COON CREEK WATERSHED DISTRICT  
Request for Board Action

MEETING DATE: April 25, 2016  
AGENDA NUMBER: 5  
ITEM: District Administrator Review

AGENDA: Policy Discussion Information

ACTION REQUESTED  
Approval of employment agreement with District Administrator

BACKGROUND  
The District has employed a District Administrator since January 8, 1990. A written employment agreement has governed this relationship since Employee’s hiring. Certain conditions have changed over the years that requires this agreement to be updated in order to reflect the parties’ current relationship as well as governing the Employee’s continuing employment. Both parties desire to continue and redefine the terms of this employment relationship.

ISSUES/CONCERNS  

**Position Purpose**  
The District Administrator shall be the chief administrative officer of the Watershed District. The Administrator's actions shall be subject to the approval of the Board of Managers as provided herein. The Administrator shall be charged with the administration and enforcement of the Watershed’s comprehensive plan, rules and regulations, and management programs. The Administrator shall supervise, manage and be responsible for the affairs and activities of the District’s staff, and consultants.

In addition the District Administrator is responsible to:

- Oversee the operations, future plans and budgets of all District programs and activities.

- Manage all facets of operations, budget and personnel within the Watershed District;

- Develop, implement, and monitor all Operations and Maintenance and capital improvements projects.

- Supervise and direct the Development Regulation Program which includes responsibility for the physical and economic development of the District.

- Act as the chief administrative officer of the District.
• Carry out the approved policies of the Board of Managers.

• Operate as staff to the Board of Managers through agenda preparation, policy development, constituency services and general support functions.

**Term**
The agreement is for a period of 4 years and may be renewed unless either party provides the other written notice of intent to not renew at least 18 months before this Agreement’s expiration date.

**Compensation**
The agreement does not provide for any changes over existing authorized salary. Any adjustments to existing salary requires action by the majority of the Board of Managers and by mutual written agreement between the Administrator and the Board of Managers. Such adjustments, if any, will be made pursuant to a lawful governing body action of Employer.

**Review**
The proposed employment agreement has been drafted by the District’s attorney and reviewed by the District President and Administrator.

**RECOMMENDATION**
Approve new employment agreement for District Administrator