

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION 17-2014

**A RESOLUTION OF THE NORTH BEACH WATER
DISTRICT OF PACIFIC COUNTY,
WASHINGTON, APPROVING A GENERAL
MANAGER PERFORMANCE EVALUATION POLICY.**

WHEREAS, the Board of Commissioners of North Beach Water District finds that it is in the best interest of the District to adopt a policy establishing the procedure and criteria to evaluate the performance of the District's General Manager; now, therefore,

BE IT RESOLVED, by the Board of Commissioners of North Beach Water District, Pacific County, Washington, to adopt the General Manager Performance Evaluation Policy attached hereto and incorporated herein as Exhibit A.

ADOPTED BY the Board of Commissioners of North Beach Water District, Pacific County, Washington at its regular meeting held on the 21st day of July, 2014.

Brian Sheldon, Commissioner
Position #1

Gwen Brake, Commissioner
Position #2

Glenn Ripley, Commissioner
Position #3

EXHIBIT A

GENERAL MANAGER PERFORMANCE EVALUATION POLICY

INTRODUCTION

The Board will evaluate the performance of the General Manager in accordance with this General Manager Performance Evaluation Policy. The objectives of this policy are to:

- A. Establish clear and meaningful goals and performance criteria for the General Manager;
- B. Provide a mechanism for useful and objective performance feedback on a periodic basis; and
- C. Establish objective and measurable evaluation criteria over which the General Manager has a reasonable degree of control.

ROLES AND RESPONSIBILITIES

Because evaluating the performance of the General Manager is a primary responsibility of the Board, all Board members should participate in all evaluations. The Board may, by majority vote, retain the services of a qualified third party and/or District legal counsel to facilitate and administer all or any portion of an evaluation.

EVALUATION METHODOLOGY

The period of evaluation shall be a calendar year (January 1 through December 31).

Prior to an evaluation, and at least by November 15, the Board will approve evaluation criteria that are:

- A. Objective in nature and measurable;
- B. Pertain only to outcomes over which the General Manager has a reasonable degree of control; and
- C. Apply only to the respective evaluation period.

The criteria may include, but are not limited to:

- A. Management of District's Capital Improvement Projects;
- B. Implementation and management of Board policies and associated reporting to the Board; and
- C. Establishment and compliance with fiscal and operational controls, as evidenced by internal or

external financial audits.

EVALUATION PROCESS

Using the evaluation criteria established by the Board, the General Manager will prepare a report for the evaluation period prior to the Board's regular meeting in February.

At the regular meeting in February, the General Manager shall distribute the following to the Board and the facilitator, if any:

- A. A copy of this policy;
- B. The General Manager's annual report;
- C. The General Manager Performance Evaluation Survey found in Appendix 1; and
- D. Any supporting information or data that the General Manager believes will assist the Board in conducting the evaluation.

The Board members shall review the annual report, supporting information, and other data, and complete the Survey, prior to the March regular meeting. At the regular meeting in March, the Board President shall collect completed Surveys from all Board members. If the Board is using a facilitator to compile the results of the Survey, or to perform any other evaluation review for the Board, the Board President shall transmit the completed Surveys and the other documents identified above to the facilitator for review and preparation of a summary of the Surveys. If the Board is not using a facilitator, the Board President shall review the completed Surveys and prepare a summary of them.

The Survey summary shall include all comments from every Commissioner.

The Board President shall distribute the Survey summary to the Board and the General Manager at least ten (10) days before the regular meeting in April. The Board shall review the General Manager's performance in executive session at its April regular meeting (RCW 42.30.110(1)(g)). The Board may, but is not required to, invite the facilitator, if any, legal counsel and the General Manager to attend all or a part of the executive session.

Following the executive session, the Board President, or

the facilitator, if any, shall prepare a draft evaluation. The General Manager shall receive a copy of the draft evaluation as soon as it is prepared. The Board President, or facilitator, if any, shall determine the form and contents of the evaluation, which shall state whether the General Manager is in good standing or is under review. After the General Manager has had a copy of the draft written evaluation for at least ten (10) days, the Board shall review the draft evaluation in executive session at the next regularly scheduled meeting, and must invite the General Manager into the executive session to discuss the draft evaluation. After the executive session, the Board President shall prepare a final evaluation. The General Manager shall acknowledge in writing receipt of the final evaluation. The final evaluation shall be placed in the General Manager's personnel file, together with the completed Surveys and the Survey summary. These records shall not be subject to disclosure under the Public Records Act, Chapter 42.56 RCW.

If the Board places the General Manager under review, the General Manager must meet with the Board every quarter to discuss his or her performance until the "under review" status is removed by Board motion.

After completion of the evaluation, the Board may approve amendments to the General Manager's Employment Agreement to implement desired changes to the Agreement, including but not limited to salary, benefits, and job duties and working conditions. Any changes must be prospective only.

HISTORY

The Board adopted this policy by:

Resolution [enter resolution #] on [enter date];

Amendments:

1st: Resolution [enter resolution #] on [enter date];

2nd: Resolution [enter resolution #] on [enter date];

REVIEW

The Board will review this policy at least every three (3) years to ensure that it remains relevant and appropriate.

APPENDIX 1 - GENERAL MANAGER EVALUATION SURVEY

This evaluation form is designed to facilitate the gathering of information and input from Board members concerning the General Manager's performance during the previous calendar year.

Board members are asked to complete this survey and submit it to;

[Enter Name and delivery instructions]

By:

[Enter Date].

INSTRUCTIONS

The General Manager's performance is being evaluated on the criteria below. Circle the selected response for each criterion (scale of 1- 4), where the numbers mean the following:

1. = UNACCEPTABLE
2. = NEEDS IMPROVEMENT
3. = MEETS EXPECTATIONS
4. = EXCEEDS EXPECTATIONS

Board members are encouraged to use the "Specific Observations" sections to elaborate and provide substantiation for the rating. Use additional sheets may be used if needed.

