

**Las Gallinas Valley Sanitation District
General Manager Evaluation Process
2020 Timeline**

(Evaluation Period November 26, 2019-November 26, 2020)

| Target Date | Task | Responsible Party |
|---------------------|--|---|
| August 6 | Board appoints members to the GM Eval Ad-hoc Committee. | Board Members |
| Week of August 24 | GM Eval Committee meets to discuss performance evaluation. Process, schedule, ad-hoc role. | GM Eval Ad-hoc Committee and GM |
| Week of October 5 | GM to provide draft evaluation period goals and accomplishments to Ad-hoc Committee | General Manager |
| Week of October 5 | GM Ad-hoc Committee review evaluation form. Update and finalize as needed. GM provided final preformation evaluation form. | GM Eval Ad-hoc Committee (with Bobbi Bennett) |
| October 15 | Provide Board with GM Evaluation timeline. | GM Eval Ad-hoc Committee |
| Week of October 26 | Email performance evaluation and directions on how to complete the evaluation to Board members. Include draft goals and accomplishments provided by General Manager. | GM Eval Ad-hoc Committee |
| November 9 | Board members return completed performance evaluation to GM Eval Ad-hoc Committee. | All Board Members |
| Week of November 16 | General Manager meets with and provides final goals and accomplishments to Committee. General Manager may present compensation proposal. | GM Eval Ad-hoc Committee and General Manager (with Bobbi Bennett) |
| Week of November 16 | GM Eval Ad-hoc Committee compile Board members' performance evaluation feedback. Review compensation options. | GM Eval Ad-hoc Committee (with Bobbi Bennett) |
| Week of November 23 | GM Eval Ad-hoc Committee recommended compiled performance evaluation and compensation emailed to President. | GM Eval Ad-hoc Committee |
| Week of November 30 | President emails recommended compiled performance evaluation and compensation to Board. | President |
| December 3 | Closed session Board to discuss recommended performance evaluation, compensation, and finalize 2021 General Manager goals. | All Board Members (with Bobbi Bennett) |
| Week of December 7 | Performance evaluation document finalized and emailed to Board. Performance evaluation emailed to General Manager. | President |
| December 17 | Closed session General Manager's performance evaluation and compensation issued by the Board. | All Board Members |