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To: Chairman Kelby Robison & MVWD Board of Directors  
From: Joseph Davis, General Manager  
Date: December 29, 2025  
Subject: General Manager & Assistant General Manager Annual Reviews

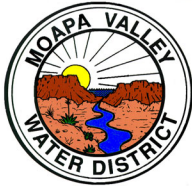
**Background:**

During discussions at the March 13 board of directors meeting, Ideas were discussed concerning both the general manager and assistant general managers performance evaluations.

Staff has taken the liberty of creating a performance evaluation form consistent with management's responsibilities. This form is to help guide the directors during the performance evaluation and highlights 8 key functions with short definitions to help in the evaluation.

Staff anticipates having an open discussion at the January 8, 2026 meeting to gather consensus from the Directors on the appropriateness of the format. With the hopes of conducting the annual reviews at the February Board of Directors meeting.





## MOAPA VALLEY WATER DISTRICT ASSISTANT MANAGER ANNUAL REVIEW

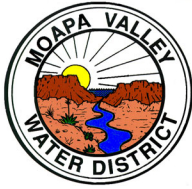
Use the following scale in completing the sections below

### RATING

- 4 Regularly exceeds expectations, exceptional, rare (exemplary)
- 3 Almost always meets expectations and sometimes exceeds them (good)
- 2 Sometimes meets expectations but needs improvement to fully satisfy them (fair)
- 1 Does not meet expectations, needs significant improvement. (Unsatisfactory)

### PART A: ORGANIZATIONAL RESPONSIBILITIES

1. \_\_\_\_\_ VISION, MISSION & STRATEGY: The Assistant General Manager has developed a sound strategy plan and translated it into effective work plans for the Board and Personnel.
  2. \_\_\_\_\_ ACHIEVEMENT OF RESULTS: The Assistant General Manager has accomplished the objectives and priorities set by the Board for the performance period.
  3. \_\_\_\_\_ BOARD RELATIONS: The Assistant General Manager has kept the Board informed about important issues, made Board meetings meaningful and engaged board members for various events to add value to the District.
  4. \_\_\_\_\_ PEOPLE MANAGEMENT: The Assistant General Manager has coached, mentored and/or developed staff, built morale among staff and works effectively to maintain a collegial and professional work environment.
  5. \_\_\_\_\_ OPERATIONS MANAGEMENT: The Assistant General Manager has appropriate knowledge of the District, provides suitable oversight of the District and has assured that the District has suitable systems, policies and procedures.
  6. \_\_\_\_\_ FISCAL MANAGEMENT: The Assistant General Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision making.
  7. \_\_\_\_\_ EXTERNAL RELATIONS & PUBLIC IMAGE: The Assistant General Manager maintains a positive professional reputation in the local community, and cultivates effective relationships with public officials and individuals/groups throughout the State and Federal Agencies.
  8. \_\_\_\_\_ ACCOUNTABILITY: The Assistant General Manager ensures that the District has an engaged Board, conducts an independent audit, files necessary reports, and answers inquiries from the community that demonstrates accountability.
- \_\_\_\_\_ Total



## MOAPA VALLEY WATER DISTRICT

PART B      Overall Comments/Recommendations

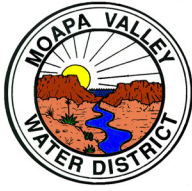
PART C      Assistant General Manager comments:

This evaluation was performed by \_\_\_\_\_ on \_\_\_\_\_

This Evaluation was accepted by the Moapa Valley Water District Board of Directors  
on \_\_\_\_\_

\_\_\_\_\_ Secretary

\_\_\_\_\_ Chairman



## MOAPA VALLEY WATER DISTRICT GENERAL MANAGER ANNUAL REVIEW

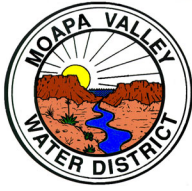
Use the following scale in completing the sections below

### RATING

- 4 Regularly exceeds expectations, exceptional, rare (exemplary)
- 3 Almost always meets expectations and sometimes exceeds them (good)
- 2 Sometimes meets expectations but needs improvement to fully satisfy them (fair)
- 1 Does not meet expectations, needs significant improvement. (Unsatisfactory)

### PART A: ORGANIZATIONAL RESPONSIBILITIES

1. \_\_\_\_\_VISION, MISSION & STRATEGY: The General Manager has developed a sound strategy plan and translated it into effective work plans for the Board and Personnel.
  2. \_\_\_\_\_ACHIEVEMENT OF RESULTS: The General Manager has accomplished the objectives and priorities set by the Board for the performance period.
  3. \_\_\_\_\_BOARD RELATIONS: The General Manager has kept the Board informed about important issues, made Board meetings meaningful and engaged board members for various events to add value to the district.
  4. \_\_\_\_\_PEOPLE MANAGEMENT: The General Manager has coached, mentored and/or developed staff, built morale among staff and works effectively to maintain a collegial and professional work environment.
  5. \_\_\_\_\_OPERATIONS MANAGEMENT: The General Manager has appropriate knowledge of the District, provides suitable oversight of the District and has assured that the District has suitable systems, policies and procedures.
  6. \_\_\_\_\_FISCAL MANAGEMENT: The General Manager is knowledgeable regarding financial matters and has established a system that allows for accurate accounting and informed financial decision making.
  7. \_\_\_\_\_EXTERNAL RELATIONS & PUBLIC IMAGE: The General Manager maintains a positive professional reputation in the local community, and cultivates effective relationships with public officials and individuals/groups throughout the State and Federal Agencies.
  8. \_\_\_\_\_ACCOUNTABILITY: The General Manager ensures that the District has an engaged Board, conducts an independent audit, files necessary reports, and answers inquiries from the community that demonstrates accountability.
- \_\_\_\_\_Total



## MOAPA VALLEY WATER DISTRICT

PART B      Overall Comments/Recommendations

PART C      General Manager comments:

This evaluation was performed by \_\_\_\_\_ on \_\_\_\_\_

This Evaluation was accepted by the Moapa Valley Water District Board of Directors  
on \_\_\_\_\_

\_\_\_\_\_ Secretary

\_\_\_\_\_ Chairman