

MEMORANDUM

TO: Board of Trustees

FROM: Tim Callicrate
Chairman

SUBJECT: Review, discuss, and possibly approve the District General Manager Goals for Fiscal Year 2020-2021 **and** set a date for the District General Manager's Performance Evaluation

DATE: September 21, 2020

I. RECOMMENDATION

A. The District General Manager recommends that the Board of Trustees accept the General Manager's proposed goals for Fiscal Year 2020-2021 as follows:

- Effectively manage through COVID crisis to have an outcome that is favorable to the adopted District's budget and the overall health and safety of staff and the community members at IVGID venues & Facilities;
- Improve financial reporting by ensuring that the Popular Report on capital is issued in a timely manner, capital data sheets are updated and accurate, and provide quarterly budget updates to the Board of Trustees;
- Conduct and complete a Public Works Performance Management and Asset Management Study;
- Bring forward to the Board of Trustees for consideration improved District Internal Control policies and/or procedures and/or practices based on consultant feedback and/or Director of Finance input;
- Manage transition to Enterprise Fund Accounting once consultant has rendered their recommendation and that recommendation is approved by the Board of Trustees and concurred to by the State of Nevada;
- Work with the Board of Trustees and community to evaluate and bring forward to the Board of Trustees proposed amendments to Ordinance 7;
- Review and recommend to the Board of Trustees punch card utilization and accounting improvements;
- Develop and bring forward to the Board of Trustees a 2021/2022/2023 Strategic Plan for their approval; and
- Transition to a new firm to provide legal services to the District once selected by the Board of Trustees.

B. The Board of Trustees sets the date of the District General Manager's performance evaluation to be no later than September 30, 2021 and conducted at a meeting closest to that date but not later than that date.

II. **BACKGROUND**

General Manager Winquest's employment contract, as approved by the Board of Trustees on June 30, 2020, includes the following provisions regarding his evaluation:

3.3 In accordance with Section 7 below, the Board of Trustees shall conduct annual evaluations of General Manager's performance and the Board of Trustees shall consider the results of these performance evaluations when deciding whether to provide additional compensation. However, all salary increases and/or performance incentives shall be provided in the sole discretion of the Board of Trustees.

7.1 Annually, or at such other time as desired by the Board of Trustees, the Board of Trustees and General Manager shall meet to evaluate the performance of General Manager on a date mutually determined by both parties.

7.2 The Board of Trustees may, in its sole discretion, use any professional assistance in establishing standards, including but not limited to an agreed-upon facilitator.

7.3 Nothing in this provision shall be construed to require the Board of Trustees to grant General Manager pay increases based on the performance standards, if any, mentioned above nor to limit in any manner the discretion of the Board of Trustees to grant or not grant increases.

7.4 Nor shall anything in this Agreement be construed to require the Board of Trustees to evaluate General Manager solely upon the performance standards, if any, mentioned above, nor to limit the discretion of the Board of Trustees to evaluate General Manager as it deems necessary in the sole discretion of the Board of Trustees.

III. **COMMENTS**

District General Manager Winquest's performance evaluation must be conducted in public as provided in Nevada Revised Statutes 241.031. It is important to be mindful that it would be advantageous to have the evaluation date to be coordinated with the District's annual budget cycle.