

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD

BOX 390

270 ELM ROAD BOLINAS CALIFORNIA 94924

415 868 1224



MEMORANDUM

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| TO: | Board of BCPUD Directors |
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| FROM: | Georgia Woods, General Manager |
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| RE: | <i>Establish a Formal Process for the Board of Directors to Conduct the General Manager's Annual Performance Evaluation</i> |
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| TO: | November 19, 2025 |
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Purpose

To initiate discussion on the process for evaluating the General Manager, as required by Resolution 470. This is not time-sensitive, but early feedback will help us plan for the evaluation to occur after the first of the year.

Background:

Resolution 470 establishes the District's Personnel Policy, including guidelines for performance reviews. Section N states:

Performance review. Performance reviews of all permanent employees will be conducted on an annual basis. Performance reviews of probationary employees will be conducted at 3 and 6 months, or more frequently as deemed necessary by the Manager or the Board. Performance reviews must be in writing and are subject to the grievance procedure. Performance reviews will be conducted by the employee's immediate supervisor and will consist of the supervisor's review and the employee's own self-evaluation. The District Manager's performance will be reviewed by the Personnel Committee and/or the Board.

Current Status:

The District is currently conducting annual evaluations for staff. This process raised the question of how the evaluation of the General Manager should occur under the policy.

Supporting Materials:

- Evaluation and self-evaluation forms used in previous years.
- Updated forms currently being used for staff evaluations.

Discussion:

There is no urgency to finalize this today, but it is important to begin gathering Board feedback on the preferred process for evaluating the General Manager. Planning now will allow us to schedule the evaluation after the first of the year in alignment with policy requirements.

Recommendation:

Staff recommends the Board:

1. Review the attached forms and provide input on whether they should be adapted for the General Manager evaluation.
2. Discuss whether the evaluation will be conducted by the Personnel Committee, the full Board, or a combination of both.
3. Establish a timeline for completing the General Manager evaluation early in the new year.

Attachments:

- Resolution 470 (Personnel Policy)
- Prior-year evaluation and self-evaluation forms
- Updated evaluation forms currently in use