

# REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Board of Directors  
Policy Title : Authority Delegated to the Executive Committee  
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## AUTHORITY DELEGATED TO THE EXECUTIVE COMMITTEE

### **General Authority**

The Executive Committee will have the decision-making authority delegated to it by the Board of Directors, and will coordinate and monitor the activities of RWA staff and consultants, review and approve routine business decisions, and serve as a sounding board for ideas and issues on behalf of the Board of Directors. The Executive Committee will not take a position on legislation, regulatory or land use planning issues or projects proposed by other entities (if such authority has been delegated to it by the Board of Directors) without first obtaining the written consent of all of the Members of RWA, in accordance with the provisions of Article 7b of the RWA Joint Powers Agreement.

### **Specific Authority**

The Executive Committee will be authorized to:

- Prepare the RWA budget for consideration for approval by the Board of Directors;
- Approve the payment of RWA bills within the RWA-approved budget;
- Approve, authorize and administer contracts for expenditures within the RWA-approved budget, provided that the amount of any such contract (or the combination of contracts for the same program or project) will not exceed \$100,000;
- Approve, authorize and administer contracts within the RWA-approved budget that exceed \$100,000, with the approval of the Board of Directors;

- Approve, authorize and administer (1) Project or Program Agreements under Article 22 of the RWA Joint Powers Agreement, and (2) Consulting and funding agreements to implement a Project or Program Agreement (which agreements do not require approval of the Board of Directors so long as the Executive Committee makes a finding that the interests of Members and Contracting Entities of RWA who do not participate in the Project or Program will not be adversely affected by RWA entering into and performing the agreement);
- Delegate to the Executive Director the authority to administer contracts on behalf of RWA; and
- Prepare and approve agendas for meetings of the RWA Board of Directors.

### **Duties**

The Executive Committee will do the following:

- Hold regular meetings, generally once per month, and call special meetings from time to time as needed, at the discretion of the Chair;
- Be responsible for the oversight of the Executive Director's performance and activities, including conducting an evaluation of the performance of the Executive Director, and make recommendations to the Board of Directors concerning the Executive Director's performance, compensation, benefits and other terms of employment pursuant to the terms and conditions of the then current Employment Agreement with the Executive Director;
- Provide policy direction to the Executive Director within the approved policy framework established by the Board of Directors; and
- Report to the Board of Directors on a regular basis of actions taken by the Executive Committee, and provide the Board with copies of agreements approved and other relevant documents.