

Tualatin Valley Water District



BOARD OF COMMISSIONERS
1850 SW 170th AVENUE
BEAVERTON, OR 97006

OCTOBER 5, 2010
WORK SESSION MINUTES

Present: Commissioners: President Dick Schmidt, Richard Burke, Jim Duggan,
Jim Doane, Marilyn McWilliams

Management

Staff: Greg DiLoreto, Clark Balfour, Debbie Erickson, Patty Rupp

Staff: Mike Jacobs

Citizens: None

President Schmidt called the Tualatin Valley Water District (TVWD) Work Session to order at 6:00 P.M.

TVWD POLICY REVIEW FOR INSURANCE COMPLIANCE

Chief Executive Officer (CEO), Greg DiLoreto, briefed the Board on the topic. TVWD is insured by the Special Districts of Oregon (SDAO) through an insurance pool of its members. A best practices questionnaire is sent to TVWD staff annually before the liability insurance premium is due. By completing the questionnaire indicating the District's compliance with prescribed activities, the District is eligible for discounts related to the insurance premium. One of the requirements is to review with the Board certain employee personnel policies.

CEO, DiLoreto then gave the floor to Manager of Human Resources, Debbie Erickson.

Debbie Erickson referred the Board to their agenda packets which contained the policies that SDAO requires staff to review with the Board. She covered each policy separately.

- ❖ Equal Opportunity Policy
- ❖ Salaries and Wages
- ❖ Unlawful Discrimination of Harassment Policy (such conduct is dealt with immediately)
- ❖ List of Employee Benefits

Employees, their spouses, and their dependents are free to use the Employee Assistance Program (EAP) which is confidential in nature. Staff may also refer an employee to the program for various reasons.

CEO DiLoreto and Ms. Erickson explained that VEBA accounts for unreimbursed medical expenses now or after retirement are set up for each employee. This money is not included in gross wages and the money is not taxed. The account will also follow the employee, should they retire or quit their job. Ms. Erickson also answered general questions of the Board regarding the Flexible Spending Account (FSA) 125 savings plan which covers various medical expenses not covered by health insurance. This is a use it or lose it program.

Commissioner Burke asked if President Obama's Health Care Bill would affect either policy. Ms. Erickson pointed out that changes are anticipated however, it is not clear how much of an impact there may be.

Safety Coordinator, Mike Jacobs covered the following policies:

- ❖ Violence in the Workplace Policy (TVWD has a strict, no tolerance policy)

Commissioner Burke asked if a situation such as self defense is allowed. Mr. Jacobs pointed out that the policy does take this under consideration (page 10; item J in the agenda packet).

Ms. Erickson explained the Other Victims of Certain Crimes Leave Act (OVCCCLA) as a protected leave for employees to take time off to obtain services or treatment relating to domestic violence, sexual assaults or stalking, or if the employee is a parent or guardian of a minor child or dependent who is a victim.

- ❖ Annual Performance Evaluations Policy (merit system based on the employee's written job expectations)
- ❖ Disciplinary Action (the procedure can include any and or verbal counseling, written warning, suspension or termination of employment, however not necessarily in this order)
- ❖ Substance Abuse Policy

Safety Coordinator, Mike Jacobs explained the Substance Abuse Policy (page 15 of the agenda packet). TVWD is a Drug-Free Workplace. All employees are expected to work alcohol and drug free. Should an employee be using a prescription drug that could affect their job performance, they are to notify their manager or supervisor in order to accommodate any job restrictions the employee may have.

Mr. Jacobs pointed out that the policy does speak to medical marijuana. The use of medical marijuana is restricted. The employee cannot use this prescribed drug while on duty or on any District properties. Medical Marijuana cannot be carried onto District property, and an employee will not be permitted to drive in any capacity for the District or perform safety-sensitive functions.

Commercial Drivers Licensed (CDL) employees are randomly selected for substance abuse testing. One employee per month from the safety sensitive position pool will be randomly selected for testing. Reasonable suspicion testing is performed, should two District staff members suspect that an employee may have illegal drugs and/or alcohol in their possessions while on duty.

Commissioner McWilliams asked if the District had an Ethics policy. CEO DiLoreto indicated that, yes, the District Ethics Policy follows the Oregon Ethics law. All new employees as well as new Board members attend a training session pursuant to the policy. He pointed out that this is taken very seriously.

Commissioner Doane asked for a copy of the employee manual table of contents.

Commissioner Duggan asked if the District continues to be unique in terms of the Medical Marijuana policy. Ms. Erickson and Mr. Jacobs explained that they believe the District continues to remain unique. A brief discussion took place. Ms. Erickson pointed out that in the ten years the policy has been in place, there have not been any issues with employees in terms of the policy.

ADJOURNMENT

Without objection, President Schmidt adjourned the meeting at 6:55 P.M.

BOARD OF COMMISSIONERS
TUALATIN VALLEY WATER DISTRICT

BY: _____
Dick Schmidt, President

BY: _____
Jim Duggan, Secretary

Date Approved: November 17, 2010