



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

**SPECIAL MEETING
TUESDAY
SEPTEMBER 4, 2012
6:00 PM**

1. WATER SUPPLY STRATEGY UPDATE
2. ADOPTION OF THE HIRING PROCEDURES, STANDARDS AND CRITERIA FOR THE CHIEF EXECUTIVE OFFICER POSITION (MOTION TO ADOPT).....
3. ADJOURN SPECIAL MEETING
4. CONVENE EXECUTIVE SESSION. AN EXECUTIVE SESSION OF THE BOARD IS SCHEDULED FOLLOWING THE SPECIAL MEETING, CALLED UNDER ORS 192.660 (2) (a), TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF MEMBER WHO DOES NOT REQUEST AN OPEN HEARING

**TUALATIN VALLEY WATER DISTRICT
SPECIAL BOARD MEETING AGENDA ITEM**

MEETING DATE: SEPTEMBER 4, 2012

TITLE: WATER SUPPLY STRATEGY UPDATE

ITEM: At the July 10, 2012 Board Work Session, staff presented a proposed work plan and schedule for updating the District’s Water Supply Strategy. At the September 4, 2012 Special Meeting, staff will provide an update on this work, including the following:

1. Progress to date on evaluation of the supply options. A delay in obtaining final cost information for the supply options has delayed completion of this task. Work to date will be summarized and an updated project schedule will be reviewed.
2. Final draft of non-financial evaluation criteria. The preliminary evaluation criteria that were presented at the July 10 Work Session have been revised to reflect the Board’s suggestions. The attached final draft of the criteria will be reviewed with the Board and finalized prior to starting evaluation of the supply options.
3. Public communications plan. Based on the Board’s input at the July 10 Work Session, staff has retained the services of Barney & Worth to help the District prepare a draft public communications plan. Representatives of Barney & Worth will review key findings of interviews they have conducted and will present a draft public communications plan for the project. The Board will have one month to review the draft plan; staff will be soliciting Board comments on the draft plan at the October 2 Work Session.

STAFF RECOMMENDATION: This item is presented for information only – no action by the Board is required at this time.

BUDGET IMPACT: There is no budget impact from this item at this time.

ADDITIONAL INFORMATION: Mark Knudson, MarkK@tvwd.org, (503) 848-3027

ATTACHMENTS: Final Draft of 2012 Non-Financial Evaluation Criteria

APPROVING MANAGERS INITIAL:

CHIEF EXECUTIVE OFFICER	_____	HUMAN RESOURCES	<u>N/A</u>
FIELD OPERATIONS	<u>N/A</u>	INTERGOV. RELATIONS	<u>N/A</u>
FINANCIAL SERVICES	<u>N/A</u>	CUSTOMER SERVICES	<u>N/A</u>
ENGINEERING SERV.	_____		

BOARD ACTION:

APPROVED _____
DENIED _____

FINAL DRAFT – September 4, 2012
2012 Non-Financial Evaluation Criteria

Criterion		Description
1	Demand Uncertainty	Ability of the supply to provide additional capacity if demands are greater than projected and accommodate demands less than forecast thru phasing and/or scaling improvements.
2	Source Reliability	Ability of the source to deliver required capacity at all times, including consideration of available water resources, existing water rights, natural variation, seismic vulnerability and possible effects of climate change.
3	Source Redundancy	Ability to meet the goal of all areas served by at least two sources of supply.
4	Implementation Risk	Risks of project implementation delays and/or cost increases due to unplanned factors such as permitting risk, schedule delays, complexity of required partnering agreements and/or project complexity.
5	Public Acceptance	Public perception of each of the sources of supply including requirements of industrial and commercial customers as well as general public.
6	Community Impacts	Impacts on the community due to large infrastructure construction projects.
7	Metzger Fluoridation	Ability to continue non-fluoridated supply to Metzger.
8	Finished Water Quality	Ability of the source to meet or exceed existing and anticipated regulatory requirements and aesthetic standards.

9	Sustainability	Anticipated sustainability of source based on energy requirements, infrastructure requirements and environmental impacts.
10	Governance	Ability of the District to establish and preserve policies for initial construction and on-going maintenance of capital assets.

**TUALATIN VALLEY WATER DISTRICT
SPECIAL MEETING AGENDA ITEM**

MEETING DATE: SEPTEMBER 4, 2012

TITLE: ADOPTION OF THE HIRING PROCEDURES, STANDARDS AND CRITERIA FOR THE CHIEF EXECUTIVE OFFICER POSITION

ITEM: In order to comply with the public meetings law governing executive sessions, the Board must adopt the Chief Executive Officer hiring procedures, standards and criteria in a public meeting in order to allow the public the opportunity to comment. Once adopted, the Board is permitted to hold executive sessions in accordance with ORS 192.660 (2) (a).

STAFF RECOMMENDATION: Staff recommends the Board move to adopt the hiring procedures, standards and criteria set forth for the Chief Executive Officer position.

BUDGET IMPACT: There is no current budget impact.

ADDITIONAL INFORMATION: Greg DiLoreto, CEO, 503-848-3032, greg@tvwd.org, Amy Heinlen, HR Director, 503-848-3015, amy@tvwd.org.

ATTACHMENTS: CEO Hiring Process Procedures & Timeline and CEO Performance Criteria

APPROVING MANAGERS INITIAL:

CHIEF EXECUTIVE OFFICER	_____	HUMAN RESOURCES	_____
FIELD OPERATIONS	<u>N/A</u>	INTERGOV. RELATIONS	<u>N/A</u>
FINANCIAL SERVICES	<u>N/A</u>	CUSTOMER SERVICES	<u>N/A</u>
ENGINEERING SERV.	<u>N/A</u>		

BOARD ACTION:

APPROVED _____
DENIED _____

CHIEF EXECUTIVE OFFICER HIRING PROCESS PROCEDURES & TIMELINE 2013

September 4, 2012 Special Meeting Agenda Item

Who is lead on the Hiring Process?	Board in conjunction with Human Resources (HR)
Application Materials	Resume only
Job Announcement (April 22 – April 29)	Post internal for one week, conduct the process with internal candidates and keep the option open to go external
Length of Recruitment (if it goes external)	Recruit for 4 weeks
Advertisement (if it goes external)	Send out management application packet – HR creates a recruitment brochure
Places to Advertise (if it goes external)	Oregonian, Jobs Available, govtjobs.com, Monster, JobDango, Linked In, SDAO, AWWA, yahoo jobs, BC Water jobs, Water for People, send to local cities, counties and water agencies
Application Rating (May 8)	Board and HR reviews application materials
Interview Questions (May 8)	HR works with current CEO (Greg) and Board to finalize questions
1st Interview (May 15)	Board and HR
Personality Profile & Skills Assessment (Week of May 20)	<ul style="list-style-type: none"> ❖ If the final candidate/s are internal candidate/s, Board will hire a Behavioral Consultant to interview finalist/s (personality profile assessment). Board will not conduct a skills assessment. ❖ If the final candidate/s are external candidate/s, Board will hire a Behavioral Consultant to interview finalists and also put the finalists through assessment exercises.
2nd Interview (Optional)	Board leaves the option open whether a 2 nd interview is needed
Reference Checks	HR conducts background and reference checks

Chief Executive Officer Performance Criteria

The following are performance measurement criteria for the Chief Executive Officer (CEO) position to be adopted by the Board of Commissioners on September 4, 2012:

LEADERSHIP

- Working for the Board of Commissioners, provides leadership for the District
 - Leads in developing long-term (as contrasted with expedient) solutions to the issues facing the District
 - Provides leadership to the staff to ensure that the Board of Commissioners' Goals are met by the District
- Anticipates the opportunities to ensure the long-term success of the District in providing good value to our customers
- Promotes lively and if necessary controversial discussions with the Board of Commissioners, the community, partners and others when necessary to achieve the long-term good of the District

RELATIONSHIPS WITH THE COMMUNITY AND CUSTOMERS

- Develops a community and customer consensus of expected performance of the system during normal and extreme events
- With Board of Commissioners' concurrence and consistent with historic contractual practices, sets performance expectations concerning all aspects of TVWD's operations
- Apprises the Board of Commissioners of the resources needed to meet the performance expectations
- Maintains a positive tone and relationship in the experience that the customers and community have in all their interactions with TVWD
- Maintains a proactive image of District programs in the community through effective leadership and utilization of resources
- Ensures that customer and public perception of service by the District is one of extreme courtesy and professionalism
- Is easily accessible to customers and the community
- Effectively handles customers and community interactions with the District including complaints and other inquiries
- Promotes communications that are clear and represents an appropriate level of professionalism

ADMINISTRATION

- Plans and organizes implementation of programs and policies approved or adopted or recommended by the Board of Commissioners

- Provides a clear, concise budget document that funds District services
- Administers the adopted budget within approved revenue and expenditure allocations
- Plans and organizes the maintenance of District owned facilities, buildings and equipment to ensure maximum and safe utilization as well as good value to our customers
- Plans for future staffing needs to meet District established service levels
- Plans and organizes programs to maintain quality staff
- Thinks with a strategic purpose and has the vision to foresee and embrace the issues, challenges and opportunities that lie ahead

RELATIONSHIP WITH BOARD OF COMMISSIONERS

- Maintains effective communications with the Board of Commissioners
- Plans and organizes material to present comprehensive information to the Board of Commissioners that assists in decision making
- Except in an emergency, ensures that the Board of Commissioners are provided with timely background materials prior to discussion at the meetings (including Executive Sessions)
- Ensures that adequate audio and video systems are available for all Commissioners to be able to participate in Board discussions
- Ensures that Board of Commissioners' initiatives such as sustainability and dealing only with ethical vendors are aggressively implemented

RELATIONSHIP WITH TVWD STAFF

- Provides effective leadership for TVWD staff
- Listens to TVWD staff input in the CEO's decision-making process and provide appropriate feedback

RELATIONSHIP WITH THE WATER SYSTEM

- Ensures that the Board of Commissioners are provided information about the level of maintenance, replacement and capital expenditures required so that infrastructure is replaced at the same rate that it wears out
- Ensures that the Board of Commissioners have information so that they can make decisions about the need to upgrade the infrastructure to meet seismic and other extreme events
- Provides leadership to ensure that the system is managed efficiently, effectively and provides good value
 - Manages the water system infrastructure and resources
 - Strategic direction for accommodation of future needs
 - Implements appropriate management strategies to maintain the existing system
 - Implements appropriate operational strategies to achieve the customer service and financial goals of TVWD
 - Has a holistic view of the District and understands the complex relationships that exist between the District and external regulations and influences

- Holistically develops materials for the Board of Commissioner discussions about future supply, aging infrastructure, and dynamic expectation of the system performance by TVWD's customers
- Views the external drives for TVWD holistically integrating the outside political, institutional and other influences in the overall direction of TVWD
- Understands the infrastructure
- Is able to advise the Board of Commissioners about infrastructure needs and balance the resource needs of IT with the need for other infrastructure
- Develops a system so that IT needs are balanced with the other needs of TVWD's departments

INTERGOVERNMENTAL RELATIONS

- Maintains contacts with other governmental agencies
- Represents the District in effectively communicating with customers, the community, and other jurisdictions with which the District is involved or interfaces
- Reports to the Board of Commissioners on intergovernmental plans and activities
- Obtains the proactive concurrence of the Board of Commissioners about intergovernmental plans and activities

PERSONAL / PROFESSIONAL DEVELOPMENT

- Maintains relationships with professional associations and industry colleagues
- Attends conferences and seminars to remain aware of developments in the water industry