

Tualatin Valley Water District



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

SEPTEMBER 4, 2012
SPECIAL MEETING
6:00 PM

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

Management

Staff: Greg DiLoreto, Legal Counsel, Clark Balfour, Amy Heinlen, Mark Knudson, Todd Heidgerken, Paul Matthews, Patty Rupp

Public: Libby Barg, Senior Associate, Barney & Worth

Note: Unless otherwise indicated, the words “Motion carried” mean the action of the Board of Commissioners was unanimous

President Schmidt called the Special Meeting to order at 6:00 p.m. under ORS 192.640 (1) & (3).

WATER SUPPLY STRATEGY UPDATE (PowerPoint slides attached)

Chief Engineer, Mark Knudson, provided an update on the progress to date of the Tualatin Valley Water District (TVWD) Water Supply Strategy.

➤ Work Plan Update

- Explanation of Work Plan Update Timeline
 - There has been a delay in obtaining final cost information for the supply options delayed completion of this task. Preliminary financial items are not on this agenda; however, the preliminary financial information will be presented to the Board at a meeting in October.
 - In November, additional information on the financial and non-financial evaluation as well as a public information update will be on schedule.
 - The work plan will be back on track after the first of the year to make a recommendation in April or May 2013.

- Proposed Supply Packages
 - Initial Plan – Seven Supply Packages
 - Updated Plan – “Two Step” Evaluation
 - Step 1 Four Long-term Supply Options
 - Step 2 Three Near-term Timing Options
- Non-Financial Evaluation Criteria
 - Three-step process to evaluate non-financial factors
 - Review Final Draft - Non-Financial Evaluation Criteria (see attached handout)

There was a discussion amongst the Board and staff regarding #7 Criteria – Ability to continue non-fluoridated supply to Metzger” and whether it should be on the criteria list because of the controversy in Portland about fluoridating water. The Board agreed that Criteria #7 should remain on the list.

- Communications Plan (PowerPoint presentation attached)

Manager of the Office of Community and Intergovernmental Relations, Todd Heidgerken, explained that based on Board input at the July 10 Work Session, staff retained the services of Barney & Worth to assist the District in preparing a public communications plan.

Mr. Heidgerken introduced Ms. Libby Barg, Senior Associate at Barney & Worth, who explained the communications plan. She provided an overview of the process and the compiled results of her interviews with the Board in terms of Communications Strategy and Focus Communications on Supply Reality. She reviewed the Communications Pyramid.

A discussion amongst the Board and staff regarding the Communications Pyramid was held. Mr. Heidgerken explained that prepared talking points would be available for the Board and TVWD staff attending community briefings. He pointed out that elected officials have used this approach effectively on other issues. Commissioners Burke and Doane suggested revisions to the pyramid.

Mr. Heidgerken indicated that the Board should forward further comments on the communications plan to the staff by September 20 to allow time to update the communications plan at the October 2 Work Session.

Mr. Knudson asked the Board if they agreed with the idea of the communications plan as described by Mr. Heidgerken. Board members expressed support for the proposed communication plan concepts.

ADOPTION OF THE HIRING PROCEDURES, STANDARDS AND CRITERIA FOR THE CHIEF EXECUTIVE OFFICER POSITION (Attached handouts “Chief Executive Officer Hiring Process Procedures & Timeline, 2013” and “Chief Executive Officer Performance Criteria”)

Human Resources Director, Amy Heinlen, explained the purpose of discussing and adopting the hiring procedures, standards and criteria for the Chief Executive Officer’s position is to allow the public to comment in an open session. Staff recommends that the Board move to adopt the hiring procedures, standards and criteria for the position of the Chief Executive Officer in order to comply with the public meetings law governing executive sessions.

Commissioner Burke moved to adopt the hiring procedures, standards and criteria for the position of the Chief Executive Officer. Commissioner McWilliams seconded. Motion carried.

ADJOURNMENT

There being no further business, it was moved by Commissioner Burke and seconded Commissioner Duggan to adjourn the Special Meeting at 7:35 p.m.. Motion carried.

The Board then went into an Executive Session.

BOARD OF COMMISSIONERS
TUALATIN VALLEY WATER DISTRICT

BY: _____
Dick Schmidt, President

BY: _____
Jim Doane, Secretary

Date Approved: October 24, 2012