

## **ZONE 7 BOARD OF DIRECTORS ADMINISTRATIVE COMMITTEE**

DATE: January 29, 2026  
TIME: 3:00 p.m.  
LOCATION: Boardroom  
Zone 7 Administration Building  
100 North Canyons Parkway, Livermore

Director Benson  
Director Figuers  
Director Palmer

### **AGENDA**

1. Call Meeting to Order
2. Public Comment on Items Not on the Agenda
3. General Manager Performance Evaluation Procedures
4. Adjournment



100 North Canyons Parkway  
Livermore, CA 94551  
(925) 454-5000

**DATE:** January 29, 2026

**TO:** Administrative Committee

**FROM:** Valerie Pryor

**SUBJECT:** General Manager Performance Evaluation Procedures

**SUMMARY:**

The proposed action is in support of Strategic Plan Goal F – Effective Operations: Provide the Agency with effective leadership, administration and governance. Staff periodically reviews and updates policies to ensure continued alignment with the Agency’s practices and strategic plan.

The Agency’s General Manager Performance Evaluation Procedures were adopted on February 20, 2019 via Resolution No. 19-20 (Attachment A). Since that time, the Board adopted a revised Board Policy on Conducting Business on August 20, 2025 via Resolution No. 25-71.

The Board Policy on Conducting Business states:

The Board will evaluate the General Manager at least annually, consistent with the terms of the General Manager’s employment contract. The purpose of the evaluation is to strengthen the relationship between the Board of Directors and the General Manager; to identify performance objectives for the General Manager; and to provide feedback to the General Manager and identify areas where improvements may be needed.

The previously adopted General Manager Performance Evaluation Procedures are very prescriptive to the Board of Directors. Because the Board Policy on Conducting Business now includes a section on the General Manager evaluation process, the Board may wish to replace the current procedures with a less prescriptive set of procedures that align with the Board Policy. Attachment B is a suggested draft.

**RECOMMENDED ACTION:**

Provide direction.

**ATTACHMENTS:**

- Resolution No. 19-20
- Draft Procedures

ZONE 7  
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS

RESOLUTION NO 19-20

INTRODUCED BY DIRECTOR PALMER  
SECONDED BY DIRECTOR SANWONG

**Approved the General Manager Performance Evaluation Procedures**

WHEREAS, pursuant to section 7 of the General Manager contract, the Board of Directors and General Manager shall meet no later than the Regular Board meeting of each March to discuss and establish mutually agreeable goals and objectives to be accomplished by General Manager for the ensuing year and to review General Manager's performance of duties and obligation hereunder; and

WHEREAS, as a result of such evaluation the Board may, but shall not be obligated to, adjust General Manager's compensation and/or revise his/her employment benefits as the Board shall determine; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of Zone 7 of Alameda County Flood Control & Water Conservation District hereby approve the attached General Manager Performance Evaluation Procedures and the General Manager Performance Review Form; and

BE IT FURTHER RESOLVED, the Board of Directors will evaluate the General Manager at least annually. The schedule for evaluation will be established by the contract between the General Manager and the Board of Directors; and

BE IT FURTHER RESOLVED, the evaluation procedure remains at the will and direction of the Board of Directors and may be modified at any time; and

BE IT FURTHER RESOLVED, that the Board of Directors direct the performance evaluation and any subsequent actions be placed in the General Manager's personnel file.

ADOPTED BY THE FOLLOWING VOTE:

AYES: DIRECTORS FIGUERS, GAMBS, PALMER, QUIGLEY, RAMIREZ HOLMES, SANWONG, STEVENS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

ABSTAIN: I certify that the foregoing is a correct copy of a Resolution Adopted by the Board of Directors of Zone 7 of Alameda County Flood Control and Water Conservation District on February 20, 2019.

By: \_\_\_\_\_

  
President, Board of Directors

## **General Manager Performance Evaluation Procedure**

### **Purpose of Evaluation**

The purpose of the performance evaluation process to be conducted by and between the Board of Directors and the General Manager are:

- To strengthen the relationship between the Board of Directors and the General Manager
- To provide a mechanism for annual evaluation for the General Manager
- To identify performance objectives for the General Manager
- To provide feedback to the General Manager and identify areas where improvements may be needed

### **Frequency**

The Board of Directors will evaluate the General Manager at least annually. The schedule for evaluation will be established by the contract between the General Manager and the Board of Directors.

### **Evaluation Procedure**

The evaluation procedure remains at the will and direction of the Board of Directors and may be modified at any time. In general, the evaluation process will include the following steps:

1. In January of each year, the Administrative Committee of the Board will review the procedure and make recommendations for a plan and a timeline for annual evaluation of the General Manager.
2. In February, the Board of Directors will review and approve the plan and timeline for the annual evaluation of the General Manager.
3. The General Manager will complete a written self-evaluation, which should include progress on the Strategic Plan and on the goals and objectives provided by the Board.
4. The Board of Directors may include an employee survey.
5. The Board of Directors may include an external stakeholder survey.
6. The Board of Directors will complete an evaluation form prior to evaluation session.
7. The Board of Directors may conduct a closed session to review and discuss the General Manager self-evaluation, and prepare for its formal evaluation session with the General Manager.

8. The Board of Directors will conduct a closed session evaluation with the General Manager to discuss the Manager's performance, reviewing Board evaluation forms and self-evaluation, and establish future performance goals and objectives.
9. The Board of Directors may consider a merit increase and/or changes to employment benefits in accordance with the contract. Any changes for consideration by the Board of Directors will be noticed as a closed session item at a following board meeting.
10. The Board of Directors will direct the performance evaluation and any subsequent actions be placed in the General Manager's personnel file.

## **PROPOSED**

### **General Manager Performance Evaluation Procedures**

#### **Purpose of Evaluation**

The purpose of the evaluation is to strengthen the relationship between the Board of Directors and the General Manager; to identify performance objectives for the General Manager; and to provide feedback to the General Manager and identify areas where improvements may be needed.

#### **Frequency**

The Board of Directors will evaluate the General Manager at least annually. The schedule for evaluation will be established by the contract between the General Manager and the Board of Directors.

#### **Evaluation Procedure**

The evaluation procedure remains at the will and direction of the Board of Directors and may be modified at any time. In general, the evaluation process will include the following steps:

The General Manager evaluation process will be run by General Counsel in consultation with the Board President.

All Directors are expected to fully participate in the process.

Committees may be used to facilitate the process. The use of Committees will be in accordance with the Board Policy on Conducting Business Section 5.4.

Components of a General Manager review may include:

- An evaluation form
- General Manager self-evaluation which should include progress on the strategic plan
- An employee survey or other stakeholder survey

Discussion of performance evaluation and compensation at Board meetings will be in compliance with the Ralph M. Brown Act.

The Board of Directors may consider a merit increase and/or changes to employment benefits in accordance with the contract.

The Board of Directors will direct the performance evaluation and any subsequent actions be placed in the General Manager's personnel file.