



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital  
FROM: Steve Newcomb, Environmental Management Manager  
DATE: October 28, 2013  
SUBJECT: Update to Board Policy Manual; Retire Board Policy SD4, Public Use of Meeting Rooms  
OBJECTIVE: Board Action

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## **Issue:**

As of October 1, 2013, meeting rooms in the North Headquarters building are no longer available for public use. Board Policy SD4, Public Use of Meeting Rooms policy has become obsolete.

## **Background:**

As a service to the community, EWEB has historically made two meeting rooms in the North Headquarters building available to the public, free of charge, with some exceptions. These accommodations were made at a time when the space was underutilized.

EWEB has entered into a lease agreement with EGI to lease portions of the North building and the second floor of the Headquarters building. This lease retains EWEB access to the Training and Community rooms in the North building for EWEB staff meetings, training and other business uses during normal business hours and for Board Meetings and some other EWEB business needs after hours. EGI plans to utilize the North building for product assembly and scientific testing on the second floor, with receiving, inventory, shipping and break room on the first floor. EGI's contract allows for unencumbered use of the facility. While EGI is comfortable with the risks of sharing the first floor with EWEB, and allowing continued access to the restrooms, this accommodation has limits. In view of the risks to EGI, EWEB has developed a policy that ensures continued access to the meeting rooms for EWEB business purposes and manages the risk to EGI's business and property.

## **Discussion:**

In anticipation of impending changes resulting from a tenant relationship, Management presented an amendment to Board Policy SD4, in May of 2013, which states "Please be aware that as of October 1, 2013 the meeting rooms in the North Headquarters Building will no longer be available. Exceptions to this policy must be granted by the General Manager or Leadership Team. EWEB reserves the right to make adjustments should conditions change." The Board approved of this revision on May 7, 2013.

As meeting rooms are no longer available for public use (except for Board meetings) unless an exception is granted by the General Manager or Leadership Team, Management recommends that the Public Use of Meeting Room Policy be retired from the Board Policy Manual and the governance of meeting room use be managed by an internal EWEB policy.

**Recommendation:**

Management recommends retiring the current Board Policy SD4. The policy shall be condensed to one statement as follows:

“As of October 1, 2013 the meeting rooms in the North Headquarters Building are no longer available for public use. Exceptions to this policy must be granted by a Leadership Team member who retains accountability for the room and the tenant’s property. EWEB reserves the right to make adjustments should conditions change.”

The abbreviated statement will remain in the Board Policy Manual for a period of one year to address inquiries from the community. After that time, Board Policy SD4 will be removed from the Board Policy Manual in its entirety. The EWEB Leadership Team will have the responsibility to provide clear guidance for the use of EWEB facilities and to uphold policy that ensures our contract obligations are met, that our employees and tenants are safe, and that our buildings are secure.

**Requested Board Action:**

Approve the retirement of Board Policy SD4, Public Use of Meeting Rooms Policy as recommended above.

**Policy Number:** SD4  
**Policy Type:** Strategic Direction  
**Policy Title:** Public Use of Meeting Rooms Policy  
**Effective Date:** November 5, 2013

As of October 1, 2013 the meeting rooms in the North Headquarters Building are no longer available for public use. Exceptions to this policy, that have a direct nexus to EWEB business needs, must be granted by a Leadership Team member who retains accountability for the room and the tenant's property. EWEB reserves the right to make adjustments should conditions change. As such, Board Policy SD4, Public Use of Meeting Rooms Policy has been retired as of November 5, 2013.

Source: Board Approved 05/09/1988, Revised 04/20/2004, Ratified 04/19/2005, Revised 02/05/2013, Revised 05/07/2013, Retired 11/05/2013