



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Carlson, Mital, Helgeson, Schlossberg and Brown  
FROM: Frank Lawson, General Manager; Anne Kah, Executive Assistant  
DATE: April 25, 2019  
SUBJECT: Update to Board Policy Manual / BL1 Board-Staff Linkage  
OBJECTIVE: Board Action

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## **Issue**

Board Policy BL1 provides that the Board may work directly with specified staff, for certain purposes, without going through or without consultation with the General Manager. One of these specified position titles no longer exists in EWEB's organizational structure.

## **Background**

Prior to 2015, Board Policy BL1 did not contain a provision for Commissioners to work directly with staff. In January 2015, the Board approved changes to the policy which provide a direct line of communication with the Manager of Human Resources (or successor position/title), Manager of Financial Services (CFO) (or successor position/title), and the Enterprise Risk and Internal Controls Manager for stated purposes.

## **Discussion**

According to the approved policy, the Enterprise Risk and Internal Controls Manager may directly work with the Board, without consultation with the General Manager, on any material matter where they reasonably believed that actions or decisions of the General Manager are inconsistent with EWEB's long-term interests.

The position of "Enterprise Risk and Internal Controls Manager" has been vacated as of December 2015, and since that time their duties have been performed by members of the Enterprise Risk Management Team under the guidance of the Chief Financial Officer. As such, the language approved by the Board in 2015 no longer provides a clear indication of which individual(s) should fill this provision of the policy. Management recommends naming the CFO (or successor position/title), as the designated individual. The proposed amendment is highlighted in the attached Board Policy.

Through this policy review, it has come to our attention that the exact Board-approved language is not reflected in the currently published Board Policies. It appears that through an administrative error, a draft version of the language was mistakenly applied to the Board Policy Manual. The differences do not materially change the intent or effectiveness of the policies. The identified discrepancies are

shown in red text on the attached document. Staff will make these corrections following the May 7 Board Meeting.

**Recommendation/Requested Board Action**

Approval of Resolution No. 1911, updating Board Policy Manual.

Attachment A – Proposed policy amendment

Attachment B – Corrections to align Board Policy with language approved January 6, 2015



Board - Staff Linkage Policies (BL Policies)

**BL1** Global Board – General Manager Linkage  
**Effective Date** October 4, 2016; **Proposed Update May 7, 2019**

Except as provided in Section 2 below, the Board’s sole official connection to EWEB’s staff will be through the General Manager.

1. Consistent with the Board Bylaws, the General Manager shall report to the Board as a whole and is responsible for implementing policies and direction established by the Board. The General Manager acts as chief executive officer of the operation of the organization and shall have all authority to: operate all utilities, hire, appoint, terminate or remove employees, reorganize and, as the General Manager deems necessary, disband and reorganize departments, act as contracting and purchasing agent for EWEB and award contracts for which there is an appropriation (except as otherwise provided in EWEB Purchasing Policies), prepare budgets, and enforce resolutions of the Board. The General Manager shall also be responsible for preparing reports requested by the Board, representing the utility to the public, other agencies and organizations, and performing such other duties as the Board directs. The General Manager may lawfully delegate any or all of the responsibilities within his/her authority.
2. The Board may officially work directly with the following EWEB staff without going through or without consultation with the General Manager for the purposes stated below. In the event that the EWEB staff listed below determines that it is necessary to bypass the General Manager, they will initiate contact with the Board President, who shall then determine the proper and necessary next steps, if any. As provided in Section 1 above, the General Manager shall have authority to terminate or remove employees or organize, disband or reorganize departments; however, in order to prevent a perception of possible retaliation, the General Manager shall obtain Board approval in advance for any action related to the positions listed in this Section 2.
  - Chief Human Resources Officer (or successor position/title) for any of the following activities:
    - Annual performance review of the General Manager
    - Any matter related to discipline or termination of the General Manager
    - Any matter that the Chief Human Resources Officer reasonably believes is necessary to bring to the attention of the Board and that appropriately bypasses the General Manager
  - Chief Financial Officer (or successor position/title) for any of the following activities:
    - The annual audit if the Chief Financial Officer reasonably believes that the General Manager is not taking appropriate steps to manage EWEB’s financial matters.
    - Any material financial **or other** matter where the Chief Financial Officer reasonably believes that the actions or decisions of the General Manager are inconsistent with



EWEB's long-term financial or business interests.

- ~~○—Enterprise Risk and Internal Controls Manager for any of the following activities:~~
  - ~~▪—Any material matter where the Enterprise Risk and Internal Controls Manager reasonably believes that the actions or decisions of the General Manager are inconsistent with EWEB's long-term interests.~~

**Source:** John Carver/EWEB Bylaws, Board Approved 05/17/05; Revised 01/06/15, Resolution No. 1503; Revised 10/04/16, Resolution No. 1627.



Board - Staff Linkage Policies (BL Policies)

**BL1** Global Board – General Manager Linkage  
**Effective Date** **October 4, 2016**

Except as provided in Section 2 below, the Board's sole official connection to EWEB's staff will be through the General Manager.

1. Consistent with the Board Bylaws, the General Manager shall report to the Board as a whole and is responsible for implementing policies and direction established by the Board. The General Manager acts as chief executive officer of the operation of the organization and shall have all authority to: operate all utilities, hire, appoint, terminate or remove employees, ~~organize~~ reorganize and, as the General Manager deems necessary, disband and reorganize departments, act as contracting and purchasing agent for EWEB and award contracts for which there is an appropriation (except as otherwise provided in EWEB Purchasing Policies), prepare budgets, and enforce resolutions of the Board. The General Manager shall also be responsible for preparing reports requested by the Board, representing the utility to the public, other agencies and organizations, and performing such other duties as the Board directs. The General Manager may lawfully delegate any or all of the responsibilities within his/her authority.
2. The Board may officially work directly with the following EWEB staff without going through or without consultation with the General Manager for the purposes stated below. In the event, that the EWEB staff listed below ~~determine~~ determines that it is necessary to bypass the General Manager, they will initiate ~~the first point of~~ contact with the Board President, who shall then determine the proper and necessary next steps, if any. As provided in Section 1 above, the General Manager shall have authority to terminate or remove employees or organize, disband or reorganize departments; however, in order to prevent a perception of possible retaliation, the General Manager shall obtain Board approval in advance for any action related to the positions listed in this Section 2. below:
  - Chief Human Resources Officer (or successor position/title) for any of the following activities:
    - Annual performance review of the General Manager
    - Any matter related to discipline or termination of the General Manager
    - ~~Any matter related to the General Manager's Employment Agreement~~
    - Any matter that the Chief Human Resources Officer reasonably believes is necessary to bring to the attention of the Board and that appropriately bypasses the General Manager-
  - Chief Financial Officer (or successor position/title) for any of the following activities:
    - The annual audit if the Chief Financial Officer reasonably believes that the General Manager is not taking appropriate steps to manage EWEB's financial matters.



- Any material financial matter where the Chief Financial Officer reasonably believes that the actions or decisions of the General Manager are inconsistent with EWEB's long-term financial interests.
- Enterprise Risk and Internal Controls Manager ~~Internal Auditor (or successor position or title)~~ for any of the following ~~activity~~ activities:
  - Any material matter where the Enterprise Risk and Internal Controls Manager ~~Internal Auditor~~ reasonably believes that the actions or decisions of the General Manager are inconsistent with EWEB's ~~business~~ long-term interests.

**Source:** John Carver/EWEB Bylaws, Board Approved 05/17/05; Revised 01/06/15, Resolution No. 1503; Revised 10/04/16, Resolution No. 1627.



Board – Staff Policies (BL Policies)

BL2                      Unity of Control  
Effective Date        January 6, 2015

Only decisions of the Board acting as a body are binding on the General Manager.

Accordingly,

- Decisions or instructions of individual Board members, officers, or committees are not binding on the General Manager except in rare instances when the Board has specifically authorized such exercise of authority.
- In the case of Board members or committees requesting information or assistance without Board authorization, the General Manager shall respond to or support the request if it is reasonable and directly relates to EWEB's business and Board-approved policies and direction. However, the General Manager may refuse such requests that require, in the General Manager's opinion, a material amount of staff time or funds; are disruptive, unethical, or illegal; are in direct opposition to Board Policy or direction; or assume a level of responsibility beyond that created by statute or charter.

**Source:** John Carver, Compensation Committee, Board Approved 10/03/06; Revised 01/06/15, Resolution No. 1503.



Board – Staff Policies (BL Policies)

**BL3**                                      **Accountability of the General Manager**  
**Effective Date**                      **January 6, 2015**

Except as provided in BL1-Section 2 and below, the General Manager is the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is the authority and accountability of the General Manager.

Accordingly and except as provided in BL1-Section 2,

- Neither the Board, nor individual Commissioners will give instructions to persons who report directly or indirectly to the General Manager without the General Manager's permission.
- The Board will refrain from evaluating, either formally or informally, any staff other than the General Manager. The General Manager may, however, request developmental feedback for his/her direct reports from Commissioners as part of their performance reviews and developmental plans.
- In the event that the Board approves an action or direction under the circumstance contemplated in BL1-Section 2 that the General Manager expressly disagrees with, the General Manager shall not be accountable for those matters. The Board shall hold the person(s) making such recommendations accountable in the situation where authority/accountability have become subdivided.

**Source:** John Carver, Compensation Committee, Board Approved 10/03/06; Revised 01/06/15, Resolution No. 1503.





Board – Staff Policies (BL Policies)

**BL4** Delegation to the General Manager  
**Effective Date** January 6, 2015

The Board will instruct the General Manager through written policies that define the results that the organization is to achieve, and which describe the delegation of authority to the General Manager.

Accordingly,

- The Board shall identify and define those results or conditions that are acceptable and not acceptable to the Board and communicate them in the form of establishing policy, and approval of Strategic Plans, Long-Term Financial Plans, Capital Improvement Plans, annual budgets and goals.
- The General Manager is authorized to establish all further practices and procedures, make all decisions, take all actions, and develop all activities.
- The General Manager must bring to the Board's attention circumstances that affect the policies and goals established by the Board or materially impact the Board and may request the Board to take appropriate actions.
- The General Manager may lawfully delegate any or all of the responsibilities within his/her authority.

**Source:** EWEB By-laws/Patrick Lanning, Compensation Committee, Board Revised 10/03/06; Revised Approved 01/06/15, Resolution No. 1503.



Board – Staff Policies (BL Policies)

**BL5** Evaluating the General Manager’s Performance  
**Effective Date** January 6, 2015

The General Manager's job performance shall be evaluated by comparing the organization’s operating results and the General Manager’s individual performance to the policies, direction and goals established by the Board.

Accordingly:

- The Board has responsibility for establishing its priorities for the coming year and providing that direction to the General Manager. The General Manager shall draft new goals that contain relative success measures. Draft goals ~~will be established annually~~ are for each year and represent the General Manager’s reasonable interpretation of achieving the priorities defined by the Board.
- The Board will use performance metrics adopted each year to determine the degree to which Board policies, direction and goals are being met.
- The Board shall evaluate the General Manager’s performance on an annual basis.
- The General Manager’s interim performance shall be monitored at a frequency and by a method chosen by the Board. Unless otherwise established by Board direction, the General Manager shall report quarterly results and annual results within a reasonable time after the close of each calendar quarter and year.

**Source:** Compensation Committee and Jean Meyers, Human Resources Manager, Developed 09/20/06; Revised 03/20/07; Board Approved 09/18/07; Revised 01/06/15, Resolution No. 1503.



Board – Staff Policies (BL Policies)

**BL6**                                      **Board – Staff Working Relationship**  
**Effective Date**                      **January 6, 2015**

Except as provided in BL1-Section 2, the Board’s direct link to the organization is through the General Manager. Nonetheless, the Board may have occasional contact and interaction with various staff members. The following policy governs the Board’s working relationship with staff other than the General Manager.

- Staff’s role with the Board is to consult, problem solve, and provide information and support.
- Commissioners may consult directly with staff or make direct requests for information. All such requests shall include the General Manager and Executive Assistant to the General Manager and Board. Commissioners may also channel requests through the General Manager or ask the General Manager for a referral to the appropriate staff member.
  - Staff is responsible for informing the General Manager of significant information requests from Commissioners. Staff is further responsible for informing the General Manager if a specific request becomes overly time consuming, or if cumulative requests from an individual Commissioner become overly time consuming.
  - If the Board, or an individual Commissioner, makes a request of staff that staff knows or believes will be overly time consuming, the General Manager is empowered to notify the Board or Commissioner and to review the priority of the request. The Executive Assistant and General Manager will track all requests and manage responses. Information that is of benefit to all Commissioners shall normally be shared and distributed to all Commissioners ~~as a normal protocol~~.
- Commissioners and staff will treat each other with courtesy, civility and respect despite differences of opinion. When communicating with or presenting information to the Board or individual Commissioners, staff is expected to remain objective and professional, despite differences of opinion.
- The President of the Board is the appropriate conduit for concerns raised by Commissioners regarding the Board/staff working relationship. The General Manager is the appropriate conduit for concerns raised by staff regarding the Board/staff working relationship. The President of the Board and the General Manager are collectively charged with resolution of these concerns raised by Commissioners or employees.
- New Commissioners are to be briefed on these procedures before taking their oath of office.

**Source:** Board Approved 07/06/04; Updated 05/17/05; Revised 01/06/15, Resolution No. 1503.



### Governance Process Policies (GP Policies)

GP4                      Agenda Planning  
Effective Date        December 2, 2015

**BACKGROUND:** The Board will follow an agenda that periodically:

- Focuses on policy review and
- Continually improves Board performance through Board education and enriched input and deliberation.

Accordingly, the following additional assumptions and procedures apply regarding agenda planning and Board background material preparation:

**Assumptions:**

- The Board owns its agendas.
- Board agendas will emphasize policy development, goal status and the future direction of the utility.
- The Board President and Vice President set the agendas with the General Manager (GM).
- The GM has the authority to schedule agenda items.
- Board priorities take precedence over individual Commissioner priorities.

**AGENDA FORMATION:**

- Regularly scheduled Board items established by charter, by-laws or Board policy (i.e. budget development, budget amendments, rate setting) can be both Board and staff driven.
- Informational or review items initiated by the Board (i.e. policy discussion, revisions or review) ~~may be requested by a majority of the Board.~~ Note: With the exception of the President and the General Manager, it takes a majority of Board members to place an item on the agenda.
- Informational, policy updates or review items (i.e. annual customer survey results, interim reports) that are staff driven.
- Consent calendar is a group of routine items that have either been discussed previously or do not need discussion before a vote of the Board. Board members can elect to remove an item for discussion by notifying the Board President prior to voting.
- Backgrounders are content based documents, prepared by staff, which support an agenda item in order to inform and educate the Board. Backgrounders are often in response to:
  - Board requests
  - Agenda items initiated by staff



- Agenda items that require interim or status reports
- Unusual items appearing on the consent calendar, i.e. large contract awards or budget amendments

**AGENDA FORMAT:** Generally, the agenda for Regular EWEB Board Meetings will include the following:

- Agenda Check
- Items from Commissioners ~~Board Members~~
- Public Input
- Board Action Items
- General Business Items
- Board Agenda Calendar
- Board Wrap up

Commissioners reserve the right to add or delete items as needed, or change the order of the agenda as necessary. Public input and public hearings will occur near the published time.

**ORGANIZATIONAL MEETING:** During the first meeting of each calendar year, an election of Board officers and other routine annual business will be performed.

**AGENDA MANAGEMENT:**

- The President, Vice President and the GM will meet prior to each Board meeting to develop and prioritize agenda items.
  - The Executive Assistant to the GM/Board will maintain a list containing potential future background and agenda items.
- Agenda management will be broken out as a regularly occurring agenda item.
  - The time will be used to gauge the Board's interest in topics raised by Commissioners or staff and to discuss the trade-offs involved in using Board time for that issue.
- Board Agenda Reports: An agenda report is kept and provided with each Board Agenda and tracks the status of outstanding and future agenda items. The report is made up of the following components:
  - Outstanding backgrounders that may result in Board action
  - Items that may be added to future Board agendas
  - Annual agenda calendar and agenda items if known
- Public Notice: All Board agendas, including all backgrounders, correspondence, and other supportive documentation for regular meetings, special meetings, and work sessions shall be made available to the Board in hardcopy or other suitable form; and all non-confidential supportive documentation will be made available to the public via EWEB's website at least four full business days in advance of the



meeting unless mitigating circumstances prevail.

- ~~Public Notice. EWEB will comply with Oregon Public Meetings Law 192.640 to provide reasonably calculated notice to news media and other interested persons.~~ If an emergency meeting is necessary, notice shall be given to the Board and the public at least 24 hours prior to the meeting unless emergency circumstances prevail.

**Source:** Board Approved 10/20/03; Revised 02/13/04; Revised 04/19/05; Revised 12/15/09, Resolution No. 0931; Revised 03/01/11, Resolution No. 1112; Revised 01/06/15, Resolution No. 1503; Revised 12/01/15, Resolution No. 1537.



Governance Process Policies (GP Policies)

GP7                      Board Parliamentary Procedures  
Effective Date        January 6, 2015

The Board shall conduct meetings in accordance with Board policies. If the Board is unable to resolve procedural issues, the Board shall use Robert's Rules of Order. The following policies and procedures shall apply:

**PRESIDENT'S ROLE:** The president presides over all meetings of the Board. The President's role shall be primarily procedural and the president shall have no greater vote on substantive matters than other members. The president will also represent the Board as required within the community and coordinate among the Board as necessary in the conduct of Board functions.

**VICE PRESIDENT'S ROLE:** The Vice President's role is to perform the duties and responsibilities of the president in his/her absence or as agreed upon by the Board.

**GENERAL MANAGER - SECRETARY ROLE:** The General Manager - Secretary reports to the Board as a whole and is responsible for implementing policies and directions established by the Board.

**MEETING START TIMES:** The regular meeting of the Board will be held at 5:30 p.m. on the first Tuesday of each month, unless that Tuesday falls on or generally conflicts with a national holiday, in which case the meeting may be on the next business day or on another Tuesday in that month. If an additional regular meeting is required, the general preference will be to hold that meeting at 5:30 p.m. on the third Tuesday of the month. The Board President and the General Manager - Secretary may reschedule these meetings, schedule additional meetings, or cancel any meeting of the Board by mutual agreement.

**PUBLIC MEETINGS:** Except as otherwise provided by law; all meetings of the Board shall be open to the public and all persons shall be permitted to attend. No quorum of the Board shall meet in private for the purposes of deciding or deliberating toward a decision on any matter; an executive session may be held only for those purposes allowed by law (ORS 192.610-690). All regular and special meetings of the Board shall be held whenever possible within the utility service district.

**QUORUM:** A quorum shall consist of three members of the Board. In order to pass a resolution, motion or other measure, an affirmative vote of at least 3 commissioners (a majority of the 5 commissioner positions) is required.

**VACANCY ON THE BOARD:** ~~The Eugene Water & Electric Board shall fill a vacancy on the board by appointment within ninety (90) days after the vacancy occurs. A person so appointed shall hold office until the successor to the office is duly elected and qualified as stated in Eugene City Charter, Section 24, Subsection (1) Vacancies – Filling. It is at EWEB's discretion within the ninety (90) days to advertise, interview and select a replacement for the Board vacancy, regardless of how long they have been a Board member or when an election is to take place. Should a vacancy occur on the Board, the remaining Commissioners will appoint a qualified elector to fill such vacancy. The appointment shall be made within 90 days.~~



**BOARD ATTENDANCE:** Attendance at all meetings of the Board is required of Commissioners. Prior notification of absence should be given to the Board or the Secretary whenever possible. The Board shall have the power to declare vacant the office of a member who shall absent himself/herself from three consecutive regular meetings without an excuse satisfactory to the Board.

**RECORD OF BOARD MEETINGS:** With the exception of Executive Sessions, ~~for audio recordings of~~ all Regular and Special Meetings of the Board, will be made and retained for at least 12 years, and/or a written record will be prepared, in the form of minutes, ~~unless otherwise directed by the Board~~. The minutes will be a high-level summary (not a full transcript) to include: members of the governing body present; motions, proposals, resolutions, results of all votes and ~~the~~ substance of any discussion undertaken by Board members, management and other presenters including consultants and members of the public who address the Board.

Written minutes shall be reviewed and adopted by an affirmative vote of the Board, consistent with the Bylaws, and made available to the public.

**MINUTE CORRECTIONS AND ADDITIONS:**

**Corrections:** Individual Board members may make suggested corrections to the minutes of prior meetings if the proposed meeting minutes are factually incorrect in recording discussion or statements made at the meeting. If there is disagreement as to the accuracy of the requested correction, a verbatim transcription of that portion of the audio recording will be requested and used to determine the appropriateness of the request. If a majority of the Board agrees that the requested correction is accurate, the minutes will be corrected without use of a verbatim transcription.

If the minutes accurately reflect what was said, regardless of the accuracy of the statement itself, the minutes will not be corrected. In this instance, a Commissioner may ask that a clarifying statement be entered into the minutes of the current meeting.

**Additions:** A Commissioner may request that a point of discussion or statement made during the meeting covered by the minutes be entered into the minute's record. If there is disagreement as to the accuracy of the requested statement or fact, a verbatim transcription of that portion of the audio recording will be requested and used to determine the appropriateness of the request. If a majority of the Board agrees that the requested inclusion is accurate, the minutes will be edited and the additional information included without use of a verbatim transcription.

**USE OF RESOLUTIONS FOR BOARD ACTIONS:** Formal resolutions will be required when the Board takes actions of the following types:

- Rate increases or decreases;
- Approval of contracts for purchased power with a term of one year or more;
- Adoption of an Integrated Electric Resource Plan or update;
- Adoption of the Water Supply Plan or update;
- Adoption of a Water Master Plan or update;
- Adoption of Board Policies;
- Approval of the annual budget;
- Issuance of bonds or other debt instruments.





- Committees created and adopted by Board.
- Outside appointments adopted by the Board.
- Liaison appointments adopted by the Board.
- Advisory assignments adopted by the Board.

All other actions can be taken in accordance with the Bylaws using a simple motion and affirmative vote.

**Source:** Bylaws, Board Discussion, Board Approved 11/01/05; Revised 12/15/09, Resolution No. 0932; Revised as per bylaws 07/19/11, Resolution No. 1122; Revised 01/06/15, Resolution No. 1503.



Strategic Direction Policies (SD Policies)

SD5                                      Public Plaza Policy  
Effective Date                      July 21, 2015

The River Edge Public Plaza is a public place for the enjoyment of all. It cannot be reserved and must remain open to the public until 11 p.m. each day, except for closures related to public safety. Any use by organized groups must not infringe upon public access.

For purposes of this policy, an "event" refers to a gathering of 20 or more people for a common purpose.

**CONDITIONS OF USE:**

- The River Edge Public Plaza is available for community events excluding for profit commercial use.
- Organizations or groups using this area must complete a "[Hold Harmless Agreement](#)" and review and sign the "[Conditions of Use](#)." Event organizers are required to submit completed forms to EWEB at least five (5) business days prior to the event.
- EWEB parking spaces are not available for use by event participants between 6 a.m. and 6 p.m., Monday through Friday, unless the event falls on a recognized holiday.
- EWEB does not provide furniture or audiovisual equipment of any kind.
- Activities that pose a threat to public safety or damage the plaza are prohibited.
- Discharging of firearms, possession of weapons of any kind and/or use of fireworks is prohibited.
- Motorized vehicles are not permitted in the plaza, unless otherwise authorized.
- Consumption of any alcoholic beverages or illegal substances is not permitted.
- ~~Use of amplified sound systems-Battery or vehicle-operated~~ noise producing devices ~~which interfere that disturb other park users are prohibited, as are other noise disturbances interfering~~ with the working environment of EWEB headquarters ~~and/or disturb other park users is prohibited.~~
- Engaging in any activity or conduct which is disruptive or interferes with the enjoyment of the plaza by others is prohibited.
- The event organizers will be expected to clean up the site after use. If required, event organizers should arrange for garbage cans, trash removal and portable toilets.
- ~~Putting soap, dye or any other foreign substances in the fountain is strictly prohibited.~~



- The event organizers shall ensure compliance with ~~local Health and Safety Regulations~~ applicable permitting and/or health and safety regulations.

**Source:** Board Approved 11/27/89; Revised April, 2004; Ratified 04/19/05; Revised 01/06/15; Revised 07/21/15, Resolution No. 1521.



Strategic Direction Policies (SD Policies)

SD17                      Regulatory Compliance Reporting *(Previously known as NERC Reliability Standards)*  
Effective Date            January ~~6~~5, 2015

The Board recognizes the importance of, and its responsibility in, maintaining the reliability and effectiveness of the utilities within its charge.

Ownership of, interconnection with, and ~~operating operation~~ of, the Bulk Electric System (BES), Potable Water System(s), as well as Power Generation Facilities, and the various utility systems and services put in place to support them for its customers require compliance with multiple Federal, State, and local laws and regulations relating to its activities.

Accordingly,

- The board authorizes, delegates and directs the General Manager to conform EWEB operations to ~~the~~ applicable regulatory standards, including the documentation and auditing thereof, and;
- The General Manager will periodically report on the status of compliance with the applicable regulations to the Board.

**Source:** Ahlsten & Origliosso, Board Approved 04/15/08, Resolution No. 0822; Revised 01/0~~5~~6/15, Resolution No. 1503.



Strategic Direction Policies (SD Policies)

SD18                      Steam Utility Transition Policy  
**Retired Date:**            **January 6, 2015**

EWEB closed its Steam Utility plant on June 30, 2012. As such, Board Policy SD18, Steam Utility Transition Policy has been retired as of January 6, 2015.

~~The purpose of this policy was to provide guidance and immediate direction for the decommissioning of the Eugene Water & Electric Board Steam Utility.~~

**Source:** Logan, Board Approved 09/18/08, Resolution No. 0826; Retired 01/06/15, Resolution No. 1503.

**RESOLUTION NO. 1911  
MAY 2019**

**EUGENE WATER & ELECTRIC BOARD  
REVISION TO BOARD POLICY MANUAL**

**WHEREAS**, the Eugene Water & Electric Board (EWEB) maintains a Board Policy Manual that contains governing policies for the Board of Commissioners; and

**WHEREAS**, the Board of Commissioners periodically reviews said policies and identifies required modifications or amendments to those policies; and

**WHEREAS**, the Board of Commissioners periodically determines that new policy is required to adequately document the work or intention of the Board with regard to governance, Board-Staff linkage, strategic direction or executive limitations; and

**WHEREAS**, the Board of Commissioners has reviewed a modification to Board Policy BL1, Board-Staff Linkage and has determined that the modification is appropriate and necessary.

**NOW, THEREFORE, BE IT RESOLVED** the Eugene Water & Electric Board hereby approves the modifications to Board Policy BL1 – Board-Staff Linkage. Furthermore the Board acknowledges the necessary corrections to the affected Board Policies and directs staff to update policies as warranted, to align with the language approved by the Board on January 6, 2015 via Resolution No. 1503, as shown in Attachment B.

DATED this 7<sup>th</sup> day of May 2019.

THE CITY OF EUGENE, OREGON  
Acting by and through the  
Eugene Water & Electric Board

\_\_\_\_\_  
President

I, ANNE M. KAH the duly appointed, qualified, and acting Assistant Secretary of the Eugene Water & Electric Board, do hereby certify that the above is a true and exact copy of the Resolution adopted by the Board at its May 7, 2019 Regular Board Meeting.

\_\_\_\_\_  
Assistant Secretary