



October 17, 2024

BCC Agenda Date/Item: _____

Jane E. Vetto
County Counsel

Scott C. Ciecko
Amanda Keller
Shawn Lillegren
Jeffrey D. Munns
Andrew R. Naylor
Andrew Narus
Sarah Foreman
Hong Huynh
Caleb Huegel
Angela Hajihashemi
Assistants

Board of County Commissioners
Sitting as the Board of Directors of the
North Clackamas Parks and Recreation District

**Approval of a Board Order Delegating Signing Authority of
Grant Applications, Grants, Cooperative Agreements, and Amendments or Renewals
Up to \$150,000 to the District Administrator**

Previous Board Action/Review	Delegation of Grant Signing Authority for County matters, Board Order 2021-11, February 18, 2021 Briefed at Issues 10/15/2024		
Performance Clackamas	Build public trust through good government.		
Counsel Review	Initials: JM	Procurement Review	N/A
Contact Person	Jeffrey D. Munns	Contact Phone	503-742-5984

EXECUTIVE SUMMARY: In February 2021 the Board approved Board Order 2021-11 giving the County Administrator grant signing authority to resolve administrative burdens and create efficiencies. Board Order 2021-11 did not extend this authority to County service districts that operate as County Departments such as the North Clackamas Parks and Recreation District (“NCPRD”) and Water Environment Services (“WES”). The requested delegation extends this authority and aligns with current signature authority limits, delegates signing authority to the County Administrator for grants, and related agreements, up to \$150,000 and includes a reporting requirement to ensure that BCC is made fully aware of when the County Administrator has used this authority.

RECOMMENDATION: Staff recommends the NCPRD Board approve the attached Board Order.

Respectfully submitted,

Jeffrey D. Munns
Assistant County Counsel

For Filing Use Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of a Limited
Delegation of Grant Signing
Authority for the North Clackamas
Parks and Recreation District



Board Order No. _____

Page 1 of 2

Whereas, the Board of County Commissioners (“the Board”) is the governing body of the North Clackamas Parks and Recreation District (“NCPRD”), this matter coming before the Board at this time, and it appearing that the Board has authority to sign all grant applications, grants, cooperative agreements, and any amendments or renewals of the same; and

Whereas, the Clackamas County Administrator also serves as District Administrator for NCPRD (“District Administrator”); and

Whereas, the Board believes it is necessary to delegate limited authority to the District Administrator to sign certain grant applications, grants, cooperative agreements, and any amendment or renewal of the same, to ensure the timely and efficient completion of NCPRD business; and

Whereas, the Clackamas County Board previously delegated this signing authority to the County Administrator for all County Departments, but did not extend the authority for matters concerning NCPRD;

NOW THEREFORE, the Clackamas County Board of Commissioners, acting as the governing body of NCPRD, do hereby order as follows:

The District Administrator is hereby delegated authority to sign grant applications, grants, and cooperative agreements with a value not to exceed a total of \$150,000 in the aggregate for any one fiscal year on behalf of NCPRD.

2. The District Administrator is hereby delegated authority to sign grant and cooperative agreement amendments or renewals on behalf of NCPRD, provided that the amendment or renewal does not exceed 10% of the original grant amount or \$150,000 for the entirety of the term of the grant, whichever is greater.

3. In the event an emergency exists such that a quorum of the NCPRD Board cannot meet before action must be taken for the protection of the public and/or public goods, the District Administrator is hereby delegated authority to sign grant applications, grants, cooperative agreements, and any amendments or renewals of the same, for any amount provided that:

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of a Limited
Delegation of Grant Signing
Authority for the North Clackamas
Parks and Recreation District



Board Order No. _____

Page 2 of 2

- a. The Office of County Counsel has reviewed and approved the grant application, grant, cooperative agreement, or amendment or renewal of the same; and
 - b. The District Administrator seeks approval and ratification by the NCPRD Board at their next available business meeting following execution of the grant application, grant, cooperative agreement, or amendment or renewal of the same.
4. The District Administrator shall provide a full report to the NCPRD Board at their next available meeting on the exercise of any signing authority provided under this limited delegation.

DATED this _____ day of _____, 2024.

North Clackamas Parks and Recreation District

Chair

Recording Secretary