



## STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director   
**DATE:** December 6, 2016  
**SUBJECT:** **Contract and Grant Agreement Authority, Resolution 12-16-32**

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### AT A GLANCE – ACTION

*The RTC Executive Director administers the day-to-day financial affairs of RTC in accordance with RTC Policy and by using best management practices. This Resolution will clarify the express authority of the Executive Director related to carrying out duties and provisions of contracts and agreements.*

### BACKGROUND

The RTC Board delegates certain financial management responsibilities to the Executive Director (Director) in carrying out the daily business of RTC. Delegation of these responsibilities typically occurs as part of the Board authorizing the RTC Director to enter into contracts and agreements and are also stipulated (generally or specifically) in the Board Bylaws and Procurement Policy.

### CURRENT STATUS

The RTC Director has been granted certain authorities by the RTC Board to bind the agency in contracts and grant billings. Those authorities are expressed (generally or specifically) in the: RTC Bylaws; project or agreement specific Resolutions; and in the RTC Procurement Policy.

Currently, the Federal agencies have revised their grant billing procedures process and are requiring that federal grant recipient agencies affirmatively verify that the signatory to federal grant billings has the legal authority to bind the agency to certain grant requirements in order to submit for grant reimbursement under the federal regulations.

The RTC Director's current authorities express, assume, imply, or infer that the Board has delegated those authorities to the Director. However, a more affirmative description of the Director's authority in relation to contracts and agreements is recommended. Staff recommends amending the RTC Procurement Policy (BR 10-16-21) by inserting a new Policy 1.2 to read: Contract and Grant Agreement Authority. The recommended Policy 1.2 is presented in the EXHIBIT A to this Resolution. (*Note: the Procurement Policy numbering will be adjusted to add this new policy in the order described*).

**POLICY IMPLICATION**

Establishment of the express authority of the Executive Director to carry out the responsibilities of contracts and grant agreements will ensure the RTC’s compliance with certain regulations and will create efficiency and clarity of duties in the administration of RTC financial affairs.

**BUDGET IMPLICATION**

None.

**ACTION REQUESTED**

Adoption of Resolution 12-16-32 thereby amending the RTC Procurement Policy, expressing certain RTC Executive Director authority related to contracts and grant agreements, as expressed in Exhibit A (Policy 1.2 Contract and Grant Agreement Authorities).

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2016,  
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

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Jack Burkman  
Chair of the Board

\_\_\_\_\_  
Matt Ransom  
Executive Director

Exhibit A: Contract and Grant Agreement Authority

EXHIBIT A

**1.2 Contract and Grant Agreement Authority**

The RTC Board grants certain authority to the Executive Director for the carrying out of financial and administrative responsibilities of the RTC. Those authorities include: the administration of the financial affairs of the organization; ability to enter into contracts and agreements consistent with the Procurement Policy and specific Board Resolutions; and to fulfill the fiduciary duties and provisions of the contracts and agreements entered into on behalf of RTC. The RTC Executive Director shall carry out these responsibilities consistent with the policies, procedures, and regulations (*current edition*) of RTC and of the contracting and grant funding entity.