



PUBLIC UTILITY BOARD POLICY

<p>Category: Board-Director Linkage</p> <p>Date of Adoption: January 8, 2020</p> <p>Revision Date:</p> <p>Resolution No.: U-11132</p>	<p>Title: Board-Director Relationship</p> <p>Policy Number: BL - 1</p>
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For the purposes of this policy:

The Board shall:

1. Approve the vision and mission of Tacoma Public Utilities (TPU) and establish the strategic directives TPU is to achieve, communicating them in the form of policy.
2. Monitor and measure the results of the Strategic Directives (SD).
3. Ensure decisions are in alignment with the City Charter, City Code, Board policies, and laws.
4. Appoint, evaluate, decide whether to reconfirm and, when necessary, discharge the Director of Utilities.
5. For purposes of inquiry, seek information from staff consistent with section 4.19 of the City Charter and should funnel such requests through the Director of Utilities or members of the senior leadership team.
6. Approve all attorneys from the City Attorney's Office assigned to act as counsel to TPU.

The Director of Utilities shall:

1. Lead the implementation of TPU's vision, mission, and strategy.
2. Manage all operations and business affairs of TPU, with a primary focus on leadership of the TPU executive management team to implement TPU strategic directives.
3. Communicate regularly and effectively with the Board on the business of TPU.
4. Manage the implementation of systems and policies that enable TPU to conduct its activities both lawfully and ethically.
5. Prepare and submit the TPU operating divisions strategic plans to the Board for review and approval and ensure all TPU expenditures are within the authorized biennial budget.
6. Appoint, subject to confirmation by the Board, a Superintendent for each utility system under the Director's control.
7. Conduct a thorough on-boarding process and orientation for new Board Members.

Director Evaluation:

1. The Board shall review the Director's performance annually, and every two years shall vote in a public meeting on whether to reconfirm the appointment, subject to reconfirmation by the City Council.¹
2. The Director's evaluation will be based on comparing the organization's performance and the Director's personal performance to the desired results established by the Board. The Board will use data as appropriate to determine the degree to which Board policies are being met.
3. Through the strategic planning process, the Director shall propose a performance scorecard and key accountabilities for the following year that represent the Director's reasonable interpretation of achieving the strategic directives defined by the Board.
4. All policies that instruct the Director shall be monitored at a frequency and by methods chosen by the Board.
5. The Board will receive regular progress updates on goals set in the performance review.
6. A timeline will be established by the Board and Director for the annual review and for the two-year confirmation review and decision.

¹ City Charter Section 4.18