

Tualatin Valley Water District



BOARD OF COMMISSIONERS
1850 SW 170th AVENUE
BOARD WORK SESSION MINUTES

JANUARY 7, 2014
6:00 PM

Present

Commissioners: Vice President, Dick Schmidt, Jim Doane, Jim Duggan, and Marilyn McWilliams
(President Burke was absent)

Management

Staff: Mark Knudson, Paul Matthews, Todd Heidgerken, Brenda Lennox, Patty Rupp

Staff: Chris Johnson

Vice-President Schmidt called the Tualatin Valley Water District (TVWD) work session to order at 6:03 P.M.

UPDATE ON BOARD INFORMATION TECHNOLOGY (IT) NEEDS (PowerPoint Presentation Attached)

Chief Executive Officer, Mark Knudson, provided opening comments.

Chief Financial Officer, Paul Matthews, recapped information that was presented during a work session of the Board in October of 2013. During that work session, staff discussed with the Board various IT needs in order to establish appropriate solutions. The discussion focused on the importance of the State of Oregon public records requirements for email and other electronic communications. Support for computer hardware and software was reviewed.

Mr. Matthews pointed out that there is growing emphasis on mobile computing. The District's Computerize Maintenance Management System (CMMS) anticipates new mobile devices. He added that Support Technology has evolved. Key requirements were discussed and identified by the Board.

To accommodate the upcoming changes to the District's mobile computing requirements, staff proposes to simplify mobile computer strategy while maintaining an adequate level of service to the end users. Mr. Matthews indicated that the change to the District's mobile computing support strategy would ensure that computer support requirements are sustainable, as the District moves forward and continues to implement productive enhancements such as CMMS.

Mr. Matthews provided hands on equipment exercises for the Board members and staff's recommendation.

Staff's recommendation appears on page 4 of the PowerPoint presentation. A general discussion took place. Mr. Matthews described the next steps.

CEO, Knudson, indicated that based on consensus of the Board, staff will acquire and configure hardware, schedule training for the Board and prepare policy revisions for future Board adoption.

DISTRICT RESPONSE DURING 2013 FREEZE EVENT

Customer Services Manager, Brenda Lennox, introduced Chris Johnson, Customer Services Supervisor, for the District who provided the presentation.

Mr. Johnson provided describing the freeze of 2013, December 5 –11, five days of near or below freezing weather. He pointed out that there were 284 total customer phone calls regarding public safety, burst pipes and no water (frozen meters or customer pipes).

Mr. Johnson said he was pleased to report that there were no injuries during the event.

CHIEF EXECUTIVE OFFICER (CEO) COMMUNICATIONS AND GOAL SETTING


CEO, Knudson, proposed that future goal setting with the Board include periodic updates (approximately once every six months) on the progress in completing District Initiatives. In addition, he would meet with the Board annually, starting in mid-2014, to review and update the District Initiatives and associated work plans. CEO, Knudson provided a handout (attached) summarizing the proposed schedule for goal setting, goal progress reviews, and CEO performance evaluation.

Consensus of the Board was to move forward as described by CEO, Knudson

ADJOURNMENT

Without objection, Vice-President Schmidt adjourned the meeting at 7:25 p.m.

BOARD OF COMMISSIONERS
TUALATIN VALLEY WATER DISTRICT

BY: 
Richard Burke, President

BY: 
James Duggan, Secretary

Date Approved: February 19, 2014

Board IT Needs

Paul Matthews
Tualatin Valley Water District

January 7, 2014



Tonight's Discussions

Presentation Overview

- Review our findings from October Work Session
- Present recommendation
- Receive input from Board



Process of Determining Board IT Needs

Software Requirements	Form-Factor Requirements	Other Requirements
<ul style="list-style-type: none"> • Easy access to email • Ability to read and edit documents <ul style="list-style-type: none"> • Portable Document Format (PDF) • Word • PowerPoint • Excel 	<ul style="list-style-type: none"> • Portable and light weight (Practical to take to meetings) • Keyboard with moving keys • USB Port for printers and other peripherals • Support for external monitor and keyboards 	<ul style="list-style-type: none"> • Low total cost of ownership <ul style="list-style-type: none"> • Ease and certainty of compliance (e.g., public records, software licenses) • Low training requirements • Consistent with sustainable IT practices

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Evaluation Criteria

- Ability to access email and other documents
- Total cost of ownership (e.g., hardware, support, subscriptions)
- Ease of compliance with public records, licensing, etc.
- Support for peripherals
- Consistent with sustainable IT Practices

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Hardware Hands-on Exercise

Board IT Needs



Suggested Policy Revisions

Article 1.10.170:

- Revise nomenclature from *laptop* to *device*
- Eliminate requirement for board member to provide phone line
- Change assumed asset life to 3 years
- Eliminate assumption that personal use is taxable



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Goal Setting & Performance Evaluation Schedule

Proposed - January 7, 2014

Activity	Frequency	2013					2014					2015						
		S	O	N	D		J	F	M	A	M	J	J	A	S	O	N	D
District Goal Setting (1)	Annually		*													*		
CEO Goal Setting (2)	Annually			*													*	
Goals Progress Update (3)	Semi-annually							*									*	
CEO Performance Review (4)	Annually				N/A													*
Budget Development	Biennially																	*
Budget Approval (5)	Biennially																	*

Notes:

- (1) - District goals reviewed in work session and adopted by Board at regular meeting; Biennially conduct SWOT and review desired results prior to updating District goals
- (2) - CEO goals reviewed in work session, no formal action by Board
- (3) - Progress update includes review of department and CEO work plans at Board work session
- (4) - Performance review conducted in Executive Session prior to regular meeting
- (5) - Approval by Budget Committee in May and adoption by Board in June