

COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: October 26, 2026
AGENDA NUMBER: 13
ITEM: District Administrator Annual Review

AGENDA: Discussion

ACTION REQUESTED

Initiate the 2026 District Administrator annual performance review.

BACKGROUND

The District Administrator began serving in the position on January 1, 2026.

At the May 26, 2026 Board meeting, the Board appointed President Hafner and Board Member Lund to conduct a six month review. That review has been completed, with no immediate concerns or follow-up actions identified.

ISSUES/CONCERNS

Annual Review: The employment agreement provides for an annual performance evaluation, with the intent that the Board President and one other Board Member conduct the evaluation before the end of December each year.

Open or Closed Meeting: Portions of the annual review process may be conducted in closed session consistent with applicable open meeting requirements. A closed session may be appropriate where the discussion involves sensitive performance information or private personnel data that would otherwise be discussed during an open public meeting.

OPTIONS

1. Appoint the Board President and Board Member _____ to conduct the 2026 annual performance evaluation and report back to the Board as appropriate.
2. Table the annual review process to a future meeting.
3. Provide other direction.

RECOMMENDATION

Appoint the Board President and Board Member _____ to conduct the 2026 annual performance evaluation and report back to the Board as appropriate.