

# DISTRICT COMPILED POLICIES

## CHAPTER 4 – ADMINISTRATION

### 4.01 General Manager

- (A) The office of the general manager is established as the chief administrative officer of the district. The general manager is responsible to the board for the proper administration of all district business. The general manager will assist the board in the development of board policies and carry out policies established by board resolutions.
- (B) A majority of the board must appoint and may remove the general manager. The appointment must be made without regard to political considerations or other protected class considerations and solely based on factors determined by the board to be necessary or critical.
- (C) The general manager may be appointed for a definite or an indefinite term and may be removed at any time by a majority of the board. The board must fill the office by appointment as soon as practicable after the vacancy occurs.
- (D) The general manager may adopt administrative rules, known as District Operational Rules and Procedures, to implement, interpret and apply DCP, other district policies, and state law.
- (E) The general manager must:
  - (1) Attend all board meetings unless excused by the board;
  - (2) Make reports and recommendations to the board about the needs of the district;
  - (3) Administer and enforce all DCP and other district policies, leases, contracts, permits and other district decisions;
  - (4) Adopt appropriate District Operational Rules and Procedures as necessary, to implement, interpret or apply DCP, other district policies and state law for operational purposes. Adopted District Operational Rules and Procedures will be maintained as public records under state law.
  - (5) Appoint, supervise and/or remove district employees in positions authorized in the adopted fiscal year budget;
  - (6) Add new personnel positions after budget adoption with approval of the board.
  - (7) Organize district divisions and administrative structure;

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- (8) Prepare and administer the annual district budget;
  - (9) Administer district property;
  - (10) Encourage and support regional and intergovernmental cooperation;
  - (11) Promote cooperation among the board, staff, and residents in developing district policies, and building a sense of community;
  - (12) Perform other duties determined by the board; and
  - (13) Delegate duties but remain responsible for acts of all subordinates.
- (F) The general manager and other employees designated by the board may sit at board meetings but have no vote. The general manager may take part in all board discussions.
- (G) When the general manager is temporarily disabled from acting as general manager or when the office becomes vacant, the board may appoint a general manager pro tem. The general manager pro tem has the authority and duties of general manager, except that a general manager pro tem may appoint or remove employees only with board approval.

### **4.02 General Counsel**

The office of general counsel is established as the chief legal officer for the district to provide legal advice and representation. A majority of the board must appoint and may remove the general counsel.

### **4.03 Auditor**

A majority of the board must appoint and may remove an independent auditor for the district. The duties of the auditor include the following:

- (A) Examine the district accounts at the close of each fiscal year;
- (B) Conduct such examination in accordance with generally accepted auditing standards and to include tests of accounting records and other appropriate auditing procedures;
- (C) Provide an opinion on the financial statements prepared at the close of each fiscal year;
- (D) Make recommendations to the board concerning accounting records, procedures and related activities; and

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- (E) Perform other services as requested by the board.

### 4.04 General Manager Evaluation

- (A) Criteria. The board will evaluate the general manager annually based on the progress made in addressing district goals and objectives for the current fiscal year, and goals and areas for development identified by the evaluation for the previous year.
- (B) Process.
  - (1) The board will generally conduct its evaluation of the general manager at its regular meeting in June.
  - (2) Evaluations will be held in executive sessions unless the general manager requests that it be held as an open meeting.
  - (3) The general manager will prepare a written assessment identifying major accomplishments and detailed progress on any identified performance goals/objectives which he will submit to the president of the board approximately four weeks prior to the evaluation session.
  - (4) The president will prepare a written summary of the evaluation comments by board members and provide the document to the general manager approximately seven days prior to the evaluation session. The president, and any other persons designated by the president, will meet in person with the general manager prior to the evaluation session to review the document.
  - (5) At evaluation sessions, the board will review the summary comments and members may make additional oral comments. The general manager will have an opportunity to respond to all comments. The board will discuss any potential effect of the evaluation on the general manager's employment contract. The board will allocate sufficient time for a thorough evaluation discussion with the general manager.
- (C) Contract. After the evaluation the general counsel will prepare any necessary amendments to the general manager's employment contract. The contract may be approved as a consent agenda item at a subsequent board meeting.