

<b>Water Utility Board Policy</b>	
Title:	<b>Communication and Support to the Board</b>
Policy Number: <b>EL - 2H</b>	Adopted: Aug 24, 2010
Category: Executive Limitations	Revision #/Date: 1 / Nov 20, 2012

The General Manager shall not cause or allow the board to be uninformed or unsupported in its work.

Accordingly, the General Manager shall not cause or allow conditions, procedures, or decisions that:

1. Fail to submit monitoring data required by the board (see [Board-Executive Delegation policies](#)) in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including General Manager interpretations consistent with the Board-Executive Delegation policies.
2. Allow the board to be unaware of any actual or anticipated noncompliance with any Outcomes or Executive Limitations policy of the board regardless of the board's monitoring schedule.
3. Allow the board to be without such information as may be required periodically for fully informed board deliberations and choices, including internal and external data as well as staff and external opinions and points of view.
4. Allow the board to be unaware of any significant incidental information it requires including
  - a. relevant trends
  - b. anticipated adverse media coverage
  - c. significant public reaction
  - d. anticipated or pending lawsuits
  - e. unusual or exceptional purchases
  - f. directives or instructions from the Common Council or Mayor
  - g. material internal and external changes, particularly those that affect the assumptions on which previous board policies have been established
5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among three information types (as defined in the Policy Governance context):
  - a. monitoring – includes regularly scheduled monitoring data as well as notices of actual or anticipated noncompliance with Outcomes or Executive Limitations policies
  - b. decision preparation – includes information required for fully informed board deliberations
  - c. other – includes significant incidental information as outlined above
6. Fail to submit to the board a consent agenda containing items delegated to the General Manager yet required by law, regulation, or contract to be board-approved, along with such monitoring assurance as may be relevant.
7. Fail to provide, or delay the provision of, negative information regarding the utility's performance, staff, or image.

8. Fail to advise the board if, in the General Manager's opinion, the board is not in compliance with its own policies on Board Process and Board-Executive Delegation, particularly in the case of board behavior that is detrimental to the work relationship between the board and the General Manager.
9. Fail to deal with the board as a whole.
10. Fail to provide a workable mechanism for official board, officer, or committee communications.
11. Allow the board to be without such information required for fully informed decisions regarding consultant selection.
  - a. Prior to soliciting consultant proposals in excess of \$25,000, the General Manager shall submit the following information to the board for approval:
    - A tentative scope of services and estimate of cost.
    - Verification that staff is unavailable to perform the work or is not qualified to perform by education or experience without retaining the services of another who is qualified.
    - Verification that the contemplated work is necessary to fulfill the mission of the Water Utility.
  - b. In the case of projects determined by the board to be controversial, the approval of the Common Council should be obtained prior to advertising for proposals.
  - c. After evaluating consultant proposals, the General Manager shall submit a recommendation, including documentation, to the Water Utility Board for approval.