



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD



TO: Commissioner Mital, Simpson, Helgeson, Manning and Brown  
FROM: Lena Kostopulos, Human Resources Manager  
DATE: March 25, 2015  
SUBJECT: Annual General Manager's Performance Evaluation for Year 2014  
OBJECTIVE: Board Action

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## Background:

On March 3, 2015, the EWEB Board of Commissioners met in Executive Session with General Manager, Roger Gray to conduct its annual performance evaluation for year 2014. This document is intended to describe the performance evaluation process and to summarize the Board's conclusions for the record.

## Process:

Board Members were provided with the Utility's 2014 Corporate Dashboard Report, Year-end Financial Reports for the Electric and Water Utilities and, the General Manager's self assessment (completed using the same form and criteria as that provided to the Board.) Commissioners used a standard evaluation form with the following rating scale:

- Exceptionally Skilled – consistently far exceeds expectations
- Skilled – fully satisfies all expectations and performing well in all aspects
- Developing – generally satisfies expectations and approaching skilled performance in some aspect
- Underperforming

Commissioners offered ratings and observations in six separate performance categories plus one overall performance category. The categories along with the average rating for each were:

Operational Effectiveness & Capital Planning	Exceptionally Skilled
Financial Performance & Compliance	Exceptionally Skilled
Strategic Development & Deployment	Exceptionally Skilled
Internal Leadership	Skilled
External Leadership	Skilled
Effectiveness in Working with the Board	Skilled
Overall Performance	Skilled

The Board indicated they are very satisfied with General Manager Gray's 2014 job performance, overall. Areas of particular note included his strengths in the effective operational management of the Utility, development and maturing of capital plans, determining investment priorities and sequencing large projects in harmony with the Utility's long-term financial plans. All agreed that General Manager Gray had performed exceptionally with respect to the Utility's continuing work in addressing and overcoming the financial challenges of recent years and in executing strategies to ensure future financial health. Further, the Board expressed their satisfaction with the internal controls implemented under General Manager Gray's leadership as well as the Utility's ability to quickly respond to and resolve concerns cited in last year's audit. Commissioners also remarked on the benefit EWEB derives from General Manager Gray's deep expertise in all aspects of the utility industry and some attributed this to his level approach and ability to take challenges in stride. The Board also noted their appreciation of General Manager Gray's long-term vision and his ability to focus the Utility's work on long-term strategic objectives. The Board expressed some concern surrounding the great volume of work required by the General Manager's position and invited General Manager Gray's continued engagement with each Commissioner and with the Board as a whole to ensure the demands of the job remain manageable.

During regular session, President Mital offered a summary of the Board's collective observations related to General Manager Gray's 2014 job performance and invited individual Commissioners to comment. Each made remarks recognizing General Manager Gray's efforts and his contributions to EWEB over the last year and in general. On behalf of the Board of Commissioners, President Mital expressed appreciation for General Manager Gray's 2014 performance and the evaluation discussion was concluded.

The Board directed me to prepare this summary to be presented as a consent calendar item for the next agenda. A copy of this memorandum, along with any documents associated with the performance evaluation process, will be placed in General Manager Gray's EWEB employment record.

**Recommended Action:**

Approve this summary as an accurate reflection of the annual performance evaluation discussion for year 2014 between the EWEB Board of Commissioners and General Manager, Roger Gray.