

WEST PLAINS PUBLIC DEVELOPMENT AUTHORITY

RESOLUTION NO. 2018-9

Executive Director Authority

A RESOLUTION of the West Plains Airport Area Public Development Authority adopting a master policy directive on the administrative authority of the Executive Director and his designees.

Whereas, pursuant to RCW 35.21 the City of Spokane, Spokane County and Spokane International Airport have entered into a joint venture by forming the West Plains Airport Area Public Development Authority; and

Whereas, the Board Members have hired an Executive Director to carry on the day to day activities and the mission of the PDA; and

Whereas, the Board Members wish to adopt various policy directives concerning administrative authority of the Executive Director and his designees for the purposes of expeditious administration of the PDA:

Now therefore, be it resolved by the Board Members of the PDA as follows:

The master policy directive of the PDA Board Members as set forth in Exhibit "A" attached to this Resolution and by this reference incorporated herein, is for the purpose of establishing administrative authority for the Executive Director and his designees.

WEST PLAINS PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2018-9

ADOPTED by an affirmative majority vote of the Board of Directors of the West Plains Public Development Authority on the 19th day of July 2018.

WEST PLAINS PUBLIC DEVELOPMENT AUTHORITY


BOARD CHAIR

SECRETARY'S CERTIFICATE

I, the undersigned, Secretary of the West Plains Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 19th day of July, 2018, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this 19 day of July, 2018.



BOARD SECRETARY

Exhibit "A" to Resolution No 2018-9

West Plains Airport Area Public Development Authority Board Policy Directives Administrative Authority of the Executive Director And Designees

The following policy is adopted by the Board Members for the purpose of establishing the administrative authority of the Executive Director who is responsible for the normal West Plains Airport Area Public Development Authority (PDA) operations. The phrase "normal operations" as used herein, means the regular day-to-day business transactions involving labor, materials and finances.

With the exception of limitations identified in the specific policies which follow, the Executive Director shall be responsible for the administration of the day-to-day operations which include personnel administration (i.e. hiring/firing, training, grievance procedures, employee involvement, etc.); execution of contracts; financial matters; legal matters; and the implementation of construction work and alterations and improvements on PDA projects and properties. The Executive Director has authority to maintain, cancel and/or change the schedule for PDA Board meetings in consultation with at least one Executive Board Member as business needs arise. Further, the Executive Director is hereby authorized to public notice of any and all public hearings or publications which are required by law or which are otherwise necessary for the Board Members action.

The Executive may delegate to appropriate PDA staff such administrative authority or reporting requirements as necessary in the efficient exercise of such authority. To implement delegations of authority to staff, the Executive Director may promulgate PDA authority policy and procedure manuals or directives, monetary delegations, authority to execute contracts and other documents since as employee position descriptions, office manuals, etc. which shall include such delegations as appropriate.

CONTRACTS

For purpose of this section, all contract amounts listed are inclusive of Washington State Sales Tax.

Public Works Contracts:

The Executive director shall have the responsibility to follow all required statutory procedures in connection with all public works contracts pursuant to RCW 35.21.730. The Executive Director is authorized to carry out all procedures required by applicable statutes preliminary to the acts required to be performed by the PDA Board at an open meeting. The Executive Director may execute on its behalf small works roster contracts where the total estimated contract prices do not exceed \$50,000.

Change Orders:

1. For contracts that do not exceed \$50,000, the Executive director is authorized to execute change orders to the contract provided the total contract cost, inclusive of the change order(s), does not exceed \$50,000.
2. For contracts that exceed \$50,000, the Executive Director is authorized to execute individual change orders to the contract provided that cumulative change orders do not exceed 25% of the total contract cost.

Material, Equipment, Supplies and Purchased Services:

The Executive Director shall have the responsibility for following all statutory requirements and procedures in connection with all contracts for the acquisition of materials, equipment, supplies and purchased services. Materials, equipment, supplies and purchased services may be acquired when necessary for the normal operations of the PDA.

1. The aggregate contract amount or purchase order price does not exceed \$5,000.
2. The total contract period will not exceed a total of two (2) years, unless specifically approved by the PDA board.

Change Orders:

1. For contracts that do not exceed \$5,000, the Executive Director is authorized to execute individual change orders to the contract provided the total contract cost, inclusive of the change order(s), does not exceed \$5,000.
2. For contracts that exceed \$5,000, the Executive Director is authorized to execute individual change order to the contract provided the cumulative change orders do not exceed 25%.

Personal Service Contracts

The Executive Director shall be responsible for following all statutory requirements in connection with the contracting of personal services where deemed necessary to carry out normal PDA operations. The Executive director may execute contracts for such services where the aggregate cost of the proposed service does not exceed \$50,000.

1. For contracts that do not exceed \$50,000 the Executive Director is authorized to execute individual change orders to the contract provided that it is not a substantial change or is not a substantial addition to the scope of work and the total contract cost, inclusive of change orders does not exceed \$50,000.
2. For contracts that exceed \$50,000 the Executive Director is authorized to execute individual change orders to the contract provided that it is not a substantial change

or is not a substantial addition to the scope of work and the cumulative change orders to not exceed 25% of the total contract cost.

Professional, Architectural and Engineering Services

The Executive Director is authorized to contract with qualified architectural and engineering firms licensed in the State of Washington and other professional consultants to provide such services as required for the PDA. Selection and reimbursement for such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or aggregate contract amount is estimated to exceed \$50,000, PDA Board approval shall be required. The Executive Director will endeavor to use a variety of firms based on the nature of the work and expertise of the firms.

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2. For contracts that exceed \$50,000 the Executive Director is authorized to execute individual change orders to the contract provided that it is not a substantial change or is not a substantial addition to the scope of work and the cumulative change orders to not exceed 25% of the total contract cost.

Interlocal Agreements

1. The Executive Director is authorized to execute or amend intergovernmental agreements with other public agencies similarly authorized when the best interest of the PDA would be served provided that such agreements do not exceed \$50,000. Such contracts shall set forth fully the purposes, powers, rights, objectives and responsibilities of the contracting parties.
2. The Executive Director is further authorized to make purchases under contracts already entered into by another governmental agency, provided such agency has followed requirements established by Washington State law.
3. The Executive Director is authorized to purchase using allowable Schedules through the US General Services Administration as defined by requirements established by the Federal Acquisition Regulation – Subpart 8.4.

REIMBURSABLE SERVICES

The Executive Director is authorized to enter into agreements pursuant to which the PDA will receive reimbursable services, provided costs are within the authorized purchasing thresholds defined in the Contracts Section.

Legal Services and other Representation

The Executive Director and the PDA Attorney shall be responsible for the procedures necessary to manage and supervision of all legal services required by the PDA and litigation in which the PDA has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the PDA (or in which the PDA may have an interest) which has been filed in any court of general jurisdiction, be it state or federal, or any quasi-judicial or administrative forum.

Legal Services

The PDA Board shall hire and or appoint a PDA Attorney to advise the PDA Board and staff and for such legal opinions and services as may be required. The Executive Director is authorized to utilize such firms as may from time to time be designated by the PDA Board, or, in the cases of emergency or conflict of interest where such firms are unavailable or where it is deemed appropriate for other reasons, such other counsel as deemed appropriate, to provide necessary legal services. Retained legal counsel may act solely on behalf of the PDA or jointly with other interested parties. Payment for legal services other than litigation shall be by fixed annual retainers and/or by reimbursement at established hourly rates plus expenses. The PDA Board shall set annual retainers, if any, based on the level of services required and the current cost of legal services in the area. In litigation matters, legal counsel shall be reimbursed at a rate not to exceed their established hourly rate plus expenses or as otherwise agreed.

Engagement of Other Representatives

In connection with litigation or other legal matters in which the PDA has a direct or indirect interest, the Executive Director may engage other representatives to act solely on behalf of the PDA or jointly with other interested parties. Such representatives shall be reimbursed at their established hourly rates plus expenses or on another basis which is standard or as agreed for their services.

PROPERTY ACQUISITIONS AND DISPOSITIONS

Real Property

Purchase of Real Property:

1. The Executive Director is authorized to take all necessary administrative steps, including appraisals, to prepare for the purchase of real property for the PDA, pursuant to RCW 35.21.745.
2. When the PDA Board authorizes the acquisition of real property by negotiated purchase, the Executive Director is authorized to take all necessary steps to secure title of such property for the PDA.

Sale of Real Property:

1. The Executive Director is authorized to take all necessary administrative steps, including appraisals, to prepare for the sale of real property.
2. When the PDA Board authorizes the sale of PDA property, the Executive Director shall be empowered to take all necessary administrative steps to complete the sale of such property, including delivery, to finalize the sale.

Personal Property:

The Executive Director is authorized to sell and convey surplus personal property of the PDA subject to the following conditions:

1. That the value of such personal property does not exceed \$2,000.
2. Prior to any such sale or conveyance, the Executive Director shall itemize and list the property to be sold and make written certification to the PDA Board that the listed property is no longer needed for PDA purposes.
3. Any large block of such property having a value in excess of \$2,000 shall not be broken down into components of a lesser value and sold unless done so by public competitive bid.
4. In no case shall surplus personal property of the PDA be sold to any PDA Board Member or PDA employee or to members of their immediate families without specific approval of the PDA Board or by a competitive bid process that is appropriate and publicized.

INSURANCE PROGRAMS

The Executive Director shall be authorized to work with the PDA's designated insurance brokers to negotiate and obtain appropriate policies of insurance to cover property, liability, employee coverage, and others areas appropriately included within a comprehensive insurance program. The Executive Director is authorized to approve changes or modifications within the policies of insurance, including program deductible provisions, so long as such programs are reported to the PDA Board.

TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PDA

The Executive Director is authorized to approve travel by employees and/or other authorized representatives of the PDA in order to conduct normal operations and business recruitment and retention programs, provided that reimbursable personal travel expenses are usual and customary and provided the PDA Board shall be advised of travel more than 60 miles from the PDA office.

EMPLOYMENT AND PERSONNEL ADMINISTRATION

The Executive Director is authorized to approve hiring and termination of all employees, and the salary and wage adjustments of all employees, provided such has been identified in an approved PDA Budget or otherwise approved by the PDA Board.

The Executive Director is authorized to administer all personnel policies and procedures, the payment of salaries and wages, and the furnishing of employee benefits in accordance with the authority, requirements, limitations, adoption of resolutions and other actions established by the PDA Board. The Executive Director is further authorized to establish such other personal related administrative policies and procedures as may be required.

End of Exhibit "A" to Resolution No 18-9