



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

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

611 I Street, Suite B

Eureka, CA 95501

(707) 444-8208

www.hcaog.net

AGENDA ITEM 7a
HCAOG Board Meeting
August 20, 2026

DATE: August 13, 2026
TO: HCAOG Board of Directors
FROM: Debbie Egger, Interim Executive Director
SUBJECT: **Resolution 26-23 Delegating Authority to the Executive Director to Execute Certain Documents on Behalf of the Board**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- Resolution 26-23

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
"I move that the HCAOG Board adopt Resolution 26-23, delegating limited authority to the Executive Director to execute and transmit specified routine correspondence, grant-related documents, administrative documents, and other documents necessary to carry out programs and projects previously authorized by the Board.

Staff Summary:

HCAOG does not currently have a resolution delegating authority to the Executive Director to sign routine documents on behalf of the Association. With the appointment of a new Executive Director, staff recommends establishing clear authority for the Executive Director to sign certain administrative documents without requiring separate Board action each time.

HCAOG regularly receives letters, certifications, grant documents, reimbursement requests, administrative forms, and similar documents that require an authorized agency signature. In many cases, the Board has already approved the underlying program, project, grant, budget, or

work program. Requiring these routine documents to come back to the Board for signature can delay grant submissions, reimbursements, project work, and other administrative activities.

Resolution 26-23 would authorize the Executive Director to sign these types of documents when they are consistent with prior Board action and HCAOG's adopted plans, budgets, work programs, and grant requirements.

The resolution would not give the Executive Director authority to establish Board policy, approve contracts or agreements that require Board approval, or make significant financial commitments that have not already been authorized. Those matters would continue to come before the Board.

The Executive Director would also be authorized to delegate signing authority to staff when appropriate but would remain responsible for actions taken under that authority. The Board may modify or revoke the delegated authority at any time.

Staff recommends that the Board adopt Resolution 26-23, delegating limited authority to the Executive Director to execute routine and administrative documents on behalf of HCAOG.