



1450 Halyard Drive, Suite 6
West Sacramento, CA 95691
www.deltaconservancy.ca.gov

Request for Approval of Revised Delta Conservancy Delegation of Authority to the Executive Officer

Staff Report

This agenda item presents revised language for the Delegation of Authority to the Executive Officer.

RECOMMENDATION

Staff recommends the Board approve revised Delegation of Authority to the Executive Officer as described below and in the attached.

DESCRIPTION

To improve efficiency of Conservancy contracting processes, staff has provided suggested revisions to the Delegation of Authority (DA) to the Executive Officer to limit the delegated authority for all contracts to \$200,000. Additionally, for time sensitive contracts that exceed \$200,000, approval by the Chair and Vice Chair is proposed. All non-administrative expenditures greater than \$10,000 will be reported to the Conservancy Board at regularly scheduled Board meetings.

BACKGROUND

Current language in the DA, as interpreted, is unnecessarily restrictive and regularly causes delays and inefficiencies in contracting processes. Staff has reached out to other agencies of similar size and believes authority up to \$200,000 is appropriate for the Conservancy. Existing language, provided below, has been interpreted to limit authority to \$50,000; however, the language as written indicates no authority limit if expenditures are associated with program and planning recognized within the Board approved Strategic Plan and Implementation Plan. Suggested language extends the authority to cover all expenditures by the Conservancy.

Existing Language

To enter into contracts for technical or other services, as needed for the purpose of program and project development or planning:

- a. in such amounts as may be necessary to carry out the Conservancy's interim and final Strategic Plans, Action Plan, or other adopted plan or policy resolution of the Conservancy board and
- b. in amounts not to exceed \$50,000 per contract, including extensions and amendments (or such other amount as may hereafter be authorized by the Conservancy), for program and project development or planning other than under (a) above.

Suggested Language

To enter into contracts for technical or other services, as needed for the purpose of program and project development or planning as may be necessary to carry out the Conservancy's Strategic Plan, annual Implementation Plan, or other adopted plan or policy resolution of the Conservancy board:

- a. in such amounts not to exceed \$200,000 per contract, including extensions and amendments or
- b. with approval from the Conservancy Chair and Vice Chair for amounts greater than \$200,000 if approval is time sensitive and the Board meeting schedule would cause unnecessary delays or negative impacts and
- c. all non-administrative expenditures greater than \$10,000 will be reported to the Conservancy Board.

SUGGESTED MOTION LANGUAGE:

Move the Board approve the Delegation of Authority to the Executive Officer per revised language in Agenda Item 8, Attachment 2.

Contact

Campbell Ingram, Executive Officer
Sacramento-San Joaquin Delta Conservancy
campbell.ingram@deltaconservancy.ca.gov
Phone: (916) 375-2089