

**GOVERNING BOARD POLICY**  
*Antelope Valley Air Quality Management District*

Policy No: 02-01  
Effective Date: January 15, 2002

Adopted: January 15, 2002  
Amended: March 16, 2004

Last Review: February 17, 2015

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**SUBJECT: AUTHORITY OF THE AIR POLLUTION CONTROL OFFICER**

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**POLICY:**

The Governing Board (Board) of the Antelope Valley Air Quality Management District (District) has employed the Air Pollution Control Officer (APCO) to carry out Board policies, direct District operations, provide day to day supervision of District employees and control District expenditures. It is the judgment of the Board that a clear delineation of the APCO's authority is essential to effective District management. Therefore, it is the policy of the Board to delegate to the APCO management authority as set forth herein.

**AMPLIFICATION OF POLICY:**

The Governing Board delegates to the APCO:

1. The authority to make management decisions in conformity with policies established by the Board.
2. The authority to manage District financial operations and expend District funds in conformity with the District budget as adopted by the Board. The budget shall be proposed by the APCO in a form and at a level of detail determined by the Board. Upon Board adoption of the budget, the APCO shall have:
  - a. The authority to transfer funds within major budget categories.
  - b. The authority to expend District funds for capital replacement and improvement projects up to the limits established for each project in the budget.
  - c. The authority to expend District funds for contracts not exceeding \$25,000 for specifically budgeted non-emergency items.
  - d. The authority to expend District funds for contracts not exceeding \$5,000 for unbudgeted non-emergency items if funds are available.

3. The authority to review budget revenue and expenditure monthly on behalf of the Board and present a report to the Board at periodic intervals, but not less than once every three months. However, in the event revenues or expenditures materially vary from the budget, the APCO shall inform the Board and propose corrective action at the earliest opportunity.
4. In the event of an emergency, the authority to determine that an emergency exists that adversely affects the ability of the District to perform its services, puts District personnel or property in jeopardy, or may jeopardize the health and safety of the community and its residents:
  - a. The APCO shall take whatever steps and expend whatever funds he or she deems necessary to meet the emergency.
  - b. The APCO shall inform the Board of the emergency and the steps he or she has taken and expenditures that have been incurred at the earliest opportunity.
5. The authority to hire, dismiss, make assignments, direct, supervise, and/or assist District employees and independent contractors to ensure the successful operation of the District; and to grant annual compensation increases of up to seven and a half percent (7.5%).
6. The authority to establish Personnel classifications and compensation plans subject to periodic review by the Board; and to reclassify any position with a change in compensation of up to seven and a half (7.5%).
7. The authority to accept, on behalf of the District, easements and similar real property rights and interests required for effective performance of the District=s legitimate functions. The Board reserves to itself the sole authority to convey real property or real property rights.
8. The authority to carry out District management objectives and plans as approved by the Board.

The Governing Board recognizes that there are management areas in addition to those enumerated herein, which may require further delineation of management authority.

Signed:

\_\_\_\_\_/s/\_\_\_\_\_, Chairman  
Antelope Valley Air Quality Management District

Approved as to Legal Form

\_\_\_\_\_/s/\_\_\_\_\_,  
Fazle Rab Quadri  
District Counsel