



TUALATIN VALLEY
WATER DISTRICT

TVWD BOARD OF COMMISSIONERS

President Todd Sanders, PhD | Vice President Carl Fisher

Secretary Jim Doane, PE | Treasurer Elliot Lisac | Commissioner Jim Duggan

Special Board Meeting Agenda

October 3, 2023

SPECIAL SESSION – IMMEDIATELY FOLLOWING EXECUTIVE SESSION – TVWD HEADQUARTERS

CALL TO ORDER

1. BUSINESS AGENDA

- A. Consider a resolution appointing Paul Matthews as the Interim Chief Executive Officer. *Staff Report – Kylie Bayer, Human Resources Director*
- B. Consider action on retirement agreement for former Chief Executive Officer

ADJOURNMENT

If you wish to attend this meeting remotely or in person, please email sam.kaufmann@tvwd.org or call 503-848-3094 by 4:30 p.m. on October 3, 2023.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

For online meeting information, Commissioner bios and more, visit tvwd.org.





TUALATIN VALLEY

WATER DISTRICT

Date: October 3, 2023
To: Board of Commissioners
From: Kylie Bayer, Human Resources Director
Subject: Appointment of Interim Chief Executive Officer

Requested Board Action:

Consider adopting a resolution appointing Paul Matthews as interim Chief Executive Officer.

Key Concepts:

- Tom Hickmann has notified the District of his retirement.
- Paul Matthews was identified as an Interim Chief Executive Officer.

Background:

The Interim CEO appointment does not require an employment contract as the District will follow its standard “out-of-grade” wage provision in Personnel Policy 2.2.2 *Promotions and Transfers, Compensation*. The Board of Commissioners typically vests the powers and duties of the Chief Executive Officer through an employment contract; as such, staff recommend the Board adopt Resolution 17-23 appointing Paul Matthews to the Interim CEO role and vesting Mr. Matthews with the powers and duties of the CEO.

Budget Impact:

None.




Staff Contact Information:

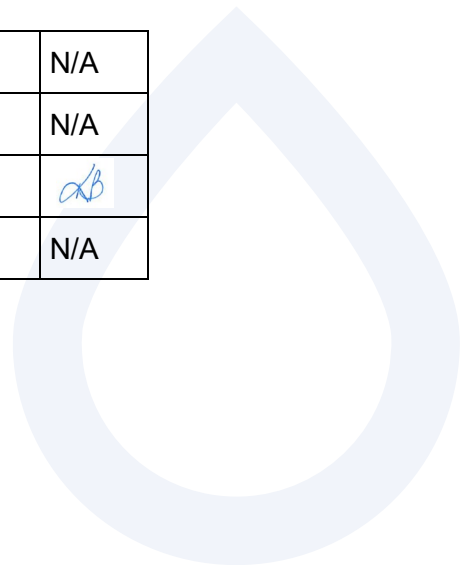
Kylie Bayer; Human Resources Director; 503-577-1935; kylie.bayer@tvwd.org
Clark Balfour; General Counsel; 503-848-3061; clark.balfour@tvwd.org

Attachments:

Proposed Resolution 17-23

Leadership Team Initials:

| | | | |
|---------------------------------|---|-------------------------------|---|
| Interim Chief Executive Officer |  | Customer Service Manager | N/A |
| Chief Operating Officer | N/A | IT Services Director | N/A |
| Interim Chief Financial Officer | N/A | Human Resources Director |  |
| General Counsel |  | Water Supply Program Director | N/A |





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 17-23

A RESOLUTION APPOINTING PAUL MATTHEWS AS THE INTERIM CHIEF EXECUTIVE OFFICER.

WHEREAS, the Board of Commissioners have appointed Tom Hickmann as Chief Executive Officer to administer the operations of the District pursuant to an employment contract and adopted policies; and

WHEREAS, the retirement of the Chief Executive Officer requires the Board of Commissioners to appoint an Interim Chief Executive Officer until the CEO position is filled; and

WHEREAS, the Board of Commissioners finds it necessary to adopt a resolution to appoint Paul Matthews as Interim CEO to vest him with CEO powers for the duration of the Interim CEO tenure and being advised.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Board of Commissioners hereby appoints Paul Matthews as the Interim Chief Executive Officer of Tualatin Valley Water District to serve at the pleasure of the Board, effective September 18, 2023.

Section 2: The Interim Chief Executive Officer shall have all powers and duties to execute and administer the policies, programs, ordinances, rules and regulations of the District, provisions and duties of this Resolution and such other duties or tasks as may be assigned by the Board of Commissioners within budget appropriations and all applicable law. This Resolution vests in the Interim CEO the day-to-day control of District operations while reserving to the Board sole policy making authority and control over fiscal policy, budget, and financial matters.

Section 3: The authority of the Interim CEO, consistent with Oregon law, shall include but not be limited to:

- A. Overall management, administration and direction of operations, functions, activities, and programs of the District;
- B. Hiring, setting compensation, supervising, disciplining and discharging of District employees and volunteers subject to applicable law and the policies of the District;
- C. Execution and administration of the District's policies within budget appropriations according to the District's policies and pursuant to law, ordinance, and resolutions.
- D. Policy advice to the Board of Commissioners and communication with the community to foster responsive and courteous public service.
- E. Supervise the construction, operation, maintenance, repair and replacement of District facilities and equipment owned by the District.

- F. Keep and maintain proper fiscal records in accordance with law.
- G. Do and perform all things necessary to be done to fully and completely administer the District and as otherwise directed by the Board of commissioners; and
- H. Provide assistance or services to other units of government when within the District's purposes and objectives to the extent reasonable and practical, which is encouraged but not required.

Section 4: The Board agrees to the principle that communications from a Board Member outside of a Board meeting shall be directed to the Interim CEO unless the Interim CEO directs other staff to respond directly and so informs the Board member.

Section 5: During the period of this Interim CEO appointment, Paul Matthews shall be compensated according to District Policy 2.2.2 *Promotions and Transfers, Compensation* for working out of grade and staff is directed to take all action to make this compensation adjustment. Upon expiration of this appointment, Paul Matthews will revert to his prior position as the District's Chief Financial Officer.

Approved and adopted at a special meeting held on the 3rd day of October 2023.

Todd Sanders, President

Jim Doane, Secretary

