



MEMO

TO: Board of Directors
FROM: Jenna Covington, Executive Director
DATE: October 17, 2025
SUBJECT: October 23, 2025, Regular Board Meeting

October marks the beginning of the new fiscal year, and this year looks incredibly busy for both the staff and the Board of Directors. With several significant projects set to be completed in the coming months and others starting, FY 2025-2026 will see major progress in our Capital Improvement Program.

At the Board meeting, we will take time to look back at the last fiscal year and acknowledge major accomplishments and progress. Thanks to the continued support of the Board, we are able to deliver projects and operations to fulfill the vision and mission of the District.

Strategic Initiative Highlight: *4.1.4 - Evaluate and Redesign the District's Performance Evaluation Program*

In March, the District launched a new employee performance evaluation system, and we have now completed our first full cycle with the new system. The primary goal of the new system is to promote excellence by fostering continuous growth, accountability, and strategic alignment of individual performance to organizational goals. It actively engages employees through structured self-evaluations, ongoing feedback between employees and managers, and transparent recognition of each person's contributions.

Key Achievements:

- Aligned stakeholders with best practices for performance management
- Implemented required self-reviews for 100 percent of employees
- Leveraged technology to give managers real-time insight into completion and performance statistics

Next Steps:

- Implement three-month and six-month performance feedback for newly hired and promoted employees
- Introduce informal employee check-ins to facilitate interactive, documented feedback on performance, tasks, and projects

- Establish a goal-setting process to support meaningful performance feedback conversations between employees and managers
- Enhance performance analytics throughout the year, extending beyond the traditional annual performance review period

Together, these efforts mark a significant step forward in cultivating a culture of continuous improvement and shared accountability across the District. By aligning performance management with organizational goals and empowering employees through meaningful feedback, we are building a more engaged, high-performing workforce prepared to continue delivering on the mission, vision, and values of the District.

November Meetings

As a reminder, the District adjusts the meeting calendar to accommodate Thanksgiving and Christmas holidays. Next month, we will have Executive committee on November 5, Solid Waste and Water committees on November 19, and the Board meeting on November 20. If you are unable to attend your committee meetings or the Board meeting, please let Brian or Stephanie know.