

**(First Draft) PROPOSED GOALS AND OBJECTIVES FOR CSD GENERAL MANAGER  
(Sue Russ)**

**1. On-going Goals (These are overall job responsibilities - to be continued by GM)**

- Participate in regional, state and national meetings and conferences to stay abreast of trends and technology related to District Operations.
- Oversees the preparation of the annual budget for the District.
- Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Meet regularly with Board President regarding district matters and to receive input regarding community issues.
- Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.
- Improve website to notify residents when new items are added or updated.
- Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.
- Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.
- Work closely with allied agencies, i.e. Castle & Cooke, CCWD, etc. to achieve CSD goals and objectives. SEE #4.

**2. First Six Month Goals**

- Develop Presentation for Town Hall Meetings to educate the Saddle Creek voters on the parcel tax initiative.
- Ensure all requirements are met to have vote on parcel tax in May, 2017
- Develop cost effective plan for drought tolerant landscaping.
- Implement "New CSD Board Member" orientation in a timely manner.

**3. Twelve to 18 month Goals**

- Begin Search and financing for CSD yard, office and meeting facility
- Implement a Capital Improvement Plan
- Improve and Automate records management system
- Involve Community in a Goals and Priority Setting Session
- Conduct asset inventory with condition index

**4. Develop a list of entities with which the district has some contact or interaction and a defined CSD position on the relationship with each including:**

- CCWD
- Army Corps of Engineers
- District Residents
- Castle & Cooke
- \* Calaveras County Tax Collector
- District Supervisor
- J.S. West ?

\*BLACK – Continue

\*BLUE – In progress

\*GREEN – New