

CATEGORY / DOCUMENT		Needs a Policy and Procedure	Legal	Designated Staff	Managers*	Executive Director*	Budget and Finance Committee	Reservoir Committee	Authority Board*
A = Approval I = Information Only * = Or Designate									
A. JEPA Agreement, Reservoir Project Agreements, Bylaws									
1	Fourth Amended and Restated Joint Exercise of Powers Agreement		R			R			A
2	JEPA Amendments		R			R		R	A
3	JEPA Admission of a new member		R			R		R	A
4	Calendaring for Board Agenda				R	A			
B. Work Plans, Budget, Grants, Loans and MOUs									
1	Work Plan				R	R	R	A	A
2	Work Plan Budget				R	R	R	A	A
3	Budget Transfers								
	a. Transfers up to \$500,000 between projects and no increase in approved total FY budget				R	A	I	I	I
	b. Transfers over \$500,000 or exceeding total FY budget				R	R	R	A	A
	c. Use of Contingency up to \$100,000				R	A	I	I	I
	d. Use of contingency over \$100,000				R	R	R	A	A
4	Grants & Loans								
	a. Application				R	R	R	A	A
	b. Execution and submittal of grant/loan application				R	A	I	I	I
	c. Execution of grant/loan agreements		R		R	A	I	I	I
	d. Acceptance and Management of grant/loan agreements and funds				A	I			

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5	Loans								
	a. Application				R	R	R	A	A
	b. Execution and submittal of loan application				R	A	I	I	I
	c. Execution of loan agreements		R		R	R	R	A	A
	d. Acceptance and management of loan funds				R	A	I	I	I
6	MOUs with Federal, State, Local Govts, Native American, Utilities								
	a. MOU/Agreement Execution		R		R	R		A	A
	b. MOU/Agreement Management and reporting				A	I		I	I
C.	Environmental Review and Permitting								
1	CA Environmental Quality Act (CEQA) Authority								A
	a. Staff determines if a proposed action requires CEQA compliance document.								
	i. If no then prepare Exemption(s) if needed and CEQA Determination		R	R	R	R		R	A
	ii. If yes and not covered by existing CEQA document, prepare an Initial Study and appropriate CEQA compliance documentation		R	R	R	R		R	A
	b. Board takes lead CEQA agency role				R	R		R	A
	i. Makes and Adopts Findings and Determinations		R		R	R		R	A
	ii. Adopts project and mitigation measures		R		R	R		R	A
2	Permit Applications (water rights, 404, 401, Biological Assessments, etc.) that commit the project to financial or legal/regulatory risk.		R		R	R		R	A
3	Permit Applications that do not commit the project to financial or legal/regulatory risk.		R		R	A		I	I
4	Local Agency permits, land division & GP Amendments that include financial or legal/regulatory risk.		R		R	R		R	A
5	Local Agency permits, land division & GP Amendments that do not include financial or legal/regulatory risk.		R		R	A		I	I

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D.	Administrative										
1	Purchases (equipment, materials, as defined in the Procurement and Contract Policy)										
	a. Up to \$100,000				R	A	I	I	I		
	b. Greater than \$100,000				R	R	R	A	A		
2	Administrative Procedures that include financial commitments or legal/regulatory risk.		R		R	R	R	A	A		
3	Administrative Procedures that do not include financial commitments or legal/regulatory risk.		R		A	I					
4	Agenda Item Submittal										
	a. Recommendation to BOD - Action/Info. & Discuss		R		R	R	R	A	A		
	b. Recommendation to BOD - Consent		R		R	R	R	A	A		
5	Petty Cash - The Authority operates on a non-cash call basis. Cash in the form of hard currency is neither received or expended by the Authority.										
6	Procurement Card - ED has authority to authorize issuance of credit cards. Credit cards may be used for purchases under \$3,000 per month for office supplies and office operating expenses. The cardholder and Finance Manager approves the monthly credit card bills.				A	I	I	I	I		
7	Response to Public Records Request		R		R	A		I	I		
8	Liability Insurance Claim Settlements & Workers Comp Claims										
9	Travel Authorization Out of State	Yes			A	I		I	I		
10	Travel Authorization Within State	Yes			A	I					

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E. Professional Service and General Service Contracts									
1	Decision to use outside consultants				R	A	I	I	I
2	Request for Qualifications				R	A	I	I	I
3	Request for Proposals				R	A	I	I	I
4	Sole Source Professional Services or General Services up to \$500,000 within approved budget except legal services		R		R	A	I	I	I
5	Sole Source Professional Services or General Services above \$500,000 and all legal services		R		R	R	R	A	A
6	Authority to Negotiate Professional Service or General Service Contracts								
	a. Approve Master Service Agreements with terms but no scope or cost except legal services		R		R	A	I	I	I
7	Professional Services or General Services Agreement								
	a. Up to \$500,000 within the approved budget except legal services		R	R	R	A	I	I	I
	b. Up to \$500,000 NOT WITHIN budget with cost offset except legal services		R		R	A	I	I	I
	c. Greater than \$500,000 and all legal services		R		R	R	R	A	A
	d. Construction services up to and including threshold for simplified acquisition procedure and within approved budget		R		R	A	I	I	I

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8	Professional Services or General Services Amendment, including Legal Services								
	a. Contract/Task Order within approved Project budget amount up to \$500,000				R	A	I	I	I
	b. Reallocation of Task Budgets Within Contract/Task Order				A	I	I		
	c. Exceeds remaining Contract/Task Order amount over \$500,000				R	R	R	A	A
	d. Adding Task Order to Initiate Litigation				R	R	R	A	A
9	Notice to Proceed								
	a. Professional Services or General Services				R	A		I	I
	b. Notices to proceed for existing contracts				A	I		I	I
10	Progress Payments								
	a. Invoice approval for payment Invoice approval to process payment by Board Treasurer and ED				A	A	I	I	I
	b. Preparation Approval of Payment of Claims				R	A	A*	I	I
	c. Check, ACH and Bank Wire Transfer Issuance Authorization by Board Treasurer and ED				A	A	A		A
	d. Electronic Signatures and Release of Checks, ACHs, and wires. Authority accountant prepares and Finance Manager or ED releases checks and processes ACHs based on Authority Treasurer and ED signed payment of claims document. Bank wire transfers require Authority Treasurer involvement.				R	R			
11	Service Completion (closeouts) and progress reports				A	I	I	I	I
12	Legal Services Agreements				R	R		A	A
	a. Legal Services with General Counsel					R		R	A
	b. Legal Services with Subconsultants		R			R		R	A

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13	Significant Schedule Changes (when within sole control of the Project)				R	R	R	A	A
F. Construction Contracts (to be refined established as project nears construction)									
1	Negotiate CMAR Construction Contract				R	A		I	I
2	Execute CMAR Construction Contract				R	R		A	A
3	CMAR Construction Contract Progress Payment (process the same as E.10)								
4	Amend CMAR Construction Contract within approved Project budget amount up to \$500,000				R	A	I	I	I
5	All other Non-CMAR Construction Contracts follow sections 7 and 8 (above)								
G. Land Easements and Leases									
1	Temporary Right of Entry (TROE)/Land Access Agreements								
	a. TROE/Land Access Agreement with Landowner		R		R	A		I	I
	b. Payment for TROE/Land Access Compensation				R	A	I	I	I
H. Personnel Issues TBD if Sites has employees									
I. Access to Sites Maxwell and Satellite Project Offices									
1	Electronic Access Cards No electronic cards currently needed								
	a. Initial Request for Card and Site Access				A				
	b. Replacement of Lost Card				A				
2	Mechanical Keys								
	a. Initial Request for Key(s) by Manager in charge of the Maxwell Office				A				

	b.	Replacement of Lost Key(s) by the Manager in charge of the Maxwell Office				A				
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