

GENERAL MANAGER EMPLOYMENT AGREEMENT

This General Manager Employment Agreement (the "Agreement") is made and entered into this 15th day of SEPTEMBER, 2021, by and between the Town of Discovery Bay, a Community Services District organized under the laws of the State of California ("Employer" or "District") and Dina Breitstein, ("Employee" or "General Manager"), and is effective as of October 3, 2021 ("Effective Date").

RECITALS

WHEREAS, the District wishes to engage the services of Employee as the General Manager of the District and to provide certain compensation and to establish certain conditions of employment of the General Manager;

WHEREAS, Employee desires to accept employment as General Manager under the terms and conditions contained in this Agreement;

WHEREAS, in consideration of the mutual covenants and conditions contained in this Agreement, the parties agree as follows:

1. Term.

A. The five-year term of this Agreement shall be effective October 3, 2021 through December 31, 2026 ("Employment Term"), subject to the termination, severance and resignation provisions of this Agreement.

B. Both the District and the Employee understand that the Employee's employment is at the will of both parties. Thus, Employee serves at the pleasure of the District Board of Directors subject to termination and severance and notice provisions contained in this Agreement.

C. Nothing in this Agreement shall be deemed to interfere with the right of Employee to resign at any time subject to the resignation and notice provisions of this Agreement.

2. Duties. The District hereby employs Employee as General Manager to perform, without limitation, the duties set forth for illustrative purposes in Exhibit A, attached hereto and incorporated herein by reference. The Employee shall serve as General Manager of the District. In that capacity, she shall be accountable to the District Board of Directors directly and shall assume overall responsibility for the management and operation of the District, subject, however, to all applicable laws, rules and regulations and to the policies and directions theretofore and from time to time established by the District Board of Directors.

The Employee shall, while employed by the District, not accept other employment or perform other services for compensation without first having obtained permission from the District Board of Directors, which the Board may withhold in its sole discretion.

The Employee shall not engage in any activity which is or may become a conflict of interest or which may create an incompatibility of office as defined under California law. The General Manager must annually complete financial disclosure forms as required by law.

The General Manager shall meet with the District Board by December 1 of each year to identify the District's and General Manager's performance objectives for the following year. Said performance objectives shall be proposed by the General Manager in writing and submitted to the District Board for approval. These performance objectives shall be consistent with District Board policy and the duties and responsibilities set forth in this Agreement.

3. Compensation and Benefits.

A. Compensation. Upon Effective Date, District agrees to pay Employee for her services rendered hereunder as General Manager an annual base salary of One Hundred Fifty-Eight Thousand Five Hundred Dollars (\$158,500.00). Employee's annual base salary is payable in bi-weekly installments, twenty-six times annually and is subject to normal withholdings. The annual base salary shall accrue neither overtime nor compensatory time.

B. Benefits. Upon Effective Date, District agrees to provide the following benefits to Employee for her services rendered hereunder as General Manager:

1) Medical Insurance. District shall provide Employee with a District approved medical plan that has the same features and premiums that are available to all employees in the District.

2) Life Insurance. District shall include Employee under its Employee Life Insurance Program, providing Employee with a twenty-thousand (\$20,000.00) dollar Life Insurance policy. With respect to said Life Insurance policy maintained by the District hereunder, Employee shall be entitled to designate the beneficiary or beneficiaries who shall receive the proceeds, if any, payable upon death. Additional Life Insurance for Employee, Employee's Spouse, and/or Employee's Family is available at Employee's sole cost of coverage for additional Life Insurances.

3) Vehicle. Employee acknowledges that she will utilize her personal vehicle in connection with the performance of her duties and obligations as an employee of the District. The District shall provide Employee with a monthly car allowance in the amount of Three Hundred Fifty Dollars (\$350.00), prorated for partial months of service. The District shall account for this in an appropriate manner for tax purposes. Employee shall procure and maintain in full force and effect during her employment with the District automobile liability insurance covering all personal vehicles that are operated by Employee in connection with the performance of her duties and obligations as an employee of the District in a reasonable amount acceptable to the District. Employee shall provide the District with a certificate of insurance evidencing the above coverage and listing District as an additional insured under the insurance policy(ies). Such vehicle insurance policy or policies shall provide thirty days' advance written notice to the District of any change or cancellation of such insurance. Employee shall operate any vehicle used in connection with the performance of her duties and obligations as an employee of the District in a safe manner, and shall maintain a valid California automobile driver's license during the term of this Agreement. Failure to maintain the insurance coverage or driver's license required under this section shall constitute a material breach of this Agreement.

4) Laptop Computer. District will provide Employee access to a laptop computer to be used for official business. The laptop computer so provided is the property of the District and the District shall have the right to control the access to, and use of, the laptop computer through its personnel policies, risk management policies, or any other policies, and shall also provide Information Technology support as needed to facilitate performance of Employee's duties and obligations as an employee of the District.

5) Cellular Phone. District will provide Employee access to a cellular phone for Employee's use. The cellular phone so provided is the property of the District and the District shall have the right to control the access to, and use of, the cellular phone through its personnel policies, risk management policies, or any other policies, and shall also provide Information Technology support as needed to facilitate performance of Employee's duties and obligations as an employee of the District.

6) Bonding. The District shall bear the full costs of any and all necessary fidelity or other bonds required of Employee under any law or ordinance by virtue of her employment as General Manager.

7) Retirement. Employee may, at her option, participate in the District's 457(b) Deferred Compensation Program available for all eligible employees. The District shall make an annual match of up to \$5,000 into the District's 401(a) plan on behalf of Employee. Employee's participation in this plan shall be in accordance with official plan documents and related District policies as such plans or policies may be amended from time to time in the future. This section is interpreted consistently with those plans and those policies, as amended if applicable.

8) Holidays. Employee shall be entitled to paid holidays according to the same schedule as is afforded management employees of the District, as set forth in District policies, as such policies may be amended from time to time in the future.

9) Vacation. Employee shall accrue vacation benefits based on her continuous service, measured from Effective Date. "Continuous length of service" is defined as service that is uninterrupted by termination of employment and subsequent rehire by the District or a break in service that has been bridged. Vacation accrues 20/12 of one day for each full month worked up to a maximum of 20 days (160 hours) per year.

Such vacation may be carried over, if not used, with a vacation time cap limit of three-hundred twenty (320) hours per year, or eight (8) weeks. All other District policies with respect to vacation time shall be on the same terms as are afforded to other employees of the District, as set forth in District policies, as they may be revised or amended from time to time in the future.

Employee shall provide reasonable notice to District Board, of scheduled vacation dates and shall identify employees who will perform Employee's duties during her

absence. All vacation requests shall be considered by District Board President.

10) Sick Leave. Employee shall accrue 3.08 hours of paid sick leave per pay period. Such accrued but unused paid sick leave may be carried over from one calendar year to the next, with a sick leave time cap limit of one hundred sixty hours (160) hours per year, or four (4) weeks. All other District policies with respect to sick leave shall be on the same terms as are afforded to other employees of the District, as set forth in District policies, as they may be revised or amended from time to time in the future.

11) Administrative Time Off. Employee shall be entitled to receive eighty (80) hours annually of paid administrative time off in addition to any leave otherwise authorized in this Agreement. Administrative leave is not, however, a vested or earned form of compensation. Any administrative time off unused at the end of the year shall be forfeited, and it shall not be compensated for upon termination.

4. Evaluation. The District Board shall evaluate the performance of Employee annually. The evaluation shall be based on the duties and agreed upon performance objectives. At each annual evaluation, the District Board may, at its discretion, determine if a merit based salary or other salary benefit is warranted and take action accordingly. Such increases will be made by written amendment to this Agreement.

5. Hours of Work. Employee is expected to devote a great deal of time outside normal office hours to business of the District. To that end, Employee will be allowed to take compensatory time off, consistent with District policies associated with leave, during said office hours. Employee is expected to work such hours as are necessary to accomplish the goals of her employment, as Employee is exempt from overtime provisions of Federal and State laws. Employee shall attend all regular and special meetings of the District's Board unless excused.

6. Outside Activities. Employee shall not engage in any activities which conflict with or are otherwise incompatible with her duties and responsibilities as General Manager.

7. Reimbursement of General Business Expenses. District shall reimburse Employee for reasonable travel and other business expenses incurred by Employee in the performance of her duties. Expenses shall be limited to those reasonable and necessary for the performance of Employee's duties under this Agreement. Employee shall submit for approval and reimbursement to the District Board such forms, appropriately itemized with supporting documentation and the District Board may reasonably require receipts and other evidence as required for appropriateness. Allowable expenses will include, subject to budgetary approval by the District Board, professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation, growth, and advancement and for the good of the District.

District may, at its option, provide Employee with a valid credit card issued in the name of the District, for use for such expenses.

Reimbursement of general business expenses shall be made as set forth in District policies, as such policies may be amended from time to time in the future.

8. Termination of Employment. Employee's employment hereunder may be terminated in accordance with the provisions of this section:

A. At-Will Employee. Employee serves at the pleasure of the District's Board of Directors and nothing herein shall be taken to prevent, limit, or otherwise interfere with the right of the District Board to terminate the services of Employee with or without cause. There is no express or implied promise made to Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Employee and the District.

B. Disability. If Employee shall, for whatever reason, become incapable of performing any of the essential functions of Employee's position, even with reasonable accommodation by District, either (1) permanently, or (2) for a period exceeding the period of leave available to the Employee under the Family Medical Leave Act or the California Family Rights Act, or accrued sick leave, whichever is longer, then Employee shall be deemed to have suffered a disability.

As the General Manager position requires Employee to devote a great deal of time both during and outside of normal office to the business of District, Employee recognizes that granting a leave longer than the time period stated in this section may constitute an undue hardship on District. In accordance with applicable law, any request for leave that constitutes an undue hardship shall be grounds for termination of the Agreement.

C. Termination Not For Cause. In the exercise of its sole discretion, The District Board may terminate Employee for reasons other than cause upon thirty (30) day's written notice. If terminated under this provision, Employee, upon execution of a release agreement satisfactory in form and substance to the District's Board, shall be entitled to a cash settlement in accordance with the terms of California Government Code sections 53260, et seq. that shall be an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of this Agreement or the monthly salary of the Employee multiplied by six (6) months whichever is less.

If terminated under this provision, Employee shall have no obligation to perform further services for the District and shall be free to accept other employment of her choice at any time without diminution of the foregoing salary continuation. Payment of this severance cash settlement shall constitute the District's sole obligation to Employee under this Agreement.

D. Termination For Cause, or In The Event of Death. Any other provision of this Agreement to the contrary notwithstanding, this Agreement shall terminate upon the death of Employee or in the event Employee is terminated by the District Board of Directors for "cause" as defined below. In the event of such termination for cause, the District shall be under no obligation to Employee under this Agreement, including but not limited to severance cash settlement provisions in Section 8.C above, except for prorated salary and benefits due and unpaid to the date of termination. "Cause" for termination of employment shall include, by way of illustration and not limitation, any of the following acts or conditions on the part of Employee:

(1) As provided in section 2924 of the California Labor Code, as the same shall be amended or replaced from time to time (willful breach, etc.); or

(2) The disability of the Employee, as defined in Section 8.B of this Agreement; or

(3) Persistent disregard of duties (including without limitation, failure to perform duties), and failure to correct such disregard within thirty (30) days after written notice thereof; or

(4) Employee's willful failure to comply with any valid and legal directive of the District Board of Directors or material policy of the District; or

(5) Employee's dishonesty, illegal conduct or gross misconduct, which is, in any such case, materially injurious to the enterprise-related or reputational interests of the District; or

(6) Employee's embezzlement, misappropriation, or fraud, whether or not related to Employee's employment with the District; or

(7) Failure of good behavior either during or after duty hours which is of such a nature that it causes discredit to the District; or

(8) If Employee violates any policies of the District that cause a substantial loss or damage or injury to the District's property or employees; or

(9) Conviction of a felony or entry of a plea of *nolo contendere* to a felony offense; or

(10) Conviction of, or entry of a plea of *nolo contendere* to any crime involving moral turpitude or dishonesty; or

(11) Failure to fully cooperate in any investigation by the District, or any other lawful investigation of the District by another governmental or law enforcement agency; or

(12) Employee's material breach of any material obligation under this Agreement or any other written agreement between Employee and the District. For purposes of this section, no act or failure to act on the part of Employee shall be considered "willful" unless it is done, or omitted to be done, by Employee in bad faith or without reasonable belief that Employee's act or omission was in the best interests of the District.

E. General Manager Voluntary Resignation. Employee may terminate this Agreement at any time upon thirty (30) days written notice in advance, unless District and Employee mutually agree in writing to a reduction of the notice period, to the District Board. If Employee should exercise her option to terminate this Agreement (resign from District employment), Employee shall not be entitled to any severance pay or continuation of health benefits, except as may apply in the event Employee retires from the District. Any unused vacation time or sick leave shall be paid to Employee upon her termination or retirement.

F. Notwithstanding the foregoing, if this Contract is terminated for any reason, the maximum cash settlement that Employee may receive shall be an amount equal to the monthly salary of the Employee multiplied by 18 and, except as otherwise provided by this contract or by law, she shall be precluded from recovering anything else of value from Employer by reason of the termination. The parties acknowledge the provisions of Government Code section 53260, which are in relevant part:

(a) All contracts of employment between an employee and a local agency employer shall include a provision that provides that regardless of the term of the contract, if the contract is terminated, the maximum cash settlement that an employee may receive shall be an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract [except that:]

(1) If the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 18.

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(c) The cash settlement formulas described in subdivision (a) are maximum amounts that may be paid by a local agency employer to an employee and not a target or example of the amount of the cash settlement to be paid by a local agency employer to an employee in all contract termination cases.

Further, in the event Employee is convicted of a crime involving an abuse of office or position, Employee shall fully reimburse the District for any paid leave or cash settlement (including severance), as provided by Government Code sections 53243–53243.4.

G. The District’s most current Personnel Policy shall apply except for those provisions outlined in this Agreement which shall supersede the Personnel Policy.

9. Binding Arbitration.

A. Covered Claims. Any dispute, controversy, or claim arising out of or relating to this Agreement, its enforcement, arbitrability or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, including any alleged violation of a statute, common law, or public policy shall be submitted to arbitration pursuant to Section 9.B. Claims not covered by this Agreement are claims for workers’ compensation, unemployment compensation benefits, or any other claims that, as a matter of law, the Employee and District cannot agree to arbitrate. Nothing in this Agreement shall be interpreted to mean that employees are precluded from filing complaints with the California Department of Fair and Equal Housing and/or federal Equal Employment Opportunity Commission.

B. Procedures Applicable to Arbitration.

(1) California Code of Civil Procedure. Binding arbitration shall be conducted pursuant to California Code of Civil Procedure section 1280 et seq.

(2) Either Party May Initiate. Either the District or Employee may request that a dispute be submitted to arbitration upon written notification to the other party.

(3) Selection of an Arbitrator. The District and Employee shall attempt to agree upon an arbitrator. If no agreement can be reached, either party may request that the State of

California Conciliation and Mediation Service provide a panel of five (5) names of experienced labor arbitrators. Each party shall alternately strike a name until one name remains. Employee shall strike first. The remaining panel member shall be the arbitrator.

(4) Arbitrator's Decision. The arbitrator's decision shall be in writing, setting forth the findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to issue a decision which violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the District and Employee within thirty (30) days of the hearing and shall be final and binding upon the parties.

C. Costs. All costs for the services of the arbitrator, including but not limited to, per diem expenses, travel, and subsistence expenses will be borne by the District. All other costs, including attorneys' fees, will be borne by the party incurring the costs. If, however, any party prevails on a statutory claim that affords the prevailing party attorneys' fees and costs, or if there is a written agreement providing for attorneys' fees and costs, then the arbitrator may award reasonable attorneys' fees and costs to the prevailing party. Any dispute as to who is a prevailing party and/or the reasonableness of any fee or costs shall be resolved by the arbitrator.

D. Term of Agreement. This Agreement to arbitrate shall survive the termination of Employee's employment. It can only be revoked or modified in writing signed by both parties that specifically states an intent to revoke or modify this Agreement and is signed by the District's Board President.

E. Severability. If any provision of this Agreement to arbitrate is adjudged to be void or otherwise unenforceable, in whole or in part, the void or unenforceable provision shall be severed and such adjudication shall not affect the validity of the remainder of this Agreement to arbitrate.

F. Because each party is giving up a right, Employee is encouraged to have independent counsel of her choice review these arbitration provisions and this entire Agreement before signing the Agreement. District and Employee confirm that they have read and understand these provisions concerning arbitration of disputes and voluntarily agree to binding arbitration. In doing so, District and Employee voluntarily give up important constitutional rights to trial by judge or jury as well as rights to an appeal.

Initials:

 District

 Employee

10. Workers' Compensation. Pursuant to the State of California Labor Code, sections 3700, et seq., the District shall secure workers' compensation insurance for Employee.

11. Attorney's Fees. In the event of any controversy, claim or dispute between the parties hereto arising out of or relating to this Agreement or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees and costs, in addition to any other relief.

12. Notices. All notices, demands, or requests of any kind that either party may be required or desires to serve upon the other party shall be in writing and shall be effective when actually received and delivered by: (i) personal service; (ii) registered or certified mail, return receipt requested, postage prepaid; (iii) reputable overnight mail courier that guarantees next day delivery and provides a receipt; (iv) facsimile; or (v) electronic mail transmission, and addressed to the Party to which such notice is given as follows:

DISTRICT: Board of Directors
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505-9376
Telephone: (925) 634-1131
Facsimile: (925) 513-2705

WITH COPY TO: Rod A. Attebery
Neumiller & Beardslee
3121 West March Lane, Suite 100
P.O. Box 20
Stockton, CA 95201-3020
Telephone: (209) 948-8200
Facsimile: (209) 948-4910
Email: Rattebery@neumiller.com

GENERAL MANAGER: Dina Breitstein
3063 Castle Rock Loop
Discovery Bay, CA 94505
Telephone: (209) 969-2957

All notices, requests, demands, consents and other communications hereunder shall be transmitted in writing and shall be deemed to have been given at the time of delivery if given in person or within twenty-four (24) hours after being sent by certified mail, postage prepaid, return receipt requested and addressed as indicated above or at the latest address in the District's employment records or at any other address which the parties shall give written notice of pursuant to this section.

13. Interpretation. For purposes of this Agreement, (a) the words "include," "includes," and "including" are deemed to be followed by the words "without limitation"; (b) the word "or" is not exclusive; and (c) the words "herein," "hereby," "hereto," and "hereunder" refer to this Agreement as a whole. Unless the context otherwise requires, references herein: (x) to sections, and exhibits mean the sections of, and exhibits attached to, this Agreement; (y) to an agreement, instrument, or other document means such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof; and (z) to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. The schedules and exhibits referred to herein shall be construed with, and as an integral part of, this Agreement to the same extent as if they were set forth verbatim herein.

14. Headings. The paragraph headings used in this Agreement are for reference only, and shall not in any way limit or amplify the terms and provisions hereof, nor shall they enter into the interpretation of the Agreement.

15. Waiver. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by any party shall operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

16. Indemnification. The District shall provide for the defense of Employee in any action or proceeding alleging an act or omission within the scope of employment of Employee in conformance with State Law (Government Code sections 995, et seq.). In addition, any funds provided by the District for the legal criminal defense of Employee shall be fully reimbursed to the District by Employee if Employee is convicted of a crime involving the abuse of her office or position as required under Government Code section 53243.1.

17. Amendment. This Agreement may be amended only by a written agreement executed by each party hereto.

18. Assignment. This Agreement is not assignable by the District or Employee.

19. Severability. In the event that any provision of this Agreement has been finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be void are wholly inseparable from the remaining portion of the Agreement.

20. Governing Law. This Agreement shall be governed by and construed in accordance with the internal laws of the State of California without giving effect to any choice or conflict of law provision or rule whether of the State of California or any other jurisdiction.

21. Entire Agreement. This Agreement supersedes any and all other agreements, whether oral or in writing, between the District and Employee with respect to Employee's employment hereunder. Any modification of this Agreement shall be effective only if embodied in a formal amendment duly adopted by the District Board of Directors and reduced to a fully executed written document in writing.

22. Employee and District acknowledge that each party has reviewed, negotiated, and had an opportunity to discuss with counsel this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any document executed and delivered by any party in connection with transactions contemplated by this Agreement.

IN WITNESS WHEREOF, the Town of Discovery Bay has caused this Agreement to be signed and executed on its behalf by its President of the District Board and duly attested by its Clerk, and Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.


ATTEST:


Clerk

"EMPLOYER"
TOWN OF DISCOVERY BAY

By: 
Bryon Gutow
President of the Board

APPROVED AS TO FORM:


Rod A. Attebery
Attorney for Employer

"EMPLOYEE"



Dina Breitstein

EXHIBIT A
TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT
GENERAL MANAGER
Class Description

DEPARTMENT/DIVISION: General Manager

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes and administers, either directly or through subordinate management and supervisory staff, coordinates and evaluates the work of the District in accordance with applicable laws, codes and regulations, and adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives and programs for the Board of Directors and the District; develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient and economical manner.
- Oversees the preparation of the annual budget for the District; authorizes directly or through staff, budget transfers, expenditures and purchases; provides information regarding the financial condition and needs to the Board of Directors.
- 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.
- Oversees the administration, construction, use and maintenance of all District facilities and equipment, including buildings, parks, facilities other public property.
- Represents the District and the Board in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations; acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District government.
- Provides for contract services and ensures proper performance of obligations to the District; has responsibility for enforcement of all District codes and regulations.
- Oversees the selection, training, professional development and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures and other written materials.
- Oversees the maintenance of working and official District files.
- Ensures that the Board is kept informed of District functions, activities and financial status and of legal, social and economic issues affecting District activities.
- Monitors changes in laws, regulations and technology that may affect District operations; implements policy and procedural changes as required.
- Performs other duties as assigned.