

## **230-Signature Authority**

### **1.0 Purpose**

The William Shore Memorial Pool District Board of Commissioners (Board) has the sole responsibility of approving all financial transactions, entering into contracts, interlocal agreements and other types of indebtedness or commitments for the District.

There are times when the Executive Director of the District may be given signature authority to facilitate District business. The purpose of this policy is to identify the specific documents the Board is responsible for signing and what the Executive Director or their designee may sign and under what conditions.

### **2.0 Policy Procedures**

#### **2.1 Contracts resulting from a Resolution**

When the Board approves a resolution, the Executive Director or the Board President may sign any contracts which facilitate the implementation of the resolution on behalf of the Board.

#### **2.2 Advertising Contracts**

The Board shall approve all advertising contracts at a regular or special board meeting open to the public.

#### **2.3 Exclusive Vendor Contracts**

The Board shall approve all exclusive vendor contracts at a regular or special board meeting open to the public.

#### **2.4 Facility Use Contracts**

The Board shall approve all facility use contracts at a regular or special board meeting open to the public. The Executive Director may extend the dates of facility use contracts when applicable without approval of the Board. A letter signed by the Executive Director, noting the extension of times or days, shall be sent to the user group. A copy of the letter shall be placed in the contract file.

#### **2.5 Grants**

The Board shall approve all grant documents if there is an obligation by the District to contractually commit the District.

#### **2.6 Interlocal Agreements**

The Board shall approve all Interlocal Agreements with other non-profit entities at a regular or special park board meeting open to the public.

#### **2.7 Payroll time Sheets**

The Pool Supervisors shall be responsible for signing payroll time sheets for his/her subordinates. In the absence of a Supervisor the Executive Director shall have authority to sign payroll time sheets.

#### **2.8 Public Works Contracts**

The Board shall approve all public works contracts at a regular or special board meeting open to the public. The Board shall approve all change orders which change to overall price of contract. Change orders which does not substantially change to overall purpose or price of the contract can be signed by the Executive Director. The Commissioners shall approve all final acceptance documents.

#### **2.9 Service Contracts**

Services contracts shall initially be approved by the Board. Once a services contract has been approved by the Board, the Executive Director has signature authority to renew the contracts as needed providing the terms of the contracts are not changed.

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### **2.10 Surplus Property**

The Board has the responsibility of approving the disposal of surplus property at a regular or special board meeting open to the public. After Board approval, the Executive Director or their designee shall have signature authority for the disposal documents or negotiate the disposal of the surplus property.

### **2.11 Vouchers**

Vouchers for payment shall be approved and signed by Executive Director and the District Accountant. When either the Executive Director or the District Accountant is not available, a Board member shall sign as the replacement for the vouchers for payment.

### **2.12 Exceptions**

Exceptions to any of the fore-mentioned authorities may be approved by the Board at a regular or special board meeting open to the public.

### **2.13 Other Documents**

The Executive Director shall sign all other routine day-to-day type documents that require the level of the Executive Director for approval.