

RICHARDSON BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of August 11, 2022

To: Board of Directors
From: Steve McGrath, Interim Executive Director
Subject: Procurement Authority for Executive Director and Harbormaster

STAFF RECOMMENDATION:

Motion: Adopt Resolution 16-22 establishing procurement authority for the Executive Director and Harbormaster at \$50,000 and \$20,000 respectively

BACKGROUND/DISCUSSION:

In November 2019, the Richardson Bay Regional Authority (RBRA) Board of Directors adopted Resolution No. 10-19 establishing a \$30,000 contract signature authority level for the Executive Director to conduct timely business for the Agency. The authority is granted only within the limitations of the approved budget adopted by the Board.

In July, 2020, the duties and responsibilities of Executive Director were transferred to the Harbormaster.

In October 2021, this Board approved a contract with Regional Government Services (RGS), and an Interim Executive Director was appointed.

In February 2021, this Board approved a staffing structure that included an Executive Director as the administrative lead for RBRA.

Consequently, staff recommends that the contracting authority currently vested in the Harbormaster be transferred to the (Interim) Executive Director and increased to \$50,000. The increase is necessary to accommodate, for example, the occasional, large vessel abatement.

Additionally, staff recommends that the Harbormaster contracting authority be adjusted to \$20,000 for operational expenses.

FISCAL IMPACT:

None, as all contracts or purchases addressed here are specifically within the limitations of the approved budget adopted by this Board.

Attachments:

Draft Resolution No. 16-22