

*Mendocino County Russian River Flood Control &
Water Conservation Improvement District*

STAFF REPORT

**Agenda Items 12e&f: Consent Calendar -
Proposed Updated General Manager Evaluation Policy #3200
And Proposed Updated General Manager Evaluation Form
Monday, May 4, 2026**

The Strategic Plan relevant priority is **Governance and Operational Excellence** through capable and high quality executive leadership and effective human systems, administration, and human resources to execute the strategic plan.

Background

The District employs a General Manager, an at-will employee and subject to the terms and conditions of an Employment Agreement that states the Board of Trustees shall conduct an annual performance evaluation based on District policy and on previously agreed upon goals and objectives for the Employee.

The policy and procedure has been reviewed extensively over the last few years to refine it for efficiency and effectiveness. The current proposed update includes lessons learned from the 2025 GM Evaluation process.

Discussion

The Board is being asked to consider approval of the proposed updated General Manager Evaluation Policy and corresponding form.

Recommendation:

- Move to approve the proposed updated General Manager Evaluation Policy;
and
- Move to approve the proposed updated General Manager Evaluation form.

Attachments:

- Proposed updated General Manager Evaluation Policy, red-lined
- Proposed updated General Manager Evaluation Policy, clean version
- Proposed updated General Manager Evaluation form

* * * *

Prepared and submitted to the Board of Trustees by: Elizabeth *Salomone*, *General Manager*

Mendocino County Russian River Flood Control & Water Conservation Improvement District
Policies

DRAFT UPDATE OF POLICY 3200

Table of Contents:

3000 Personnel

Employment Practice Policies

	Last Updated
3100 Accommodations for Disability	12/09/24
3105 Equal Opportunity	12/09/24
3110 Unlawful Harassment	12/09/24
3120 Disciplinary Action	12/09/24
3125 Whistleblowing	12/09/24
3130 Telecommuting	12/09/24
3200 General Manager Evaluation	12/09/24
3500 Employee Records	

12/09/2405/04/2

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3200 General Manager Evaluation

The District employs a General Manager, subject to the terms and conditions of an Employment Agreement that states the Board of Trustees shall conduct an annual performance evaluation based on District policy and on previously agreed upon goals and objectives for the Employee.

This policy shall apply to only the General Manager, who is an at-will employee and serves at the pleasure of the District Board of Trustees. This policy shall not contradict any term of the current Employment Agreement between the General Manager and the District.

Responsibility for conducting this evaluation lies with the Ad Hoc Committee, appointed annually by the Board of Trustees, with assistance from a Human Resources Consultant. The Ad Hoc Committee will oversee the evaluation process, summarize the evaluation, determine and recommend any changes in compensation to the Board, and deliver the evaluation to the General Manager. The evaluation period will be the calendar year, and any compensation changes will go into effect March 1 of the year directly following the reviewed calendar year.

The components of the evaluation are as follows:

1. The General Manager Evaluation form which shall be updated annually by the Ad Hoc Committee in collaboration with the General Manager and HR Consultant, as needed. The form follows the Annual Operations Plan for the same period and includes areas for the General Manager Self Evaluation, Board feedback, and any goals in addition to those identified in the Annual Operations Plan. The General Manager will complete the General Manager Self Evaluation in December of each year.
- ~~2. Strategic Plan Progress Report: Each year, metrics will be established in the Strategic Plan by which the District's progress towards reaching its goals can be measured. A Strategic Plan Progress Report will be developed by the General Manager and included in the evaluation process as an attachment to the GM Self Evaluation. The metrics will be utilized in setting an annual bonus, if applicable.~~

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- ~~3.2. Trustee Survey: An electronic survey tool will be used to conduct an evaluation based on core management competencies concerning the General Manager's performance. Survey participants will include the Board of Trustees. This survey will be outsourced from the District but coordinated by the Ad Hoc Committee and HR Consultant. It will be initiated in January following the end of the review year and distribution of the GM Self Evaluation~~ Board of Trustees Review: With all materials compiled, the HR Consultant will lead a Public Employee Performance Evaluation Closed Session review with the Board of Trustees for final input on the General Manager Evaluation form and compensation adjustments.
- ~~4. Written summary by Ad Hoc Committee: In coordination with the HR Consultant, the Ad Hoc Committee will provide a written response in the form of a performance evaluation to the General Manager's self-evaluation and the Strategic Plan Progress Report, and the Trustee Survey collated response.~~
3. Final Evaluation Meeting: With all materials compiled and reviewed, a meeting will be held with the General Manager, Ad Hoc Committee, and HR Consultant to discuss the materials and assessments, and negotiate any terms and conditions, as needed.
- 5.4. In a Regular Board meeting, the Board of Trustees will consider approval of the annual Performance Evaluation and any compensation changes will be documented in an Amended & Restated Contract and considered for approval in public session.

The outcomes of the evaluation process will be:

- ~~1. Documented General Manger Evaluation report, including memorializing~~
- ~~2.1. Establishing the General Manager's performance goals for the coming year in the Board adopted Annual Operations Plan.~~
- ~~3. Determination of compensation changes Bonus Award for the prior year. The bonus is at the discretion of the Board of Trustees based on its assessment of the General Manager's achievement of goals set for the year and Strategic Plan Implementation.~~
- ~~4.2. and e~~ Establishment and documentation of ~~Bonus~~ metrics ~~and any salary changes~~ for the coming year.
- ~~5.3.~~ Signed extension of the General Manager's employment contract.

The ~~timeline, Trustee Survey, and General Manager Self Performance Evaluation process in the most recently approved General Manager Annual Performance Review Procedure will can~~ be reviewed annually by the Ad Hoc Committee and General Manager ~~and used to implement this policy and suggested updates be presented to the Board for approval.~~

An exit interview shall be offered to the General Manager upon conclusion of employment with the District.

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Responsibility for conducting this evaluation lies with the Ad Hoc Committee, appointed annually by the Board of Trustees, with assistance from a Human Resources Consultant. The Ad Hoc Committee will oversee the evaluation process, summarize the evaluation, determine and recommend any changes in compensation to the Board, and deliver the evaluation to the General Manager. The evaluation period will be the calendar year, and any compensation changes will go into effect March 1 of the year directly following the reviewed calendar year.

The components of the evaluation are as follows:

1. The General Manager Evaluation form which shall be updated annually by the Ad Hoc Committee in collaboration with the General Manager and HR Consultant, as needed. The form follows the Annual Operations Plan for the same period and includes areas for the General Manager Self Evaluation, Board feedback, and any goals in addition to those identified in the Annual Operations Plan.
2. Board of Trustees Review: With all materials compiled, the HR Consultant will lead a Public Employee Performance Evaluation Closed Session review with the Board of Trustees for input on the General Manager Evaluation form and compensation adjustments.

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3. Final Evaluation Meeting: With all materials compiled and reviewed, a meeting will be held with the General Manager, Ad Hoc Committee, and HR Consultant to discuss the materials and assessments, and negotiate any terms and conditions, as needed.
4. In a Regular Board meeting, the Board of Trustees will consider approval of the annual Performance Evaluation and any compensation changes will be documented in an Amended & Restated Contract and considered for approval in public session.

The outcomes of the evaluation process will be:

1. Documented General Manger Evaluation report, including memorializing the General Manager's performance goals for the coming year in the Board adopted Annual Operations Plan.
2. Determination of compensation changes and establishment and documentation of metrics for the coming year.
3. Signed extension of the General Manager's employment contract.

The General Manager Performance Evaluation process can be reviewed annually by the Ad Hoc Committee and General Manager and suggested updates be presented to the Board for approval.

An exit interview shall be offered to the General Manager upon conclusion of employment with the District.

Mendocino County
Russian River Flood Control & Water Conservation Improvement District

General Manager Evaluation

[INSERT YEAR EVALUATED AND NAME OF EMPLOYEE]

Responsibility for conducting this evaluation lies with the Board appointed Ad Hoc Committee with assistance from a Human Resources Consultant. The Ad Hoc Committee will oversee the evaluation process, summarize the evaluation, determine and recommend any changes in compensation to the Board, and deliver the evaluation to the General Manager.

This evaluation form is organized based on the District's approved Strategic Plan Priorities to ensure clear alignment with the strategic plan and objectives. For each priority, there is

- 1) a description of the priority with specific examples of actions to consider;
- 2) a section for the General Manager (GM) to record achievements, progress, challenges, and proposed goals (shaded blue);
- 3) a section for the Board's collective evaluation with a 4-point rating scale and space for specific comments (shaded green).

There are also sections for the GM to call out any areas for consideration that could influence the evaluation and an overall evaluation summary area for the Board to summarize feedback and introduce potential goals for the coming evaluation period.

The outcomes of the evaluation process will be:

1. Documented General Manger Evaluation report, including memorializing the General Manager's performance goals for the coming year in the Board adopted Annual Operations Plan.
2. Determination of compensation changes and establishment and documentation of metrics for the coming year.
3. Signed extension of the General Manager's employment contract.

This page will be reproduced for each Strategic Plan Priority:

Priority:

[description of priority]

- Goal 1
- Goal 2

Achievements/Progress Against Goals:

Challenges/Incomplete Goals:

Proposed focus for the Coming Year:

- | | |
|-----|------------------------------|
| 1 | Meets minimal expectations |
| 2 | Meets some expectations |
| 3 | Meets expectations |
| 4 | Exceeds expectations |
| N/A | Don't know or not applicable |

Comments/Additional Detail:

Other GM Considerations & Requests

Are there any unique situations that you want to highlight for consideration during this rating period?

What additional support or resources are needed from the Board to achieve the desired goals?

Overall GM Performance Feedback

This is your opportunity to provide positive and constructive feedback to celebrate the GM's successes and guidance to direct any development needs. Specific examples and actionable suggestions are most valuable.

Strengths:

Areas for Improvement:

Strategic Priorities for the Coming Year:

Goals for the Coming Year

The Board approved Annual Operations Plan goals will be used as metrics for the annual evaluation. Additional goals can be identified by Board and General Manager:

Goal #1:	
Goal #2:	

DISTRICT:

[INSERT NAME], President

Date

[INSERT NAME], Vice President

Date

EMPLOYEE:

[INSERT NAME], General Manager

Date