

Tualatin Valley Water District



This document represents the official meeting record of the December 1, 2015 work session of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170th Ave., Beaverton, OR 97003.

1. CALL TO ORDER AND ROLL CALL

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

Management Staff Present: Paul Matthews, Chief Financial Officer (CFO); Amy Heinlen, Human Resources Director; Brenda Lennox, Customer & Support Services Manager; Clark Balfour, Legal Counsel

Staff Present: Mike Jacobs, Risk Management Coordinator; Debbie Werner, District Recorder; Cheri Maki, Administrative Assistant to the CEO

Public Present: None

President McWilliams called the meeting to order at 6:32 p.m.

1. ANNOUNCEMENTS

Mr. Matthews presented the Safety Moment, which focused on tips for increasing safety awareness regarding holiday decorations.

President McWilliams asked for feedback from the Commissioners on whether or not there is a need for a Board retreat to discuss Board priorities and issues. The Commissioners framed their discussion by the questions and discussion items document distributed (see attached).

Mr. Balfour suggested that the retreat location be held within the District rather than a remote location to preserve transparency. He added that the meeting would need to be advertised as a work session with a possible executive session depending on the topics.

Commissioners decided they would each come up with a list of topics for the agenda and email them to Commissioner Burke by December 6. Commissioner Burke will give the combined Board topics list to CEO Knudson for review with staff for possible revisions. The CEO is encouraged to come up with a list of topics as well. Commissioners will discuss the agenda topics at a work session on December 16.

Commissioners decided that a half-day retreat would be adequate and that it should occur by early to mid-spring. CFO Matthews asked if this would be a good time to discuss Board policies and Commissioner Burke said the Board can determine a vision and then review policies.

CFO Matthews provided memos (see attached) on the following Commissioner Topics:

1. Paid Military Leave Feasibility

Ms. Heinlen provided an overview of the staff report and distributed a document showing the hypothetical cost of supplemental military pay (see attached).

The Commissioners determined they would like to give employees maximum flexibility in options for using vacation time or a new system of supplemental pay.

2. Customer Satisfaction Survey

Ms. Lennox provided an overview of the staff report. The Commissioners discussed various options to obtain customer feedback in the least intrusive and logistically feasible way and agreed with staff recommendations.

2. ADJOURNMENT

There being no further business, President McWilliams adjourned the meeting at 7:43 p.m.

Approved by the Tualatin Valley Water District on December 16, 2015.

BY: 
Marilyn McWilliams, President

BY: 
James Duggan, Secretary

Tualatin Valley Water District



Minutes of Executive Session December 1, 2015

These minutes reflect the official meeting record of the December 1, 2015 executive session of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170th Ave., Beaverton, OR 97003.

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

Staff Present: Amy Heinlen, Human Resources Director; Clark Balfour, Legal Counsel; Debbie Werner, District Recorder; Cheri Maki, Administrative Assistant
[Recorder's Note: Mark Knudson, CEO, joined the meeting by conference call at 6:15 PM.]


Other Attendees: None

President McWilliams called the meeting to order at 5:37 p.m., called under ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection, ORS 192.660(2) (h) consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed and ORS 192.660 (i) 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.

President McWilliams adjourned the meeting at 6:26 p.m.

Approved by the Board of Commissioners of Tualatin Valley Water District on December 16, 2015.

BY: 
Marilyn McWilliams, President

BY: 
James Duggan, Secretary