOR

Manager Weinandt offered the following Resolution and moved its adoption, seconded by Manager Bradley:

WHEREAS the Rice Creek Watershed District ("District") Board of Managers ("Board"), in accordance with the powers set forth at Minnesota Statutes §§103B.211, subdivision 1(a)(8), and 103D.335, subdivisions 7, 13, 21 and 23, as well as other authorities, enters into contracts to fulfill the statutory purposes of the District;

WHEREAS the District Board may, from time to time, delegate to the District Administrator the authority to exercise certain powers on behalf of the Board; and

WHEREAS for the efficient administration of the District's business and affairs, the Board finds it appropriate to delegate to the Administrator the authority to enter into certain contracts on the Board's behalf, provided the Board remains duly apprised of the Administrator's exercise of this delegation;

THEREFORE BE IT RESOLVED that the Board delegates to the Administrator the authority to enter into contracts as follows:

1. The Administrator may enter into a contract for goods or non-professional services up to \$10,000, or \$20,000 with the Board President's approval, for operational, program or employee benefits purposes.
2. The Administrator may enter into a contract for professional services up to \$10,000, or \$20,000 with the Board President's approval. Contracts with professionals other than the District engineer, counsel, or accountant will include a written scope of services.
3. The Administrator may task the District engineer, counsel and accountant for the purpose of supporting the ordinary work of the District. A written scope of services will be prepared for a discrete task, when the Administrator finds it useful to structure the work or manage cost. District staff may exercise the authority delegated by this paragraph, under the Administrator's direction.
4. All contractual commitments under this delegation must conform to the Board-approved District budget. Whether a contract meets a dollar threshold above is based on a fixed quote or, where a fixed quote is not practicable, on the Administrator's reasonable estimate.

BE IT FURTHER RESOLVED that the District Administrator will report to the Board monthly, in writing, of all instances in which this delegation has been exercised.

BE IT FINALLY RESOLVED that this delegation does not authorize the District Administrator to disburse payment for any contract entered into. Administrator authority to disburse payments is by separate delegation, as the Board may elect from time to time.

The question was on the adoption of the Resolution and there were 4 yeas and 1 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
BRADLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERTSON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WAGAMON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WALLER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WEINANDT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the Resolution passed.

Jessica Robertson
Jessica Robertson, Secretary

Dated: March 8, 2023

* * * * *

I, Jessica Robertson, Secretary of the Rice Creek Watershed District, do hereby certify that I have compared the above resolutions 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 hereunto set my hand this 8th day of March 2023.

Jessica Robertson
Jessica Robertson, Secretary