

Amador Water Agency

Board Delegation of Authority to General Manager

Reviewed and Adopted:
04-23-2020

100.00 Purpose of the Policy

The primary purpose of this policy is to define the role and responsibilities of the General Manager. The Board of Directors sets the policy for the Agency and the General Manager's role is to implement those policies in the operation and administration of the Agency's services, facilities, and personnel system.

200.00 Policy

The Agency's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other Agency employees.

Subject to the Board-approved budget, policy direction, and contract approvals, the Agency's General Manager is delegated the: (a) full charge and control of the construction, maintenance and operation of the water, wastewater and other facilities of the Agency, (b) full power and authority to employ and discharge employees consistent with Agency policy and other provisions of law, (c) authority to prescribe the duties of employees consistent with Agency policy, and (d) power to alter the compensation of employees subject to Board-approved salary schedules.

200.10 In an effort to establish and maintain clear delegation of authority, the Board of Directors authorizes the following powers to the General Manager.

Easements: To develop easement values using the services of a land appraiser, or other prudent methods and acquire easements up to a cash value of \$20,000.

Claims: To investigate and resolve third party claims against the Agency as provided in the Agency's Claims Processing Policy, AWA PL-Adm 015.

Professional Service Contracts: To authorize execution of professional services contracts up to \$50,000 within the approved budget, and up to \$10,000 without prior Board authorization if the work is not specifically itemized in the approved budget.

Budget Expenditures: To authorize approval of contracts and purchases up to the amount included in the annual adopted budget.

Project Expenditures: To authorize project expenditures including contingencies. Any changes to the approved project scope, project cost or extension of contract completion date shall be brought back to the Board for approval.

Change Orders: To approve change orders on projects as long as increases do not exceed the Board approved project cost, change the approved scope, or extend the contract completion date. Changes beyond the approved scope, cost, or scheduled completion date shall be brought back to the Board for approval.

Emergency Expenditures: To declare emergencies and to authorize emergency expenditures up to \$100,000. An emergency is an unexpected occurrence that significantly impacts the Agency's ability to provide continuous clean, safe and reliable water and wastewater services. The General Manager shall confer with the Board President and receive his or her concurrence in the declaration of an emergency.

Employees: The General Manager is authorized to fill vacant existing positions, add temporary employees, and use Agency/contract personnel. The Board of Directors has the authority to approve new regular full-time and part-time positions in the Agency.

In order for Agency operations to continue uninterrupted in the absence of the General Manager and any General Manager appointment of a temporary replacement, Department Managers have full authority to make decisions affecting their departments. Should any event occur that affects more than one department, then the Managers of all affected departments shall confer and agree to the proper solution and enact the appropriate measures. The General Manager may designate a person to assume his or her authority during his or her absence.

The General Manager is fully accountable for the proper performance of these responsibilities.

Although the foregoing delegation is a matter of policy because there is no statutory mandate for the General Manager's role under the Agency Act (See Agency Act section 95-8), the delegation of authority provided in this policy reflects the statutory delegation of duties to general managers of public water and wastewater agencies formed under various other enabling acts and also reflects the best practices employed by well-governed and efficiently-operated public agencies.

300.00 Policy Review

This Policy shall be reviewed at least every two years.