

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT GENERAL MANAGER



Status: Exempt

Reports to: Board of Directors

Definition/Summary

Reporting directly to the district's Board of Directors, the General Manager is in charge of the administrative, financial, operational, public relations, personnel, and general affairs of the District. The Board of Directors appoints the General Manager, who serves on an at-will basis, to oversee and administer all District activities and implement the policies established by the Board of Directors. The Board provides policy direction to the General Manager on matters within the authority of the Board by majority vote of the Board members present during duly-convened public meetings.

Essential Functions

- Serves as the executive officer of the District and Executive Secretary to the Board of Directors.
- Manages the operations of the District and the District's compliance with all applicable federal, state and county rules and regulations.
- Oversees the finances of the District, including but not limited to preparation of the district's annual operating budget, updates to the District's Five-Year Capital Improvement Plan, monitoring of the status of the District's reserves and operating funds, and overseeing the preparation of the District's quarterly financial statements and the monthly reconciliations of accounts.
- Manages all public works projects undertaken by the District, including but not limited to overseeing the design, engineering, environmental compliance, bid process and construction of such projects.
- Manages outside contractors and consultants to ensure that the district's standards, policies and directives are followed.
- Prepares grant and/or disaster assistance applications and maintains responsibility for proper administration of grants/assistance received.
- Negotiates leases, memoranda of understanding and other agreements with public and private entities and individuals.
- Provides advice and recommendations to the Board on the development of all District programs and policies.
- Implements Board policies and directives and communicates them to the public.
- Oversees the development of Board agendas and provides detailed Manager's Reports on district operations to the Board of Directors at regular and special meetings.
- Supervises all district employees and manages all district personnel matters, including hiring and training of staff, employment procedures, employee grievances, compensation requests, promotions, training, and all other employer-employee relations.

- Serves as the principal spokesperson for the district, represents the BCPUD at public and professional functions, oversees public information and coordinated media relations.
- Establishes and maintains cooperative working relationships with co-workers, the Board, outside agencies, customers and the general public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- Performs related duties as assigned by the District's Board of Directors.

Job Standards/Specifications

Knowledge of:

- Water and sewer issues, regulatory compliance, and infrastructure improvement, rehabilitation and maintenance requirements.
- Principles and practices of public administration, including administrative analysis, fiscal planning, and accounting controls, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling District functions, programs, and operations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Budgeting principles and practices.
- Cost estimating and contract administration.
- Public personnel administration and employer-employee relations.
- Principles and practices of personnel administration.

Ability to:

- Analyze complex technical, regulatory, legal, financial and administrative problems, evaluate potential solutions and recommend options to the Board of Directors.
- Acquire a deep understanding of the laws, rules, ordinances and legislative processes applicable to district operations as a public utility district and to communities in the Coastal Zone of unincorporated Marin
- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Prepare and administer a District budget and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Oversee the preparation of Board agendas.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.

Typical Physical Activities

- Travels by automobile in conducting District business.
- Work at a desk for an extended period of time.
- Generally work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Regularly conduct District business in the field, which may involve being out in inclement weather or walking on uneven surfaces.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun or inclement weather: 20% or less work time spent outside a building and exposed to the sun and/or inclement weather.
2. Irregular or extended work hours: Frequently required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Broad, extensive and increasingly responsible work experience in a management or administrative position in a public agency is highly desirable; similar experience on behalf of a private entity also is qualifying.

Education: Bachelor's degree (or higher) in Public Administration, Economics, Engineering, Business Administration, or similar discipline, or a combination of equivalent experience and education.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

APPENDIX Y — GENERAL MANAGER PERFORMANCE EVALUATION PROCEDURES

(To be included in the BCPUD Policy Binder / Personnel Manual)

Effective Date: February 18, 2026

Applies To: General Manager; BCPUD Board of Directors

Authority: Board of Directors

Last Reviewed: February 18, 2026

1. Purpose

The purpose of this appendix is to establish a clear, consistent, and constructive process for evaluating the performance of the General Manager (GM) of the Bolinas Community Public Utility District (BCPUD). The goals of this process are to support effective leadership, improve communication between the Board and the GM, clarify expectations, incorporate staff and GM feedback, and ensure alignment between GM performance and the District's operational and strategic needs.

2. Scope

This appendix applies only to the evaluation of the General Manager and covers:

- The Board's annual performance evaluation process
- The method by which the GM provides structured feedback to the Board
- The confidential process by which staff provide organizational feedback to the Board
- The annual evaluation cycle
- Confidentiality and Brown Act requirements
- Personnel file documentation

This appendix does not address evaluation procedures for other District employees.

3. Definitions

3.1 Evaluation (Board Function)

A formal performance assessment issued collectively by the Board. The evaluation is documented in a written Summary Evaluation, which becomes part of the GM's personnel record.

3.2 GM Self-Evaluation / GM Feedback to the Board

A structured written assessment prepared by the GM reflecting accomplishments, challenges, operational conditions, governance feedback, and goals.

3.3 Organizational Feedback (Staff → Board)

Confidential, anonymous input submitted by employees to the Board regarding organizational climate, leadership, communication, and District support systems.

3.4 Board Member Input

Written feedback submitted individually by Directors evaluating the GM's performance across defined categories.

3.5 Evaluator of Record

The Board of Directors, acting collectively.

3.6 Brown Act Compliance

The GM's evaluation shall occur in closed session consistent with Government Code §54957 unless the GM requests an open session.

3.7 Personnel File

The District's repository for official GM evaluation records.

4. Evaluation Forms

Form 5 — Employee Organizational Feedback on GM & District

Completed confidentially by District employees. Submitted in sealed envelopes. Not filed in the GM's personnel folder.

Form 6 — GM Self-Evaluation / GM Feedback to the Board

Completed by the GM before the evaluation meeting. Filed in the GM's personnel folder.

Form 7 — Board Member Evaluation of the General Manager

Completed individually by each Board Member.
Filed in the GM's personnel folder.

Summary Evaluation (Narrative)

Prepared by the Board Chair or an ad hoc committee after the closed-session evaluation meeting.

Signed by the Board Chair and the GM.

Filed in the GM's personnel folder.

Note Regarding Forms 1–4

Forms 1–4 referenced in District documents relate to the performance evaluation procedures for all BCPUD employees other than the General Manager. Those forms and procedures are outlined separately in the Staff Performance Evaluation Procedures appendix. Forms 5–7, described above, apply exclusively to the Board's evaluation of the General Manager.

5. Roles and Responsibilities

5.1 Board of Directors (Evaluator of Record)

- Conducts the GM's evaluation collectively in closed session.
- Reviews staff feedback themes, the GM's self-evaluation, and individual Board Member evaluations.
- Establishes performance goals, priorities, and support needs.
- Approves the final Summary Evaluation.

5.2 Board Chair (or Board-Appointed Ad Hoc Committee)

- Issues the evaluation schedule and procedural instructions.
- **Receives sealed submissions of Form 5** from the Administrative Assistant.
- **Collects Form 6**, the GM's Self-Evaluation / Feedback to the Board.
- Reviews **themes** from Form 5 while protecting confidentiality.
- Prepares the materials needed for the Board to complete Form 7.
- Coordinates the closed-session evaluation and signature process for the Summary Evaluation.

5.3 General Manager

- **Prepares and submits Form 6** by the established deadline.
- Participates in the Board’s closed-session review and discussion.
- Signs the Summary Evaluation to acknowledge receipt and discussion.

5.4 Administrative Assistant

- Collects sealed staff submissions of Form 5 **without opening or viewing them**.
 - Stores the sealed feedback in a designated **Board-only GM Evaluation Folder** kept securely at the District office.
 - Ensures the folder is not accessible to any staff, including the GM or AGM.
 - Provides Board Members access to sealed materials upon request or during closed session.
-

6. Staff Organizational Feedback Process (Form 5)

1. Employees complete Form 5 and place it in a **sealed manila envelope** labeled “GM Evaluation – Confidential.”
 2. The Administrative Assistant collects sealed envelopes and does not open, view, or copy any responses.
 3. Sealed envelopes are stored in a designated **Board-only GM Evaluation Folder** in a secure, non-public location.
 4. Board Members may review the sealed materials:
 - During office hours upon request to the Administrative Assistant, or
 - During a duly noticed closed session.
 5. After Board review, sealed staff feedback is retained **outside the GM’s personnel file** in a Board-only restricted location.
-

7. Evaluation Cycle Overview

7.1 Annual Full Evaluation

The annual evaluation includes:

- GM Self-Evaluation

- Confidential staff organizational feedback
- Individual Board Member evaluations
- Closed-session evaluation discussion
- Summary Evaluation (narrative), signed
- Optional written response from the GM

7.2 Mid-Year Check-In (Optional)

The Board may conduct a mid-year progress review.
No forms required.

8. Annual Evaluation Procedures

8.1 Notice and Preparation

The Board Chair issues the evaluation calendar, instructions, and distributes Forms 5, 6, and 7.

8.2 Submission Deadlines

- GM submits Form 6 by the required deadline.
- Staff submit Form 5 in sealed envelopes by the internal deadline.
- Directors submit Form 7 by the required date.

8.3 Pre-Meeting Review

The Board Chair or Ad Hoc Committee compiles:

- GM Self-Evaluation
- Themes from confidential staff feedback
- Directors' evaluation forms
- Relevant operational reports or objectives

8.4 Closed-Session Evaluation

The Board reviews:

- GM performance and prior goals
- Operational challenges and resource needs

- Organizational climate themes
- Expectations and priorities for the next period

8.5 Summary Evaluation (Narrative)

After closed session, the Board Chair or Ad Hoc Committee prepares a Summary Evaluation that:

- Synthesizes Board Member input
- Incorporates themes from GM Self-Evaluation and staff organizational feedback
- Identifies strengths and areas for improvement
- Establishes goals for the next period
- Identifies support the Board will provide

The Summary Evaluation is signed by the Board Chair and the GM.

8.6 Filing

Placed in the GM's personnel folder:

- GM Self-Evaluation
- Board Member Evaluations
- Summary Evaluation (signed)
- Optional GM written response

Confidential staff feedback (Form 5) is retained separately in the Board-only location.

9. Confidentiality and Non-Retaliation

- Individual staff feedback is confidential and not shared with the GM.
 - The GM is protected from retaliation for candid feedback provided through Form 6.
 - Employees are protected from retaliation for good-faith participation in Form 5.
 - Closed-session evaluation discussions are conducted consistent with the Brown Act.
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10. Exceptions

Any exception to this appendix must be approved by the Board of Directors in open session.

11. Revision History

- Adopted: February 18, 2026
- Revised: February 18, 2026

CONFIDENTIAL

FORM 5 — Employee Organizational Feedback on GM & District

(To be submitted in a sealed envelope. Not filed in personnel folder.)

BCPUD EMPLOYEE ORGANIZATIONAL FEEDBACK ON GENERAL MANAGER & DISTRICT FORM 5 — CONFIDENTIAL

Evaluation Period: _____

Date Submitted: _____

Submitted To: Administrative Assistant (sealed envelope)

Confidentiality:

Your responses will be reviewed **only by the Board of Directors** during the General Manager's evaluation.

The GM, AGM, and all staff (including the Administrative Assistant) will **not** open, view, or access any completed forms. Forms are stored sealed and securely for Board review only, consistent with the GM evaluation procedures.

Rating Scale:

1 = Rarely 2 = Inconsistent 3 = Meets Expectations 4 = Above Expectations 5 = Consistently Exceeds N/A = Not sure / Not applicable

SECTION A — Leadership & Management

- Provides effective leadership and direction:
1 2 3 4 5 N/A
- Treats staff fairly, consistently, and respectfully:
1 2 3 4 5 N/A
- Supports staff in fulfilling their job responsibilities:
1 2 3 4 5 N/A
- Communicates expectations clearly when assigning or directing work:
1 2 3 4 5 N/A

SECTION B — Communication & Transparency

- Communicates clearly and consistently with staff:
1 2 3 4 5 N/A
 - Shares important District information in a timely manner:
1 2 3 4 5 N/A
 - Is accessible and responsive when staff need information or clarification:
1 2 3 4 5 N/A
-

SECTION C — Operational & Regulatory Oversight

- Demonstrates understanding of District operations and field realities:
1 2 3 4 5 N/A
 - Ensures work practices meet safety and regulatory standards:
1 2 3 4 5 N/A
 - Provides clear guidance on operational priorities:
1 2 3 4 5 N/A
-

SECTION D — Financial & Resource Management

- Ensures adequate tools, resources, and staffing support:
1 2 3 4 5 N/A
 - Communicates budget limitations or resource constraints when relevant:
1 2 3 4 5 N/A
-

SECTION E — Organizational Climate & Workplace Culture

- Fosters a respectful, professional, supportive work environment:
1 2 3 4 5 N/A
 - Models professionalism and composure under pressure:
1 2 3 4 5 N/A
 - Encourages teamwork and collaboration across the District:
1 2 3 4 5 N/A
-

SECTION F — Public Relations & Representation

- Represents the District effectively to the public and partner agencies:
1 2 3 4 5 N/A
 - Communicates District policies and information effectively to the community:
1 2 3 4 5 N/A
-

SECTION G — Overall Performance

- Overall performance of the General Manager:
1 2 3 4 5 N/A
-

SECTION H — Open-Ended Questions

1. What is the General Manager doing well as a leader?

-

2. What could the GM improve or do differently?

-

3. What organizational systems, communication practices, or processes could be improved?

-

4. Do you feel the District (Board + Management) supports you in your work? Why or why not?

-
-

SECTION I — Employee Info

(Placed at the end to preserve front-page confidentiality)

Name: _____

Work Area (check one):

- Water / Field
- Sewer / Field

- Resource Recovery
- Administrative Office
- Other: _____

Years with BCPUD:

- Less than 1 year
- 1–3 years
- 3–5 years
- More than 5 years

FORM 6 — GM Self-Evaluation / GM Feedback to the Board

(Filed in GM Personnel Folder)

**BCPUD GENERAL MANAGER SELF-EVALUATION / FEEDBACK TO BOARD
FORM 6**

General Manager Name: _____

Evaluation Period: _____

Date Submitted: _____

Submitted To: Board Chair

Purpose:

This form provides the General Manager’s self-assessment and feedback to the Board regarding District operations, organizational needs, and governance support. It is a central input into the Board’s annual evaluation.

Rating Scale:

1 = Rarely 2 = Inconsistent 3 = Meets Expectations 4 = Above Expectations 5 = Consistently Exceeds

SECTION A — Leadership & Management

- Effectively directs and oversees District operations:
1 2 3 4 5
- Manages personnel matters fairly and consistently:
1 2 3 4 5
- Ensures staff have the guidance and support needed to perform their work:
1 2 3 4 5

Narrative (Leadership & Management):

-
-
-

SECTION B — Communication & Transparency

- Communicates effectively with staff across all departments:
1 2 3 4 5
- Communicates clearly and consistently with the Board:
1 2 3 4 5
- Provides timely and comprehensive information relevant to Board decision-making:
1 2 3 4 5

Narrative (Communication & Transparency):

- -
 -
-

SECTION C — Operational & Regulatory Oversight

- Ensures compliance with all regulatory, environmental, and safety requirements:
1 2 3 4 5
- Effectively manages water, sewer, and other District operations:
1 2 3 4 5
- Provides clear direction regarding operational priorities and needs:
1 2 3 4 5

Narrative (Operational & Regulatory Oversight):

- -
 -
-

SECTION D — Financial & Resource Management

- Oversees District finances responsibly, including budgets, reserves, and reporting:
1 2 3 4 5
- Ensures adequate tools, equipment, staffing, and operational resources:
1 2 3 4 5

- Communicates resource needs and budget constraints effectively to the Board:
1 2 3 4 5

Narrative (Financial & Resource Management):

- -
 -
-

SECTION E — Organizational Climate & Workplace Culture

- Promotes a respectful, safe, and supportive work environment:
1 2 3 4 5
- Demonstrates professionalism and calm leadership under pressure:
1 2 3 4 5
- Models constructive communication and teamwork:
1 2 3 4 5

Narrative (Workplace Culture):

- -
 -
-

SECTION F — Public Relations & Representation

- Represents the District effectively in public and professional settings:
1 2 3 4 5
- Communicates Board policies and District information clearly to the public:
1 2 3 4 5
- Maintains positive working relationships with partner agencies and stakeholders:
1 2 3 4 5

Narrative (Public Relations):

-

-
-

SECTION G — Overall Performance

- Overall performance for this evaluation period:
1 2 3 4 5

Narrative (Overall Summary):

-
-
-

SECTION H — Feedback from GM to Board

(The GM's candid input to the Board about governance, communication needs, operational constraints, and support.)

1. What support or direction from the Board has been most helpful this year?

-

2. What additional guidance, decisions, or resources from the Board would improve District operations?

-

3. Are there areas where Board processes could be clarified or strengthened?

-

4. What goals do you recommend for the next evaluation period?

-

5. Additional comments (optional):

-

FORM 7 — Board Evaluation of the General Manager

(Filed in GM Personnel Folder)

**BCPUD BOARD MEMBER EVALUATION OF THE GENERAL MANAGER
FORM 7**

Board Member Name: _____

Date Submitted: _____

Evaluation Period: _____

Returned To: Board Chair

Purpose:

This form is completed individually by each Board Member. It provides the Board’s evaluative input on the General Manager’s performance. These individual evaluations are reviewed collectively and inform the Board’s final Summary Evaluation.

Rating Scale:

1 = Rarely 2 = Inconsistent 3 = Meets Expectations 4 = Above Expectations 5 = Consistently Exceeds

SECTION A — Leadership & Management

- Provides effective leadership and direction to District operations:
1 2 3 4 5
- Manages personnel matters fairly and consistently across the organization:
1 2 3 4 5
- Implements Board policies and directives effectively:
1 2 3 4 5
- Demonstrates sound judgment and professionalism:
1 2 3 4 5

Comments (Leadership & Management):

- -
 -
-

SECTION B — Communication & Transparency

- Communicates clearly and consistently with the Board:
1 2 3 4 5
- Provides timely, accurate, and relevant information for Board decision-making:
1 2 3 4 5
- Communicates effectively with staff and facilitates good internal communication:
1 2 3 4 5

Comments (Communication & Transparency):

- -
 -
-

SECTION C — Operational & Regulatory Oversight

- Ensures compliance with all regulatory, environmental, and safety requirements:
1 2 3 4 5
- Effectively manages water, sewer, and all other District programs and services:
1 2 3 4 5
- Provides clear operational planning and prioritization:
1 2 3 4 5

Comments (Operational & Regulatory Oversight):

- -
 -
-

SECTION D — Financial & Resource Management

- Oversees District finances responsibly, including budgets, reserves, and financial reporting:
1 2 3 4 5

- Communicates fiscal needs, constraints, and priorities clearly to the Board:
1 2 3 4 5
- Manages capital projects, consultants, and contractors effectively:
1 2 3 4 5

Comments (Financial & Resource Management):

- -
 -
-

SECTION E — Organizational Climate & Workplace Culture

- Promotes a respectful, safe, and positive work environment:
1 2 3 4 5
- Demonstrates calm, steady leadership in challenging or stressful circumstances:
1 2 3 4 5
- Encourages effective teamwork across departments:
1 2 3 4 5

Comments (Workplace Culture):

- -
 -
-

SECTION F — Public Relations & Representation

- Represents the District effectively to the public and partner agencies:
1 2 3 4 5
- Provides clear and effective public communication and engagement:
1 2 3 4 5
- Communicates Board policies accurately and consistently to the community:
1 2 3 4 5

Comments (Public Relations):

-
-
-

SECTION G — Overall Performance

- Overall performance of the General Manager for this evaluation period:
1 2 3 4 5

Comments (Overall Assessment):

-
-
-

SECTION H — Open-Ended Questions

1. What are the GM's key strengths?

-
-

2. What areas should the GM focus on improving?

-
-

3. What goals should the GM prioritize for the next evaluation period?

-
-

4. Are there supports or resources the Board should commit in order to help the GM meet those goals?

-

•

Board Member Signature: _____

Date: _____

(This form is placed in the General Manager's personnel folder along with Form 6 and the Summary Evaluation.)

SUMMARY EVALUATION — GENERAL MANAGER

BCPUD BOARD OF DIRECTORS

ANNUAL SUMMARY EVALUATION OF THE GENERAL MANAGER

(Single Collective Evaluation — Based on the Combined Input of All Five Board Members)

General Manager: _____

Evaluation Period: _____

Date of Board Adoption: _____

Prepared By: The Board of Directors (Collectively)

Introduction & Basis of Evaluation

This Summary Evaluation represents the **unified, consensus evaluation** of the Bolinas Community Public Utility District Board of Directors.

It is based on:

- The General Manager's **Self-Evaluation** (Form 6)
- **Employee Organizational Feedback** (Form 5)
- **Individual Board Member Evaluations** (Form 7)
- The Board's closed-session discussion conducted in compliance with the Brown Act
- Operational reports and relevant District information reviewed during the evaluation cycle

Important Note:

The General Manager may review any individual Board Member Form 7 evaluations to understand the range of perspectives.

This Summary Evaluation, however, is the official, collective judgment of the Board and constitutes the General Manager's formal annual evaluation.

Board Composite Ratings

Rating Scale:

1 = Rarely 2 = Inconsistent 3 = Meets Expectations 4 = Above Expectations
5 = Consistently Exceeds

The Board’s collective numerical evaluation is represented below. Each score reflects the **average rating** across all Board Members for that category.

SECTION A — Leadership & Management

Average Rating: _____

- (Calculation: Sum of all Directors’ ratings ÷ 5)

SECTION B — Communication & Transparency

Average Rating: _____

SECTION C — Operational & Regulatory Oversight

Average Rating: _____

SECTION D — Financial & Resource Management

Average Rating: _____

SECTION E — Organizational Climate & Workplace Culture

Average Rating: _____

SECTION F — Public Relations & Representation

Average Rating: _____

SECTION G — Overall Performance

Average Rating: _____

Narrative Sections

Strengths & Accomplishments

-
-
-

Additional narrative:

The Board acknowledges the GM’s significant achievements during this evaluation period, such as:

-

-
-

Areas for Growth and Development

-
-
-

Narrative:

The Board has identified opportunities for expanded focus and improved performance in the following areas:

-
-
-

Leadership, Communication, and Management Observations

Leadership & Management

-
-

Communication & Transparency

-
-

Operational & Regulatory Oversight

-
-

Financial & Resource Management

-
-

Organizational Climate & Workplace Culture

-
-

Public Relations & Representation

- -
-

Goals for the Next Evaluation Period

The following goals reflect the Board’s consensus priorities for the coming year. These goals will be used as benchmarks for next year’s evaluation:

- 1.
- 2.
- 3.
- 4.

The Board agrees to revisit these goals at least once mid-year to support progress and recalibrate expectations as needed.

District Support & Board Commitments

To support the General Manager’s continued success, the Board commits to:

-
-
-

This may include providing policy direction, allocating resources, adjusting workload expectations, clarifying goals, or supporting professional development.

Overall Assessment

Based on all submitted materials, compiled ratings, staff feedback, and closed-session deliberations, the Board finds the General Manager's overall performance for this evaluation period to be:

Overall Evaluation (check one):

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Narrative Summary:

-
-
-

Signatures

Board Chair (on behalf of the Board of Directors):

Date: _____

General Manager (Acknowledgement):

Date: _____

The GM's signature acknowledges receipt and discussion of this Summary Evaluation, not agreement with all findings.

Optional GM Written Response

(Will be included in the GM's personnel folder.)

GM Signature (if submitting response): _____

Date: _____