

# BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

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## MEMORANDUM

<b>TO:</b>	Board of BCPUD Directors
<b>FROM:</b>	Georgia Woods, General Manager
<b>RE:</b>	<i>ITEM #08: Evaluation Procedures for BCPUD Staff, Including General Manager.</i>
<b>DATE:</b>	February 18, 2026

### Purpose

The purpose of this memo is to present two evaluation procedure documents for Board review.

1. The first outlines the District's internal process for **Evaluating BCPUD employees** (other than the General Manager) and documents the evaluation cycle that was conducted this winter.
2. The second establishes a clear and consistent process for how the **Board evaluates the General Manager**, including staff organizational feedback, the GM self-evaluation, and Board Member evaluations. Together, these two procedures create a unified framework for employee and GM evaluations moving forward.

### 1. Staff Performance Evaluation Procedures (Internal Staff Evaluation Process)

The first attached document, **Appendix X — Staff Performance Evaluation Procedures**, formalizes the internal evaluation process used for all BCPUD employees other than the General Manager.

These procedures reflect the exact steps we used this winter to complete the internal evaluation cycle.

During December and January, all staff completed a full evaluation cycle that included:

- Employee self-evaluations

- Supervisor feedback (when applicable)
- Confidential upward feedback
- 1-on-1 evaluation meetings
- Final Summary Evaluations placed in personnel folders

### **Biennial Evaluation Timeline (Ongoing)**

Going forward, the District will follow this schedule on a **two-year cycle**:

- **November:** Employees complete self-evaluations
- **December:** 1-on-1 evaluation meetings
- **Early January:** Final evaluations completed and filed

### **Annual December Check-Ins**

In the off-years, all employees will still receive a December check-in.

### **Personnel Committee Visibility**

To keep the Board appropriately informed about organizational health, **final Summary Evaluations** (not raw forms) will be shared confidentially with the Personnel Committee.

This appendix is presented today for the Board to **review and adopt as formal District policy**.

## **2. General Manager Evaluation Procedures (Board's Evaluation of GM)**

The second attached document, **Appendix Y — General Manager Performance Evaluation Procedures**, outlines a consistent, repeatable process for how the Board evaluates the General Manager.

These materials include:

- Confidential staff organizational feedback process (sealed Form 5)
- GM Self-Evaluation (Form 6)
- Individual Board Member evaluations (Form 7)
- A single Board-level Summary Evaluation that reflects consensus

This structure aligns the GM evaluation with the staff evaluation system and ensures the Board's process is transparent, consistent, and documented.

## Immediate Need for a GM Evaluation (THIS YEAR)

Because I began as General Manager in **January 2024** and the Board has **not yet conducted an evaluation**, it is important that we complete one now.

**There is urgency to complete the GM's first evaluation within the next month.**

Completing it now will:

- Fulfill the Board's accountability responsibility
- Provide an opportunity for shared clarity on expectations, goals, and needed support
- Allow the Board and GM to go through the full evaluation process this year, giving the Board practical insight into whether any forms or procedures should be revised for future years.
- Allow the District to reset onto a regular winter evaluation schedule going forward

### Proposed GM Evaluation Timeline (For This Current Cycle)

To complete the overdue evaluation promptly, the following timeline is recommended:

- **Immediately:** Board reviews Appendix Y and provides any revisions
- **Within 1 week:** GM submits Form 6 (self-evaluation)
- **Within 2 weeks:** Staff complete Form 5 (sealed organizational feedback)
- **Within 3 weeks:** Board Members complete Form 7
- **~1 Month From Today:** Board holds a closed session to complete the evaluation and adopt the Summary Evaluation

This ensures the overdue evaluation is completed **promptly**, with adequate time for Board review and discussion.

### Annual GM Evaluation Timeline (Going Forward)

After this catch-up evaluation is completed, the GM evaluation will be aligned with the staff evaluation cycle each year:

- **November:** Forms completed (GM Self-Evaluation, staff feedback, Board Member forms)
- **December / January:** 1-on-1 discussion and closed-session review
- **January:** Board adopts the final Summary Evaluation

This winter cycle will align all District evaluations and create consistency year-to-year.

## **Requested Board Action**

Staff respectfully requests that the Board:

1. **Adopt Appendix X — Staff Performance Evaluation Procedures** as formal District policy.
2. **Review and revise Appendix Y — General Manager Performance Evaluation Procedures** as desired, and provide direction to staff regarding any updates.
3. **Review and revise the “Timeline (Current Cycle)”** included in this memo, and direct staff to immediately begin the GM evaluation process so that the overdue evaluation (covering service since January 2024) can be completed within the next month.
4. **Review and revise the “Timeline (Going Forward)”** for establishing an annual, winter-cycle GM evaluation schedule that aligns with the broader District evaluation calendar.