

TRUCKEE RIVER FLOOD MANAGEMENT AUTHORITY

<b>RESOLUTION No. 2011-3</b>	<b>A RESOLUTION ESTABLISHING THE POWERS AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR</b>
June 10, 2011	
<i>Summary: Establishes the powers and duties of the Authority Executive Director. New resolution.</i>	

**WHEREAS**

A This Authority was created by an Interlocal Cooperative Agreement (Truckee River Flood Management Project) between Washoe County and the cities of Reno and Sparks dated March 11, 2011 (the “**Interlocal Cooperative Agreement** “), and under 3.07.A of that agreement, this Board is required to establish by resolution the powers and responsibilities of the Executive Director.

NOW THEREFORE THE BOARD OF DIRECTORS OF HEREBY RESOLVES AS FOLLOWS.

**Section 1. GENERAL; DEFINITIONS**

Reporting directly to this Board of Directors, the Executive Director shall have the following powers and responsibilities.

Capitalized words have the meaning established in the Interlocal Cooperative Agreement or as defined in this Resolution. “**Flood Project**” means the Truckee River Flood Management Project.

**Section 2. CORPORATE MANAGEMENT AND ADMINISTRATIVE RESPONSIBILITIES.**

2.1 **CEO of Authority.** Performs duties as chief executive officer of the Authority.

2.2 **Budget and Accounting.**

a. Prepares and makes budget recommendations to the Board. The Board approves all budgets and changes. Assures proper audit controls and funding and accounting practices in accordance with the approved budget, law, governmental accounting standards and the Interlocal Cooperative Agreement. Approves payments, receipts and accounting entries within the approved budget. Prepares monthly status reports to the Board.

b. Prepares and makes recommendations to the Board of all capital improvement plans and facilities plans.

c. Signs on all bank accounts, investment accounts, securities accounts and other accounts holding Authority assets.

2.3 **Human Resources.** Subject to policies and procedures approved by the Board, and further subject to agreements with Washoe County:

a. Prepares organizational charts and job responsibilities and qualifications for Authority staff and makes recommendations to the Board.

b. Administers and assures compliance with all agreements with Washoe County with respect to persons employed by Washoe County for payroll and benefit purposes.

c. Oversees job evaluation system and salary administration system and recommends salary schedules for approval by the Board or the Board of County Commissioners.

d. Hires, supervises or oversees the supervision of all staff employees.

e. Conducts or participates in labor relations negotiations for the Authority with all labor contracts to be approved by the Flood Management Authority Board and/or the Board of County Commissioners.

f. Prepares and implements personnel policies and practices for approval by the Board to assure compliance with law and effective personnel management.

g. Approves employee evaluations and salary adjustments.

h. Disciplines, including termination, employees within the limits established in approved personnel policies.

2.4 **Internal Policies and Procedures.** Establishes and implements internal policies and operating procedures.

2.5 **Risk Management.** Assures that the Authority is properly insured and establishes and implements proper insurance, claim, and risk management procedures. Approves insurance contracts within authorized contract limit, and recommends all others to Board for approval. Settles and approves claims against Authority up to authorized contract limits.

2.6 **Meetings.** Working with the chair of the Board and of committees established in the By-Laws, coordinates meeting scheduling, proposes agendas and assures that agenda materials are timely distributed to the members. Assures that minutes and records are kept in accordance with law.

### **Section 3 CONTRACTS, PROCUREMENT AND PROPERTY MANAGEMENT**

3.1 **Purchase of Goods and Services.** In accordance with policies and practices approved by the Board:

a. Solicits, evaluates and negotiates contracts for the purchase of goods and services. Approves contracts up to limits established by the Board, and approves all invoices and payments under such contracts.

b. With respect to contracts approved by the Board, may approve change orders, invoices, payments, waivers, extensions and acceptances within limits established in the contract or by the Board..

3.2 **Procurement Cards.** Approves the issuance of procurement cards with a limit of up to **\$5,000** for employees of the Authority, and establishes limitations as to classes of goods or services that may be charged on the cards. Recommends approval of cards with higher limits to the Board. Administers the procurement card program in accordance with policies established by the Board.

3.3 **Acquisition of Real Property Interests.** Solicits, negotiates and makes recommendations to the Board all contracts to acquire real estate or interests in real estate, including purchase agreements, rental agreements, leases, easements, rights of way. For agreements approved by the Board, conducts due diligence and approves and executes all closing documents, deeds, and transactions.

3.4 **Construction Contracts.** With respect to contracts for the construction, demolition, improvement, repair or remodeling of Authority property or public works for the Authority, in accordance with the policies and procedures approved by the Board:

a. Assures that the proper bid solicitation and evaluation process is followed, and negotiates the form and content of such agreements. May reject all bids in accordance with policies and the law.

b. May approve contracts within limits established by the Board.

c. **Recommends approval or other disposition of all other contracts.**

Approves all invoices, payments, waivers, acceptances of performance within the limits of the contract.

3.5 **Sale or disposition of Personal Property.** Recommends approval of all sales of personal property to the Board.

**3.6 Sale, lease, or other disposition of real estate interests owned by the Authority.** Subject to policies and procedures approved by the Board, negotiates and makes recommendations to the Board for agreements for the disposition of all real estate and interests in real estate (rental agreements, leases, easements, licenses, deeds of trust, security interests) owned by the Authority. For all such agreements approved by the Board, approves all closing documents, and approves all payments and performances. Approves all actions to enforce agreements, including evictions.

**3.7 Financing, Development, Interlocal and other agreements.** Negotiates and makes recommendations to the Board for all financing, development, interlocal and other agreements.

**3.8 Property Management.** In accordance with policies and procedures approved by the Board, establishes and enforces internal operating procedures to assure the proper management of real and personal property owned by the Authority, and subject to contract and budget approval limits established above, approves contracts and expenditures for property management.

#### **Section 4. FLOOD PROJECT PROGRAM AND REGULATORY RESPONSIBILITIES.**

4.1 Subject to the policies, procedures and authorized limits established by the Board, assures the accomplishment of the executive and administrative duties to carry out all of the conferred functions and execute the delegated powers of the Authority established in the Interlocal Cooperative Agreement.

4.2 Develops and recommends to the Board, and implements strategies to protect and promote the Flood Project. Prepares long range plans for the Flood Project, including scheduling the construction of Flood Management Facilities, satisfying financial needs and preparing budgets; identifying long term threats to financial viability, and making recommendations regarding opportunities to enhance financial strengths.

4.3 Prepares and makes recommendations to the Board regarding all regulatory measures and actions to carry out the regulatory responsibilities of the Authority under and in accordance with the Interlocal Cooperative Agreement. Represents the Authority before planning commissions and governing bodies of the Members in carrying out the responsibilities and rights established in the Interlocal Cooperative Agreement.

4.4 Represents the Authority in technical and policy development meetings and committees and boards, including the Northern Nevada Water Planning Commission.

4.5 Interacts extensively with management, senior technical and policy staff and elected officials of all Members, federal and state governmental agencies (including but not limited to the U.S. Army Corps of Engineers and the Federal Emergency Management Authority), various stakeholder agencies, business groups, and environmental groups. Oversees lobbying activities, meets with and testifies before

federal, state and local legislative bodies. Negotiates agreements with public agencies for approval by the Board.

4.6 Directs and coordinates and participates in the development, negotiation, and administration of the Flood Project.

4.7 Evaluates and develops appropriate recommendations to address current and proposed policies, regulations, legislation, projects, and programs that impact the Flood Project and the Authority.

4.8 Prepares and delivers presentations and briefings to Authority staff, management, and other agencies, local, State and federal elected officials and their staff; prepares comprehensive reports for Authority staff and the Board.

4.9 Directs, coordinates and participates in the development, negotiation, and administration of consultant contracts; monitors the work of consultants and certifies the completion of projects; outlines the scope of work for projects; supervises and coordinates the management of the Flood Project.

4.10 Works with internal and external customers to disseminate information and elicit feedback.

4.11 Plans, directs, reviews and evaluates the work of assigned staff and consultants.

4.12 Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on the job injury.

4.13 Assures proper emergency management planning and preparation, oversees the Early Warning System and represents the Authority in local, state or federal emergency operations.

4.13 Performs other duties as assigned.

APPROVED BY UNANIMOUS VOTE OF THE BOARD OF DIRECTORS THIS 14<sup>TH</sup> DAY OF JULY 2011.

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Ron Smith,  
Chairman of the Board.