

## **ASCWD 2021/2022 GOALS AND OBJECTIVES**

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each. This list, per the policy, is to be completed prior to June 1 so that it will coincide with the fiscal year.

Also, per the policy, ambiguous and subjective goals or objectives are excluded since the objective of the policy is to provide measurable criteria.

The following list has been created as a collaborative effort between the Administration & Personnel Committee, the General Manager, and the Board of Directors.

### **Board Goals and Objectives**

1. Review the District's Mission Statement and the Goals and Objectives in May of each year.
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District at a committee and board level.
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all of the policies of the Board.
4. Provide the public with information about the District's activities, goals, and objectives through the District website, semi-annual newsletter, annual valley-wide meeting, Board meetings and on-the-street communications.
5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.

### **General Manager Goals and Objectives**

1. Personnel:
  - a. Provide a work environment for staff that promotes employee retention.
  - b. Provide guidance to the Board regarding the resources necessary for adequate training and continuing education of staff.
2. Budget & Finance:
  - a. Provide guidance to the Board regarding the budgetary needs of the District, both in annual operations and future capital expenditures.

- b. Provide guidance to the Board regarding the financial condition of the District and manage the District's financial resources in a fiscally efficient way.
- c. Continue to update the capital asset 30-year study.

3. Planning and Implementation:

- a. Prepare and carry out the necessary plans and actions to implement the approved operating and capital improvement budgets.
- b. Carry out the following tasks not specified in the operating or capital budgets.
  - i. Continue to work on retroactively obtaining easements for installed water and sewer facilities, including consultation with Legal regarding lot transfers.
  - ii. Complete at least 30 service application updates annually.
  - iii. Continue to work on capital asset 30-year replacement schedule.
  - iv. Move forward a plan to address valley wide fire flows and defensible space on district properties,

4. Communications:

- a. Communicate with the Board regarding: Operation and management of the District.
  - i. Follow-up items from Board meetings.
  - ii. Legal, financial and operational impacts of projects
- b. Communicate to the public District activities including:
  - i. Newsletters
  - ii. Web page
  - iii. If possible, attendance at the annual All-Valley Meeting
  - iv. Other outreach to improve public information.

**Evaluation Summary:**

Prior to the evaluation, the General Manager will provide the Board with a written summary of ongoing project areas and progress to date on each.

Effective: 7/1/21

**Alpine Springs County Water District**  
**Board Goals/Objectives 2021/22**  
*Q1 Review and Update*

| GOAL   | OBJECTIVE<br>(ACTION PLAN)   | WHO   | WHEN/<br>% COMPLETE | Q1<br>Review  |
|--|--|---|---------------------|---|
| 1. Review District's Mission Statement and Goals and Objectives annually by May.   | 1.1 Review and revise as needed the District's Mission Statement   | Administration and Personnel Committee, GM, Board | May 2022/100%       | Goal on schedule<br><br>No work this quarter  |
|  | 1.2 Review and revise as needed the Board's Goals and Objectives <i>(Policy 4.6.0)</i>   | Administration and Personnel Committee, GM, Board | May 2022/ 100%      | Goal on schedule<br><br>1st Quarter review performed  |
| 2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District. | 2.1 Maintain a long term strategic plan and update it every 3-5 years. <i>(Policy 1.0.0)</i>   | Board, GM   | June 2022/ 80%      | Goal on schedule<br><br>No work this quarter<br>Information from water and sewer masterplans will play a role in shaping the update |
|  | 2.2. Inform valley residents via a park bulletin board and the newsletter about the District's voluntary water conservation program. <i>(Policy 1.2.0)</i> | Board, GM   | June 2022/ 100%     | Goal Completed summer 2021, will continue to provide customer informational materials   |

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|  | <b>2.3. Review and update if needed Board pay. (Policy 2.2.0)</b>   | <b>Budget and Finance Committee, Board, GM</b>           | <b>April 2022/ 100%</b> | <b>Goal on schedule<br/>No work this quarter</b>   |
|  | <b>2.4. Determine if one or more residents of the community have appropriate qualification to serve on the Budget and Finance Committee. (Policy 2.0.0)</b> | <b>Budget and Finance Committee, Board,</b>              | <b>Nov. 2021/ 100%</b>  | <b>Goal on schedule<br/>Item has been agenzized for the Nov B&amp;F committee meeting and the Nov Board meeting</b>  |
|  | <b>2.5. Adopt a new salary step schedule for employees. (Policy 4.0.0)</b>  | <b>Administration and Personnel Committee, Board, GM</b> | <b>Oct. 2021/ 100%</b>  | <b>Goal behind schedule.<br/>25% complete General Manger continues to evaluate long range district staffing needs to formulate step requirements for staff advancement</b> |
|  | <b>2.6. Review and update District goals and objectives for the next fiscal year. (Policy 4.6.0)</b>  | <b>Administration and Personnel Committee, Board</b>     | <b>June 2022/ 100%</b>  | <b>Goal on schedule<br/>Quarterly review performed</b>   |
|  | <b>2.7. Discuss and possible update park user fees for Alpine Meadows residents/non-residents. (Policy 6.1.0)</b>   | <b>Park,Recreation,Greenbelt Committee, Board, GM</b>    | <b>March 2022/ 100%</b> | <b>Goal on schedule<br/>Park Survey posted to district website to obtain community input</b>   |
|  | <b>2.8. Provide location for defensible space work on selected District owned greenbelt lands for the community workday.</b>                                | <b>Park,Recreation,Greenbelt Committee, Board, GM</b>    | <b>Oct. 2021/100%</b>   | <b>Goal Completed July 2021</b>  |

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|  | <i>(Policy 6.6.0)</i>  |  |                        |   |
|  | <b>2.9. Develop a multi-phase plan for stewardship of District owned greenbelt lands. <i>(Policy 6.6.0)</i></b>                                | <b>Park, Recreation, Greenbelt Committee, Board GM</b> | <b>March 2022/ 75%</b> | <b>Goal on Schedule</b><br><b>District own lands have been assessed and ranked in order of priority</b>   |
|  | <b>2.10. Review, revise, and update the Strategic Long Range Plan. <i>(Policy 8.0.0)</i></b>   | <b>Long Range Planning Committee, Board, GM</b>        | <b>April 2022/ 50%</b> | <b>Goal on Schedule</b><br><b>Reviewing proposals from consultants for the preparation of Water and Sewer Masterplans</b>                               |
|  | <b>2.11. Study and create document showing water quantity for potable uses, emergency uses , and future development. <i>(Policy 8.1.0)</i></b> | <b>Long Range Planning Committee, Board, GM</b>        | <b>April 2022/ 50%</b> | <b>Goal on Schedule</b><br><b>This is part of the Water and Sewer Masterplans</b>   |
|  | <b>2.12. Study condition of existing infrastructure in order to create a long range asset</b>  | <b>Long Range Planning Committee, Board, GM</b>        | <b>Nov. 2021/ 50%</b>  | <b>Goal behind Schedule due to extended time required to obtain Master plan proposals</b><br><br><b>This is part of the Water and Sewer Masterplans</b> |
| <b>3. Budget resources to ensure that money, staff, and facilities are available for the District to operate</b> | <b>3.1 Approve fiscal budget each year. <i>Policy 2.6.0)</i></b>   | <b>Budget and Finance Committee, Board, GM</b>         | <b>June 2022/ 100%</b> | <b>Goal on Schedule</b><br><b>Budget reviews take place monthly with the B&amp;F committee</b>  |

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| <p>within all the policies of the Board.</p>  |  |                  |                        |   |
| <p>4. Provide the public with Information about the District's activities, goals, and objectives through the web site, semi-annual newsletter, annual valley-wide meeting, Board meetings and on the street communications.</p> | <p>4.1 Provide information to the public via a new bulletin board in the park.</p>   | <p>Board, GM</p> | <p>Aug. 2021/ 100%</p> | <p>Goal completed July 2021</p>   |
| <p>5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.</p>   | <p>5.1 Provide opportunity for residents to enter and attend Board meetings in person at the District office as soon as Covid regulations allow.</p> | <p>Board, GM</p> | <p>Aug. 2021/ 100%</p> | <p>Goal completed<br/>Board meetings back open to in person public attendance July 2021</p> |