

Memo

To: File
From: James M. Oliver, General Manager
Date: August 21, 2018
Re: General Manager Designees



From time to time the Board of Directors has, and will in the future, authorize the General Manager or his designee to execute certain documents on behalf of the District. This memorandum is intended to memorialize the designations set forth below by the General Manager, and also to delineate the authority of staff with regard to execution of documents relating to transactions which do not require Board approval.

The guidelines are as follows:

- The Deputy General Manager and Assistant General Manager are designees of the General Manager to execute documents of any nature which are approved by the Board of Directors or that are within staff-level authority without express Board authorization.
- The Real Property Director is the General Manager's designee to execute documents relating to real estate transactions.
- The Integrated Pipeline Program Manager, or successor title, is the General Manager's designee to execute documents related to the Integrated Pipeline Project which have been approved by the Board or are less than \$20,000.
- For documents pertaining to transactions with a dollar value of less than \$20,000 which have been approved by the Board of Directors (or that are within staff-level authority to execute without prior Board authorization), each division Director is a designee.