Exhibit 4-B Local Agency Agreement Execution Checklist

### Receive Agreement from Caltrans

- [ ] Staff reviews agreement for content and funding. If changes are needed, return to Caltrans
- [ ] Staff prepares resolution for governing board action:
  - [ ] Resolution clearly identifies agreement to be approved.*
  - [ ] Resolution identifies person/position to execute agreement for board.*
- [ ] Governing board passes resolution.*
- [ ] Agreement completed by adding resolution # and date of board action on first page.*
- [ ] Authorized individual signs each original agreement with ink signatures, title, and date.*
- [ ] Agency clerk/secretary attests to executors action with signature, title, and date.
  (Optional - follow agency standard procedures)
- [ ] Agency returns both originals and a copy of the authorizing resolutions to Caltrans Sacramento.*

### Caltrans executes Agreement and returns one original to Agency

* Caution urged; failure to complete these actions may negate Caltrans’ ability to execute the Agreement.