



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Brown, Mital, Helgeson, Manning and Simpson
FROM: Roger Gray, General Manager
DATE: May 23, 2014
SUBJECT: Areas of Bylaws and Board Policies for consideration of changes
OBJECTIVE: Board Review and Feedback

Issue

Periodically, EWEB management reviews Bylaws and Board Policies to ensure these documents meet the needs of both EWEB and its customers. This year, management recommends the review and potential change to the following policies.

Background

At the March 4, 2014 board meeting Commissioner Simpson requested a cyclical review of EWEB Bylaws and Board Policies in preparation for the November 18 Commissioner Retreat.

Bylaws Article II: Section 1.

The principal purpose of the Eugene Water & Electric Board is to benefit the citizens of Eugene by providing water, electric and other physical energy services to its customers with a goal of maintaining the lowest possible rate consistent with long-range rate stability, prudent business practices and sound environmental management.

- Why: Is EWEB's standard "lowest possible rates" or "reasonable rates"?
- Urgent/Essential? No/Yes

GP4: Drop reference to Work Sessions:

- Why: Work session are no longer separated from regular sessions.
- Urgent/Essential?: No/No

GP7: Conform meeting times and reference to Bylaw changes (regular meetings 5:30, etc.)

- Why: Make sure Board policy is consistent with Bylaws.
- Urgent/Essential?: No/Yes

GP7: Minutes audio recording and written record summary

- Why: Need to standardize and clarify procedures. For example, we did audio recordings of the strategic plan sessions. No “minutes” were kept, but we did summarize, create and approve a strategic plan. Recommend that we adopt audio recordings plus high level summaries only (e.g. actions taken, recording of votes, etc.) Written summaries of meetings such as strategic planning sessions would refer only to the meeting and any follow-up or next steps.
- Urgent/Essential?: No/Yes

BL1, BL2, BL3: Unity of control and GM reporting:

- Why: If formal internal auditor position is established, it may require some independent reporting to Board and exceptions to GM unity of control policies.
- Urgent/Essential?: No/Yes (if internal audit position is established and Board approves independence)

BL3 and BL6: Resolve inconsistency of message about going through/around GM.

- Why: The two policies send a conflicting message about communication through/around GM/
- Urgent/Essential?: No/No

SD3: Customer Service Policy

- Why: Need to provide for broader customer choice.
- Urgent/Essential?: Yes/Yes

SD5: Public Plaza Policy

- Why: May need to consider revisions as park area is transferred to City of Eugene. Restrictions are part of transfer.
- Urgent/Essential?: No/Yes

SD18: Steam Utility Transition

- Why: Steam Transition has been completed. Recommend retiring this policy
- Urgent/Essential? No/Yes

Recommendation

EWEB management recommends the review of the following: Bylaws Article II, section 1 and Board Policies GP4, GP7, BL1, BL2, BL3, BL6, SD3, SD5 and SD 18.

Requested Board Action

Provide management direction on which items should be revised for clarity.