



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Barofsky, Schlossberg, Brown, Carlson, and Morris
FROM: Diedre Williams, Chief People Officer
DATE: October 24, 2025 (November 4, 2025 Board Meeting)
SUBJECT: General Manager Transition – Executive Recruitment Timeline
OBJECTIVE: Information

Issue

EWEB's General Manager, Frank Lawson, announced his intent to retire with a target departure within Q2 of 2026. An overall project calendar will be used to identify the start and stop of project phases (such as Candidate Screening or Short List Selection). As part of overall project management, staff is looking to confirm an agreed to project schedule for planning purposes.

Recommendation

The attached calendar incorporates all scheduling input from the individual Commissioners, the executive recruiter, as well as EWEB's board calendar. Staff will utilize this calendar for project management purposes.

Requested Board Action

No action is requested at this time.

Attachments:

General Manager recruitment calendar Nov 2025

Hiring Process: Updated Timeline

Activity	Forum	Date *	Timeline										Status
Process and Standards Discussion	General	Sept 2	●										Complete
Requirements discussion with Vendor	General	Oct 7		●									Complete
Candidate Search and Screening	Recruiter	Oct 8 – Nov 18		■									Ongoing
Short List Selection	Executive	Dec 9				●							
Short List Interviews/ Finalists Selection	Executive	Jan 5 – 7, Jan 12 – 13					●						
Finalist Interviews	Executive	Jan 27 – 30					●						
Candidate Selection	Executive	Feb 3						●					
Employment Negotiations	Recruiter	Feb 3 – Feb 16						■					
Offer of Employment to new GM	General	Feb 17						●					
Notice Period / new GM start		Feb – May							■				