

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers **Date:** February 14, 2022  
**From:** Mike Kinney  
**Subject:** Grant Agreement Authority Delegation Resolution

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**Background/Discussion**

By Resolution 15-04-01, the Board has delegated to the District administrator the authority to enter into contracts for District programs and projects that obligate the District in an amount up to \$20,000. The purpose of this agenda item is to consider adopting Resolution 22-02-03 delegating the District administrator authority to apply for, execute and perform agreements providing for District grant funding up to \$40,000, where the District does not thereby obligate itself to a local share in excess of \$20,000.

A large portion of the District’s annually recurring grants fit this description (e.g., one item on the 2/24/22 board agenda – Washington County AIS Prevention Aid Grant Agreements). Adoption of this resolution will result in fewer items on meeting agendas and increased efficiency in the District’s Grant Research & Preparation Program.

**Recommended Action**

Proposed Motion: Manager \_\_\_\_\_ moves to adopt resolution 22-02-03. Seconded by Manager \_\_\_\_\_.

**Attached:** Resolution 22-02-03

**RESOLUTION 22-02-03**

**COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT  
BOARD of MANAGERS**

**DELEGATING to DISTRICT ADMINISTRATOR CERTAIN AUTHORITY  
to ENTER INTO GRANT AGREEMENTS**

Manager \_\_\_\_\_ offered the following resolution and moved its adoption, seconded by  
Manager \_\_\_\_\_:

**WHEREAS** all authority of the Comfort Lake-Forest Lake Watershed District to enter into contracts and assume contractual obligations rests with the Board of Managers, except as it may lawfully delegate;

**WHEREAS** the District actively seeks grant support in its work to achieve its water resource goals;

**WHEREAS** District staff are encouraged to explore such support, and the Board seeks to allow staff to act in an efficient and timely way when small grant opportunities are available;

**WHEREAS** as reflected in the District's General Governance Policies, by Resolution 15-04-01, the Board has delegated to the District administrator the authority to enter into contracts for District programs and projects that obligate the District in an amount up to \$20,000;

**THEREFORE BE IT RESOLVED** that the District administrator hereby is authorized to apply for, execute and perform agreements providing for District grant funding up to \$40,000, where the District does not thereby obligate itself to a local share in excess of \$20,000;

**BE IT FURTHER RESOLVED** that the administrator will request Board review before entering into any such agreement if the administrator, on advice of counsel, finds that the agreement would impose an unusual and material liability or responsibility on the District; and

**BE IT FINALLY RESOLVED** that the administrator will timely advise the Board of grant agreements applied for and entered into.

The question was on the adoption of the above resolution and there were \_\_\_ ayes and \_\_\_ nays as follows:

<b>Manager</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Stephen Schmaltz				
Christopher Loth				
Dave Bakke				
Jackie Anderson				
Doug Toavs				

The Chair declared the resolution adopted.

Dated: February 24, 2022

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Dave Bakke, Secretary

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I, Dave Bakke, Secretary of the Comfort Lake-Forest Lake Watershed District Board of Managers, do hereby certify that I have compared the above resolution with the original thereof as the same appears on record and on file in the District's offices and find the same to be a true and correct copy thereof.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of February, 2022.

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Dave Bakke, Secretary