

## **CHAPTER VI OFFICERS**

### **' 6100 CREATION OF EXECUTIVE OFFICES**

#### **' 6101 Executive Offices.**

The following executive offices are hereby created:

General Manager.

#### **' 6102 Method of Appointment and Removal.**

##### **' 6102.01 General Manager.**

The General Manager shall be appointed by and shall hold office at the pleasure of the Board. Except in the case of removal for proven malfeasance in office, the Board shall cause the General Manager, upon his removal, to be paid any unpaid balance of his salary due to the date of his removal together with his salary and all other benefits, including; but not limited to, vacation time, sick leave and retirement, at the same rate for the next four calendar months following the date of his removal.

##### **' 6102.02 Performance Review.**

Prior to the Regular November Board meeting, the Chairman and Vice-Chairman shall annually review the performance of the General Manager. The Chairman shall report on the review and make recommendations for salary and benefit package adjustments to the Board at the Regular November meeting.

### **' 6200 DUTIES OF EXECUTIVE OFFICES**

#### **' 6201 General Manager.**

##### **' 6201.01 General.**

The General Manager shall be the chief executive of the District and shall exercise all executive, administrative, and ministerial powers not specifically reserved to the Board by law, this Code or by order of the Board. The General Manager is charged with full responsibility for executing the policies and directives as established by the Board. With reference to District governance the General Manager shall have, but is not limited to, the following responsibilities:

#### **' 6201.02 Organization and Administration.**

Evaluate and modify existing District organization and procedures; enforce and observe applicable laws, rules, regulations, leases, permits, contracts, licenses and privileges granted to or enforceable by the District; attend all meetings of the Board and participate in its discussions and deliberations; consult with and advise supervisory personnel and employees; direct the day to day activities of the District; make inquiries into and conduct investigations into all District activities; examine all proposed contracts to which the District may be party; designate, in their absence, an officer to direct District activities and to make such decisions as are required in their absence; delegate responsibility to department heads and other supervisory personnel as in their judgement will benefit the operations and functions of the District; prepare and maintain an up to date inventory of all the property of the District.

#### **' 6201.03 Financial Matters.**

Inform themselves of and analyze the District's financial condition; determine the adequacy of tax levies, special assessments and water rates and charges, evaluate revenue streams to meet long term obligations; establish an adequate accounting system; prepare financial estimates for the annual budgets and advise the Board of the financial condition and needs of the District; approve expenditures and execute such contracts as are necessary for the good order and functioning of the District, provided that such expenditures and contracts are within the appropriations contained within the appropriate budgets adopted by the Board.

#### **' 6201.04 Personnel.**

Establish policies and procedures addressing safety and other employee related programs within the District; employ and maintain a qualified staff capable of carrying out assigned job responsibilities; terminate personnel; appoint and remove department heads and other supervisory personnel; establish standards, qualifications and procedures to govern the employment of District personnel; implement and administer plans approved by the Board for the compensation of employees; develop, implement and administer personnel rules and regulations approved by the Board.

#### **' 6201.05 Water Resource Development.**

Develop and maintain programs to provide the maximum beneficial use of District and Project water resources; file protests to water applications and changes after consultation with District legal counsel to protect District and Project water rights; submit to the Board plans and programs relating to the development and needs of the District.

#### **' 6201.06 Facilities Construction and Management**

Operate and maintain District facilities in a sound and efficient manner; approve or reject change orders not to exceed \$25,000. All change orders exceeding \$25,000 must be approved by the Board.

#### **' 6201.07 Public Relations and Education**

Develop an effective information and education program to build public relations for the District; maintain good relations with departments of federal, State and local government.

#### **' 6201.08 Communications with Board**

Notify the Board of any emergency existing in any department; keep the Board fully informed by regular reports on important aspects of the District's management.

#### **' 6202 Delegation of Duties**

The General Manager may fulfill the responsibilities of his office with the assistance of other District staff; nevertheless, the General Manager retains the ultimate responsibility for any tasks he delegates to others.

#### **' 6203 Changes in Responsibilities and Duties**

The Board may periodically review and change the General Manager's duties and responsibilities in order to provide adequate supervision and responsibility for District activities.

### **' 6300 DELEGATION AND INDEMNIFICATION**

#### **' 6301 Delegation to General Manager.**

The Board intended, when it adopted Section 6201 of this Code, to delegate to the General Manager all power that could lawfully be delegated to him, including, without limiting the foregoing delegation, the power to establish employee and housekeeping rules deemed by him necessary for the efficient and effective operation of the District.

#### **' 6302 Indemnification of General Manager**

The District shall indemnify and defend the General Manager from and against all actions, claims and expenses of any nature arising as a result of the performance of his duties, within the scope of his employment or under color of authority, except where such claim is based on or resulted from fraud or malice or from the General Manager driving a vehicle or being in actual physical control of a vehicle while under the influence of alcohol, any drug or being physically or mentally impaired so as to unreasonably perform his job function because of drugs, alcohol or a combination of drugs or alcohol.

UCA ' 63-30-36.

