

MOTION:

SECOND:

RE: DELEGATING ADMINISTRATIVE POWERS AND DUTIES TO THE EXECUTIVE DIRECTOR

WHEREAS, the Potomac and Rappahannock Transportation Commission (“PRTC” or “Commission”) from time to time finds it necessary and prudent to delegate certain administrative powers and duties to the Executive Director for the purpose of expeditious administration of the Commission; and

WHEREAS, the Commission recognizes it may rescind all or any part of any such delegation of authority at any time it deems it to be in the best interest of the Commission; and

WHEREAS, the Commission desires to delegate the following authority to the Executive Director:

- To submit applications for external funding, including federal and state grant funding, that do not exceed the Executive Director’s authorized spending authority,
- To execute deeds of easement for utilities and other incidental purposes when such easements will not diminish the value of the property or negatively impact the intended function of the property,
- To issue Invitations for Bids (IFBs) and Requests for Proposals (RFP) for goods and services authorized in the budget or otherwise approved by the Commission,
- To issue letters of support for projects that are beneficial to the region’s transportation infrastructure consistent with the Commission’s expressed goals or strategic plan;

WHEREAS, in making this delegation, the Commission intends for all current delegations to the Executive Director to remain in effect; and

WHEREAS, the Executive Director shall always act in good faith, using sound judgment with due and reasonable care in the best interest of the Commission and its employees.

NOW, THEREFORE, BE IT RESOLVED that the Potomac and Rappahannock Transportation Commission does hereby delegate the aforementioned authority to the Executive Director; and

BE IT FURTHER RESOLVED that any agreements and/or contracts resulting from the aforementioned authority shall be in a form acceptable to legal counsel and approved by the Commission if required herein or otherwise; and

BE IT FURTHER RESOLVED that the Executive Director will seek Commission authority to accept grant funding awards that exceed the spending authority of the Executive Director; and

BE IT FURTHER RESOLVED that the Executive Director will report any activity resulting from this delegated authority to the Commission at its next meeting; and

BE IT FINALLY RESOLVED that the Executive Director will seek Commission authority to award contracts resulting from IFBs and RFPs that exceed the spending authority of the Executive Director.

Votes:

Ayes:

Abstain:

Nays:

Absent from Vote:

Alternate Present Not Voting:

Absent from Meeting:



February 4, 2021

TO: Chair Franklin and PRTC Commissioners

FROM: Robert A. Schneider, PhD
Executive Director

A handwritten signature in black ink, appearing to read "R. Schneider", is placed over the printed name of Robert A. Schneider.

SUBJECT: Delegating Administrative Powers and Duties to the Executive Director

Recommendation:

Delegate administrative powers and duties to the Executive Director.

Background:

From time to time it is beneficial for the Commission to delegate administrative powers and duties to the Executive Director for the purpose of expeditious administration of the Commission. The Executive Director shall always act in good faith, using sound judgment with due and reasonable care in the best interest of the Commission and its employees.

The Executive Director's current delegations will remain in effect. The Commission may rescind all or any part of any delegation of authority at any time it deems it to be in the best interest of the Commission.

The accompanying resolution proposes delegating the following powers and duties to the Executive Director:

- To submit applications for external funding, including federal and state grant funding, that do not exceed the Executive Director's authorized spending authority.
 - Any agreements and/or contracts resulting from this authority shall be in a form acceptable to legal counsel and approved by the Commission if required herein or otherwise.
 - The Executive Director will seek Commission authority to accept grant funding awards that exceed the spending authority of the Executive Director.
- To execute deeds of easement for utilities and other incidental purposes when such easements will not diminish the value of the property or negatively impact the intended function of the property.

- To issue Invitations for Bids (IFBs) and Requests for Proposals (RFP) for goods and services authorized in the budget or otherwise approved by the Commission.
 - The Executive Director will seek Commission authority to award contracts resulting from IFBs and RFPs that exceed the spending authority of the Executive Director.
- To issue letters of support for projects that are beneficial to the region's transportation infrastructure and are consistent with the Commission's expressed goals or strategic plan.

The Executive Director will report any activity resulting from the proposed delegated authority above to the Commission at its next meeting.

Fiscal Impact:

NA