

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** February 17, 2023

**Originator:** Gordon Bennie and Kim Seney

**Purpose:** Amend Policy #1050 – GM Role and Responsibilities

**Desired Action by the Board:**

1. First reading by the board of amendments to Policy #1050 – General Manager Role and Responsibilities. The board may choose to waive the second reading and adopt recommendation as presented. Requires a 3/5<sup>th</sup> majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** The Policy Committee and Staff approved Policy #1050 in the January, 2022 Board meeting. Based on input from the CSDA and 2022 Executive Committee, it is recommended that our Policy include specifics regarding termination of the GM. The Policy Committee recommends that the Board approve the amendments to Policy #1050 to include board action relating to termination.
2. **Reason for Recommended Board Action - (Consider compliance, cost savings, fixing a problem):** Newly appointed GM requested that an amendment be made to GM CSD Policy to require a 4/5 Board of Directors vote should the need arise to terminate the GM CSD General Manager. Policy #1050 did specify that the GM serves at the approval of the Board but does not currently address specifics for approving Termination. This issue has been addressed in the recommended revised policy included in this package.
3. **Anticipated Impacts to the District (negative and/or positive) - (Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted):** None
4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:** None

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**Recommendation (s):** The Policy Review Working Committee and the District GM recommend that the Board review, discuss, waive 2<sup>nd</sup> reading and adopt the amendments to Policy #1050 General Manager Roles and Responsibilities.

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# Gold Mountain Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** General Manager Role and Responsibilities

**POLICY NUMBER:** 1050

### Description

#### 1050.1 Overview

As the Executive Officer of the District, the General Manager administers the District and has exclusive management and control of the operations and works of the District, interacting with other jurisdictions and agencies, and functioning as the representative of the District. The General Manager provides expertise to support the planning, engineering and implementation of ongoing and developing Community water, wastewater and fire protection needs to meet the Board of Directors' goals and objectives within established policies and budget.

#### 1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attending and participating in District Board meetings, preparing and presenting reports as necessary, representing the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services;
- f) The supervision of the District's finances;
- g) Establishing and maintaining cooperative working relationships with all persons entitled to the services of the District, governmental and professional entities with whom the District has dealings, with satisfactory resolution of all public and employee complaints;
- h) Ensuring the district complies with all State laws, regulatory agency requirements and mandatory reporting requirements.

1050.3 The District's General Manager serves at the pleasure of the Board. A super-majority of the Board (4/5<sup>th</sup>) vote is required to terminate the General Manager.

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1050.4 The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings.

Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments.

As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.