



Board Retreat Minutes  
April 18, 2016

**RETREAT – 10:00 AM**

**1. CALL TO ORDER**

Commissioners Present: Jim Doane, P.E., Jim Duggan, P.E., Marilyn McWilliams and Dick Schmidt  
Commissioner Absent: Richard Burke

Staff Present: Mark Knudson, P.E., Chief Executive Officer; Clark Balfour, Legal Counsel; Dave Kraska, P.E., Water Supply Program Director; Amy Heinlen, Human Resources Director; Debbie Werner, District Recorder; Paul Matthews, Chief Financial Officer; Dale Fishback, Field Operations Manager; Carrie Pak, P.E., Chief Engineer; Mike Jacobs, Risk Management Coordinator

Other Attendees: Judy Clarke and Bernice Bagnall

**2. ANNOUNCEMENTS**

Mr. Knudson presented the Safety Moment on the importance of knowing your surroundings and locating emergency exits when in a new environment.

**3. DISCUSSION ITEMS**

A. Introductions and Goals

Mr. Knudson provided introductory remarks and then Judy Clarke, facilitator, initiated a discussion with the Commissioners on their goals for the retreat.

B. Board Succession Planning

Commissioner McWilliams said she would like to step down before her term is over and she has identified a potential replacement to be considered for appointment by the Board later this fall.

Mr. Knudson asked the Commissioners to notify him as soon as possible if there is interest in stepping off the Board prior to the end of an established term.

Commissioner Schmidt said he anticipates he will run again for another four-year term after his current term expires in June 2017.

Commissioner Duggan said he anticipates he will run again and stay on the Board for the foreseeable future.

Commissioner Doane said he anticipates he will run again for another four-year term after his current term expires in June 2019.

Commissioner McWilliams advocated for an updated orientation program, including a social opportunity for the new member to interact with the full Board. Mr. Knudson said staff will update the program and can build in social opportunities.

#### C. Board Policies

There was discussion about how Board committees interact with staff.

Commissioner Doane expressed frustration with asking questions of staff and not receiving a quick turnaround with answers. Mr. Knudson said staff wants to provide comprehensive answers to Commissioner questions, and more complicated issues may take more time to research in order for staff to respond.

Commissioner McWilliams suggested establishing a process for Commissioner information requests and Commissioner Doane suggested providing responses in a work session setting. Mr. Knudson said staff will develop a process and mechanism for sharing responses to information requests by individual Commissioners. He also noted the Board committees would be great forums for more specific questions directed to staff. Commissioner Duggan said he would like answers to Commissioner information requests to be shared with the full Board.

The Commissioners had no comments on the Draft Board Policies Revision Plan distributed by Ms. Werner.

#### D. Board/Staff Communication

Ms. Clarke listed off the various communication methods staff identified and the Commissioners were all fine with current methods, timing, formats and ways in which each are sent. Commissioner Duggan said he would like department reports at meetings to be on timely topics.

Mr. Knudson said he will continue to emphasize the importance of Commissioners using District email addresses for public records purposes.

#### E. Board Meetings

The Commissioners led the discussion on ways to address Commissioner absences from meetings or events. There were a number of ideas generated regarding possible sanctions. Commissioner Doane said he wanted to make clear that this discussion is initiated by Commissioners with staff implementing any resulting policy changes approved by the Board.

Commissioner McWilliams emphasized the importance of being prepared for meetings to ensure meeting efficiency.

Commissioner Doane said presentations at meetings are great opportunities to advertise District functions and activities. Commissioner McWilliams requested staff be mindful of how complicated

graphics and charts may be difficult for viewers to read; use of larger fonts and more readable graphs was encouraged.

There was discussion about following Robert's Rules of Order in meetings. Mr. Knudson said staff can come up with a summary of the rules to provide Commissioners for their reference.

Mr. Knudson made it clear that Commissioners can address staff by their first names during Board meetings. Staff will continue to address the Commissioners with their titles as a form of respect.

#### F. Strategic Partnerships

Mr. Knudson asked the Commissioners how deeply they would like to engage with other agencies through events and meetings. The Commissioners said they would look to staff to determine any needs for Commissioner attendance and that they would communicate with other agencies via staff.

There was discussion about what meetings qualify for the \$50 statutory reimbursement for Commissioners. Mr. Balfour and Mr. Knudson said Board policy on that topic can be clarified as part of the Board policy update process.

The Commissioners expressed thoughts on how the Willamette Water Supply System governing board will involve the TVWD Board. Mr. Knudson said there will be ongoing discussion as the process to create that new board unfolds.

#### G. Strategic Topics

The Commissioners expressed their thoughts on a variety of topics facing the District now and in the future, especially regarding the Willamette Water Supply Program.

Mr. Knudson broached the idea of hiring a deputy Chief Executive Officer to balance his duties given the increasing demands on his time, and the Commissioners were interested in investigating that option. It was acknowledged this position would need to be added in the 2017-19 budget process.

There was discussion about future workforce shifts and cross-training opportunities for staff, as well as opportunities for interns in several District departments.

The Commissioners wanted to emphasize the importance of District Initiatives while recognizing other opportunities may arise that prohibit timely completion of an established initiative.

The Commissioners wanted to continue to monitor what is coming regarding the Public Employee Retirement System while maintaining a comprehensive benefits package for staff.

Commissioner Doane expressed his appreciation for staff response to his questions on upcoming bond sales.

There were concerns expressed regarding the effect of economic downturns on the District's close partners and how it would effect District finances and operations regarding the Willamette Water Supply

Program. Mr. Knudson and Mr. Matthews pointed out conditions and contingencies can be built into agreements that produce the formalized partnership to help mitigate such effects.

Mr. Knudson said Alex Cousins, Communications and Public Affairs Supervisor, will continue to work with Mr. Balfour and then the new in-house attorney to monitor legislative issues for the District.

Commissioners Schmidt and Doane wanted to be sure the District is anticipating potential water quality monitoring requirements and opportunities. There was some discussion about the Joint Monitoring Program for lead in water, which will be considered at the April 20 Board meeting.

Ms. Clarke revisited the Commissioners' retreat goals, which the Commissioners said had been met.

There being no further business, President McWilliams adjourned the retreat at 2:59 p.m.

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Marilyn McWilliams, President

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Jim Duggan, Secretary