



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

**Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies**

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Eureka, CA 95501
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RESOLUTION 26-23

**RESOLUTION OF BOARD OF THE HUMBOLDT COUNTY ASSOCIATION OF
GOVERNMENTS DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO
EXECUTE CERTAIN DOCUMENTS ON BEHALF OF THE BOARD**

WHEREAS, the Humboldt County Association of Governments (HCAOG) is the designated Regional Transportation Planning Agency for Humboldt County and is responsible for carrying out transportation planning, programming, grant administration, and other activities authorized by state and federal law; and

WHEREAS, the Board of Directors recognizes that the efficient administration of HCAOG requires the timely execution of routine correspondence, certifications, grant documents, and other administrative documents;

WHEREAS, the Board desires to delegate limited authority to the Executive Director to execute certain documents on behalf of HCAOG while retaining the Board's authority over policy decisions, contracts, and other actions requiring Board approval.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Humboldt County Association of Governments hereby delegates to the Executive Director the authority to execute and transmit, on behalf of HCAOG, the following documents, provided such actions are consistent with adopted Board policies, approved plans, budgets, and prior Board direction:

1. Letters of support, letters of concurrence, and other routine correspondence.
2. Grant applications, certifications, assurances, and related documents required by federal, state, regional, or local funding agencies, when submission has been authorized by the Board or is consistent with an adopted work program or budget.
3. Administrative agreements, amendments, reports, certifications, reimbursement requests, certifications, invoices, close-out documents, and other documents necessary to implement programs or projects previously approved by the Board.
4. Routine communications with federal, state, regional, tribal, and local agencies concerning HCAOG programs and responsibilities.
5. Other administrative documents necessary for the day-to-day operation of HCAOG that do not establish new policy or commit HCAOG beyond authority previously granted by the Board.

BE IT FURTHER RESOLVED that this delegation of authority does **not** authorize the Executive Director to do any of the following, though the Board may explicitly delegate such authority to the Executive Director on a case-by-case basis:

1. Execute contracts, agreements, or amendments requiring Board approval under applicable law or Board policy.
2. Enter into agreements that create financial obligations beyond the Executive Director's delegated purchasing or contracting authority.
3. Adopt or establish new policy on behalf of the Board.
4. Execute documents involving litigation, settlement agreements, property acquisition or disposition, or other matters expressly reserved to the Board.
5. Issue letters expressing official Board policy or advocacy on legislative, regulatory, or controversial matters unless such positions have been previously approved by the Board or specifically authorized by the Board Chair consistent with Board policy.

BE IT FURTHER RESOLVED that the Executive Director may delegate signing authority to employees under his or her supervision while retaining responsibility for such actions.

BE IT FURTHER RESOLVED that the Executive Director shall exercise this delegated authority in a manner consistent with applicable federal and state laws, HCAOG's Joint Powers Agreement, Bylaws, adopted Board Policies, and all applicable funding requirements.

BE IT FURTHER RESOLVED that the Executive Director shall keep the Board informed of significant actions taken pursuant to this delegation and shall provide copies of signed letters or other documents upon request of the Board or Board Chair.

BE IT FURTHER RESOLVED that this delegation of authority may be modified or revoked at any time by action of the Board of Directors.

PASSED AND ADOPTED by the Humboldt County Association of Governments, in the City of Eureka, County of Humboldt, State of California, this 20th day of August 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

Rob Holmlund, Executive Director

Mike Johnson, HCAOG Chair