



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, PE

Board Work Session Agenda

June 4, 2024

WORK SESSION – 6:00 PM – TVWD HEADQUARTERS

CALL TO ORDER

ANNOUNCEMENTS

DISCUSSION ITEMS

- A. Chief Executive Officer Performance Criteria. *Staff Report – Paul Matthews, Chief Executive Officer*
- B. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska, PE; Willamette Water Supply Program Director*
- C. Board Officer and Committee Appointments. *Staff Report – Paul Matthews, Chief Executive Officer*

ADJOURNMENT

If you wish to attend this meeting remotely or in person, please email sam.kaufmann@twwd.org or call 503-848-3094 by 4:30 p.m. on June 4, 2024.

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 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 twwd.org.



TUALATIN VALLEY
WATER DISTRICT

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TUALATIN VALLEY

WATER DISTRICT

Date: June 4, 2024
To: Board of Commissioners
From: Paul L. Matthews, Chief Executive Officer
Subject: Chief Executive Officer (CEO) Performance Criteria

Key Concepts:

- To allow the Board to conduct the performance evaluation of the CEO in executive sessions, the Board must adopt the standards and criteria used for the evaluation in a public meeting where the public is provided an opportunity to comment.
- The Board has historically adopted “CEO Performance Criteria” during a public meeting to act as the standards and criteria for the CEO’s evaluation.
- Adopting the CEO Performance Criteria as part of a regular meeting agenda provides the public an opportunity to provide comments for the Board’s consideration.
- Prior to adopting the CEO Performance Criteria, staff recommends the Board discuss them in a work session. This will allow staff to prepare final CEO Performance Criteria for the Board’s consideration at a regular meeting.

Background:

As a good business practice, the Board should periodically review the CEO Performance Criteria used to evaluate the performance of the District’s CEO. The Board adopted the current CEO Performance Criteria at its December 18, 2019, regular board meeting. The CEO Performance Criteria adopted at that meeting were essentially unchanged from the criteria used by the Board since 2013.

In working with the District’s consultant, Judy Clarke of Team HR, LLC, staff recommends the Board consider:

1. Simplifying the CEO Performance Criteria. A simpler, more focused list of criteria is expected to increase the effectiveness of the Board’s evaluation of the CEO. Although having a longer list of criteria may seem to provide greater flexibility to the evaluation process, in practice, a longer list can dilute the weight of individual criterion, thereby reducing the overall effectiveness of the evaluation.
2. Modernize the CEO Performance Criteria. The current criteria are more than a decade old and may actually be much older. Both the District and the water industry have experienced significant changes over the past 10 years. A modernized set of CEO Performance Criteria will focus on more contemporary concerns.

Judy Clarke will attend this work session to answer questions for the Board regarding the overall CEO evaluation process and the draft CEO Performance Criteria (attached). Staff will revise the draft CEO Performance Criteria consistent with the Board’s discussion and present them to the Board for final approval at a future regular meeting.

Once adopted, the Board will be allowed to conduct the CEO’s performance review in executive sessions consistent with the requirements of ORS 192.660 which states the governing body of a public body may hold

an executive session 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.

Budget Impact:

There is no budget impact of this information item. The cost of revising the CEO Performance Criteria and providing this presentation is within the District's Adopted 2023-25 Biennial Budget.

Staff Contact Information:

Paul L. Matthews; Chief Executive Officer; 503-848-3017; paul.matthews@tvwd.org

Attachments:

Draft CEO Performance Criteria

Leadership Team Initials:

| | | | |
|-------------------------|-----------|-------------------------------|-------------|
| Chief Executive Officer | <i>pm</i> | Customer Service Manager | <i>AC</i> |
| Chief Operating Officer | N/A | IT Services Director | <i>(TB)</i> |
| Chief Financial Officer | N/A | Human Resources Director | <i>ab</i> |
| General Counsel | <i>CB</i> | Water Supply Program Director | <i>(SD)</i> |
| Communications Director | <i>SD</i> | | |





CEO Performance Criteria

| Criteria | Expectations |
|---|--|
| LEADERSHIP | <ul style="list-style-type: none"> • Provides the leadership to achieve District priorities. • Leads staff in the mission of providing reliable, resilient, and safe water. • Leads the District toward its vision that “our water sustains thriving communities – every day for everyone”. • Leads the staff to emphasize the values of respect, integrity, service, and equity. • Plans with a strategic focus that foresees and embraces District future challenges and opportunities. • |
| RELATIONSHIPS WITH THE COMMUNITY AND CUSTOMERS | <ul style="list-style-type: none"> • Maintains a positive tone and relationship with customers and the community. • Promotes a positive image of the District through effective leadership and management of resources. • Ensures that the perception of the District’s services is one of extreme courtesy and professionalism. • Effectively manages complex relationships with regional partners. |
| ADMINISTRATION | <ul style="list-style-type: none"> • Manages District resources (e.g., personnel, financial, infrastructure), to achieve priorities. • Oversees the budget process to create a clear, concise budget that funds District activities. • Administers spending consistent with the adopted budget. • Promotes strategies that attract and retain quality staff. • Demonstrates quality of analyses and judgment related to progress, opportunities, and the need for change. |
| RELATIONSHIP WITH THE BOARD | <ul style="list-style-type: none"> • Builds trusting relationships and effective communications with the Board. • Address Board concerns in a timely manner. • Improve performance based on feedback from the Board. • Presents information to the Board that is clear, timely, accurate, and relevant. • Provides the necessary support to enable the Board’s success in its policymaking role. • Plans and organizes information that assists the Board in setting policies for the District. • Effectively implements policies as determined by the Board. |
| RELATIONSHIP WITH TVWD STAFF | <ul style="list-style-type: none"> • Provides effective leadership for TVWD staff. • Considers staff input in the CEO’s decision-making process and provide appropriate feedback. • Builds capacity within the District by providing staff with appropriate training, education, and opportunities for professional growth. |
| RELATIONSHIP WITH THE WATER SYSTEM | <ul style="list-style-type: none"> • Understands the District’s infrastructure. • Provides leadership to ensure that the water system is managed efficiently, effectively and provides good value to customers. • Understands the complex relationships that exist between the District, the regional supply system, and regulatory bodies. • Manages the District’s infrastructure risks including financial, infrastructure, cybersecurity, etc. |

| Criteria | Expectations |
|--|--|
| INTERGOVERNMENTAL RELATIONS | <ul style="list-style-type: none"> • Creates and maintains productive relationships with the District’s partners. • Ensure the District follows its Board-adopted Regional Principles. • Represents the District by effectively communicating with customers, the community, and others. • Implements measures that pursue the Board-adopted legislative strategies. |
| PERSONAL/PROFESSIONAL DEVELOPMENT | <ul style="list-style-type: none"> • Establishes the highest ethical standards within the District. • Maintains relationships with professional associations and industry colleagues. • Remains aware of developments in the water industry and maintains professional skills by attending conferences, seminars, and other opportunities for training. |

Draft



TUALATIN VALLEY

WATER DISTRICT

Date: June 4, 2024
To: Board of Commissioners
From: David Kraska, P.E., Willamette Water Supply Program Director
Subject: Willamette Water Supply System Commission Update

Key Concepts:

The purpose of this regular presentation is to update the TVWD Board on the current activities of the Willamette Water Supply System (WWSS) Commission. Since the TVWD Board has one representative on the WWSS Commission Board, these reports provide a means of keeping the other TVWD Board members current on relevant information. The topics of this month's update are:

- A. Review the June 2024 WWSS Commission Board Meeting agenda
- B. Review the Approvals and Procurements Forecast
- C. Update on Willamette Water Supply Program (WWSP) activities

Background:

The June WWSS Commission Board meeting will be held on June 6, 2024, and there are three Business Agenda items:

- A. Approve WWSP Program and Construction Management Services FY25 Annual Work Plan
- B. Approve Amendment to Public Outreach Services Contract for FY25 Services
- C. Approve Amendment to WTP_1.0 Design Contract for FY25 Services

There are three informational items on the June agenda: 1) an update on the Water Treatment Plant project schedule recovery effort, 2) a review of the completed construction projects cost performance, and 3) a notice regarding the next regular Board meeting scheduled for August 1, 2024.

The Approvals and Procurements Forecast (Forecast) is a WWSP tool that summarizes recent decisions made, and previews decisions and approvals that are coming up in the next three months. The Forecast is divided along the various types of approvals and procurements that occur on the WWSP and the different approval levels: Program Director, WWSS Committees, and WWSS Board. At the June TVWD Board work session, we will present a review of the current Forecast that covers the months of April through August 2024. As work on the WWSP has progressed, there have been fewer items listed on the Forecast. We expect that trend to continue in the months ahead, and we plan to discontinue presenting the Forecast at future TVWD work sessions.

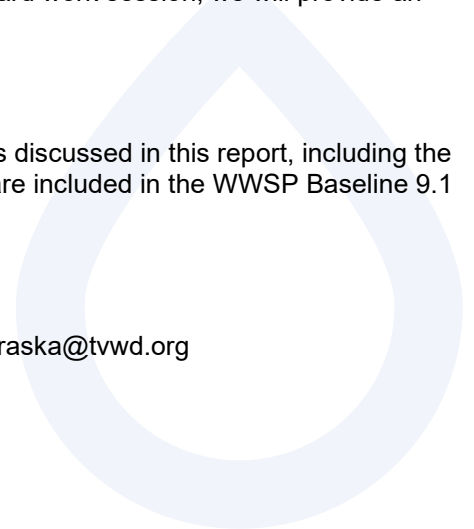
There remain thirteen projects in construction, and we are continuing to also make progress on other priorities including preparing for commissioning and startup of the new system. At the June TVWD Board work session, we will provide an update on our project delivery progress and on our active construction projects.

Budget Impact:

Informational item only. There are no budget impacts from this staff report. All items discussed in this report, including the labor expenses related to preparing this staff report and the associated materials, are included in the WWSP Baseline 9.1 budget.

Staff Contact Information:


David Kraska, P.E.; WWSS Commission General Manager; 503-941-4561; david.kraska@tvwd.org



Attachments:

WWSS Commission June 2024 Board Meeting Agenda
WWSP Approvals and Procurements Forecast

Leadership Team Initials:

| | | | |
|-------------------------|-----------|-------------------------------|---|
| Chief Executive Officer | <i>pm</i> | Customer Service Manager | N/A |
| Chief Operating Officer | N/A | IT Services Director | N/A |
| Chief Financial Officer | N/A | Human Resources Director | N/A |
| General Counsel | <i>CB</i> | Water Supply Program Director |  |
| Communications Director | N/A | | |



**Willamette Water Supply System Commission
Board Meeting Agenda**

Thursday, June 6, 2024 | 12:00 - 1:30 PM

Tualatin Valley Water District – Board Room
1850 SW 170th Ave., Beaverton, OR 97003

If you wish to address the WWSS Board, please contact annette.rehms@tvwd.org to request the Public Comment Form and return it by email 48 hours prior to the day of the meeting. 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.

EXECUTIVE SESSION – 11:30 AM

An executive session of the Board is called under, ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

REGULAR SESSION – 12:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on items on the agenda, as well as matters not on the agenda. Each person is limited to three minutes.

4. GENERAL MANAGER'S REPORT – David Kraska

Brief presentation on current activities relative to the WWSS Commission

5. CONSENT AGENDA

These items are routine and may be approved in one motion without separate discussion. Any Board member may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

- A. Approve the April 4, 2024 meeting minutes
- B. Adopt Resolution WWSS-04-24 Adopting FY2024-25 WWSS Board Meeting Schedule

6. BUSINESS AGENDA

- A. Approve WWSP Program and Construction Management Services FY25 Annual Work Plan – *David Kraska*
- B. Approve Master Services Agreement (MSA) 2029-043 Task Order #6 for Public Outreach Services – *Christina Walter*
- C. Approve Contract No. 2018-014 Amendment #30 for WTP_1.0 Design – *Mike Britch*

7. INFORMATION ITEMS

- A. Water Treatment Plant Schedule Recovery Progress Update – *David Kraska*
- B. Completed Construction Project Cost Performance – *David Kraska*
- C. The next Board Meeting is scheduled on August 1, 2024, via Microsoft Teams

8. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. Water Treatment Plant Construction Site Tour - 21309 SW 124th Avenue, Sherwood, OR, 97062

9. ADJOURNMENT: Meeting will be adjourned at the conclusion of tour. Time will be recorded in the meeting minutes.

Approvals and Procurement Forecast: April 2024 through August 2024

This report provides a five-month projection of (1) forthcoming actions under the WWSS Management Authority Matrix and (2) ongoing and forthcoming procurements.

a = Actual date
 e = Email approval
 FC = Finance Committee
 LCRB = Local Contract Review Board
 MC = Management Committee
 N/A = Not applicable
 OC = Operations Committee

Rec. = Recommendation
 t = Tentative date
 TBD = To be determined; sufficient information not available to project a date
 Note: Dates in red text indicate meetings needed outside the normal meeting schedule

| Type | Description | Body/Position (projected action date) | | |
|---|--|---------------------------------------|------------|------------------|
| | | WWSS Committee | WWSS Board | Program Director |
| Program Baseline or Related Plans (above Program Director's Authority) | 1. WWSP 2024 Rebaseline Schedule and Budget and WWSS Fiscal Year 2024-2025 Work Plan and Budget | 3/21/2024 a | 4/4/2024 a | N/A |
| Real Estate | 2. None | N/A | N/A | N/A |
| IGA's, MOU's, Permit Commitments, & Similar Agreements | 3. None | N/A | N/A | N/A |
| Contracts (above Program Director's Authority) | 4. None | N/A | N/A | N/A |
| Contract Amendments and Change Orders (above Program Director's Authority) | 5. Permitting Services Contract Amendment for Next One-year Period <ul style="list-style-type: none"> Goal: Extend contract through March 2025 Value: \$818,510.50 Consultant: David Evans Associates (DEA) | 3/21/2024 a | 4/4/2024 a | 5/2/2024 a |
| | 6. WWSP Program and Construction Management Services FY 2025 Annual Work Plan <ul style="list-style-type: none"> Goal: Approve scope, staffing, and fee for program and construction management services for FY 2025 Value: \$21,619,462 Consultant: Stantec Consulting Services Inc. | 5/23/2024 t | 6/6/2024 t | 6/7/2024 t |
| | 7. Public Outreach Service <ul style="list-style-type: none"> Goal Provide additional public outreach during the term April 2024 through April 2025 Value: \$497,608.35 Consultant: Consor North America Inc. | 5/23/2024 t | 6/6/2024 t | 6/7/2024 t |
| | 8. WTP_1.0 Design Services Contract <ul style="list-style-type: none"> Goal: Amend contract for design services related to additional engineering services Value: \$2,626,448 Consultant: CDM Smith | 5/23/2024 t | 6/6/2024 t | 6/7/2024 t |
| Local Contract Review Board (LCRB) Actions | 9. None | N/A | N/A | N/A |
| Other | 10. WWSP Cost Shares Methodology | 3/21/2024 a | 4/4/2024 a | N/A |
| | 11. Congressional Directed Spending Grant Technical Correction | 3/21/2024 a | 4/4/2024 a | N/A |



TUALATIN VALLEY

WATER DISTRICT

Date: June 4, 2024
To: Board of Commissioners
From: Paul L. Matthews, Chief Executive Officer
Subject: Board Officer and Committee Appointments

Key Concepts:

- Each July, the Board appoints its officers and approves the appointments of Board members to other committees (both internal and external committees).
- Staff has worked with the Board President and Vice President to prepare a draft of the appointment of officers and committees for the coming fiscal year.
- The Board will be asked to formally appoint its officers and make committee assignments at its July 17, 2024, regular meeting.

Background:

Chapter 3 of the Board Policy governs the role and appointment of officers. The policy states that “The Board will approve annual appointments...at its first regular meeting in July.” Additionally, Chapter 3, Subsection 1(b) of the Board Policy provides that the assignments of both internal and external committees are made by the Board President with approval by the full Board.

This information item is intended to gather information from the Board to allow staff to prepare an action item for the Board’s regular meeting on July 17, 2024, to both appoint its officers and approve the appointments to the various committees.

Officers: The officers of the Board include the President, Vice President, Treasurer, Secretary, and Acting Secretary. Terms of office are for one year, and no member may serve more than three consecutive terms as President. Commissioner Sanders will have served three terms as President.

The duties of the President include presiding at meetings (with the right to make motions, discuss and vote on any issue), signing documents, serving as Board representative in speaking to other governmental bodies (unless another Commissioner is so designated), having authority over committee appointments, and calling special meetings.

The Vice President performs the President’s duties in the absence of the President. Commissioner Fisher will have served one term as Vice President.

The Treasurer serves as liaison between Board and staff regarding financial policies. In the absence of both the President and Vice President, the Treasurer performs the duties of the President. Commissioner Lisac will have served one term as Treasurer.

The Secretary countersigns official documents that the President signs. Commissioner Doane will have served three terms as Secretary. The Acting Secretary performs this duty in the absence of the Secretary.

Commissioner Lisac will have served two terms as Acting Secretary. Commissioner Duggan currently does not hold an officer position.

Committees: Commissioners serve on various internal committees as well as external committees within the community. A description and/or list of each committee can be found in the attached draft proposed Board Appointments and Assignments. The draft Board Appointments and Assignments describes the Joint Water Commission (JWC) appointees as either Vice Chair or member. The intergovernmental agreement that formed the JWC provides that each partner agency has three voting members. In past years there has been confusion on this matter since the JWC staff often describes these voting representatives as vice-chair, alternate, and backup. In fact, all three are voting members. One is appointed to serve as a vice-chair and serves on the executive committee.

Other Matters: Staff would like the Board to consider slight modifications to the charge of two of the internal committees: Policy and Board Development Committee and the Water Supply Committee. The proposed changes to the committees' charges are shown using track-changes in the draft proposed Board Appointments and Assignments attached to this staff report. Staff recommends the Board consider tasking the Policy and Board Development Committee to support the District's legislative affairs efforts. Furthermore, staff recommends that the Water Supply Committee's charge be expanded beyond just the Willamette Water Supply Program to include other water supply issues.

Staff will use the discussion of the Board to prepare a final proposed Board Appointments and Assignments for consideration by the Board at its July 17, 2024, regular meeting.

Budget Impact:

None. The cost of preparing the information for this presentation is included in the District's Adopted 2023-25 Biennial Budget.

Staff Contact Information:

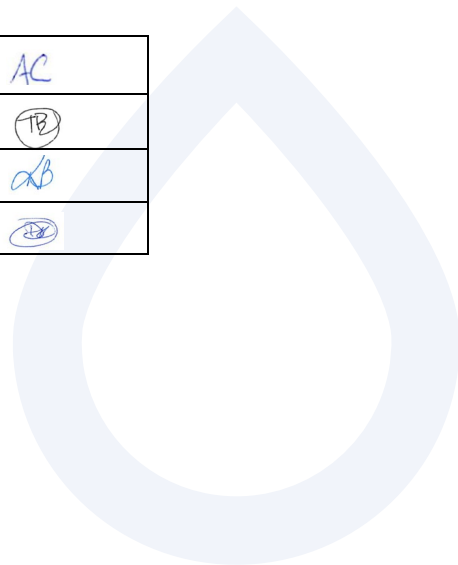
Paul L. Matthews; Chief Executive Officer; 503-848-3017; paul.matthews@twwd.org

Attachments:

Draft Proposed Board Appointments and Assignments

Leadership Team Initials:

| | | | |
|-------------------------|------------|-------------------------------|-------------|
| Chief Executive Officer | <i>PLM</i> | Customer Service Manager | <i>AC</i> |
| Chief Operating Officer | N/A | IT Services Director | <i>(TB)</i> |
| Chief Financial Officer | N/A | Human Resources Director | <i>ab</i> |
| General Counsel | <i>CB</i> | Water Supply Program Director | <i>(D)</i> |
| Communications Director | <i>SD</i> | | |



BOARD APPOINTMENTS AND ASSIGNMENTS
Effective July 17, 2024 for Fiscal Year 2024-25

| Board Officers | Commissioner | | | | |
|---|--------------|-----------|-------------|--------------|--------------|
| | Doane | Duggan | Fisher | Lisac | Sanders |
| President (consecutive three-year term limit) | | | First Term* | | |
| Vice President | | | | | First Term* |
| Treasurer | | | | Second Term* | |
| Secretary | Fourth Term* | | | | |
| Acting Secretary | | | | Third Term* | |
| Internal Committees | | | | | |
| Budget Committee | Member | Member | Member | Member | Member |
| Policy and Board Development Committee | | | Member | | Member |
| Water Supply Committee | Member | | | | Member |
| Strategic Planning Committee | Member | | | | Member |
| Finance Committee and Audit Committee | | Member | | Member | |
| External Committees | | | | | |
| Willamette River Water Coalition Board | Alternate | | | | Primary |
| Willamette Intake Facilities Commission Board | Primary | | | | Alternate |
| Willamette Water Supply System Commission Board | Alternate | Primary | | | |
| Joint Water Commission | Member | | | Member | Vice Chair** |
| Barney Reservoir Joint Ownership Commission | Alternate | | | Backup | Vice Chair |
| Regional Water Providers Consortium Board/Executive Committee | | Primary | | | Alternate |
| Aloha Business Association | Primary | | | | |
| Washington County Public Affairs Forum (event attendance) | | Alternate | | | Primary |
| Westside Economic Alliance (event attendance) | Alternate | | Primary | | |

Policy and Board Development Committee – This committee will provide input and review of proposed updates to the Board Policy Manual. In reviewing and updating the Board policies, this committee will also identify effective Board processes, structures, and roles. Other roles for this committee may include Board retreat planning, Board performance evaluation planning, and orientation of new Commissioners, and providing input to the CEO on legislative affairs.

Water Supply Committee – This committee will provide input to the CEO on strategic and policy matters related to continued implementation of the Willamette Water Supply Program water supply, including issues such as system capacity, levels of service, expectations for seismic resiliency, public outreach strategies, and partnership agreements.

Strategic Planning Committee – Members of this committee will participate in the biennial District strategic planning process to identify and prioritize District Initiatives for the coming biennium. The committee will also conduct periodic progress reviews of District Initiatives and track progress toward completing the initiatives.

Finance Committee – This committee will work with the CEO and CFO to track the District’s financial performance and will participate in development of draft financial policies and strategies such as debt planning and long-term rate planning.

Audit Committee – This committee provides independent review and oversight of the District’s financial reporting processes, internal controls, and independent auditors.

*Terms listed here are based on consecutive years in each position. **Serves on Executive Committee