



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Roger Gray and Taryn Johnson
DATE: March 5, 2013
SUBJECT: Commissioner Advance Questions on Board Agenda and Consent Calendar Items

Generally speaking, Consent Calendar items are intended to be approved as a group with little or no discussion (e.g. minutes, small contracts, etc.). The advance background materials included with these items are intended to provide background and to anticipate and address possible questions that Commissioners may have. Larger contracts (by Board policy) and even smaller contracts and items that Management believes could and should generate more Board questions and discussions are put on the agenda as separate agenda items.

In some cases whether those items are on the Consent Calendar or listed as a separate agenda item. Commissioners will sometimes ask questions in advance so Management can provide supplemental information. In many cases, these answers will help that Board member better understand background. In few cases, Board members may still “pull” the item from a Consent Calendar list for discussion at the Board meeting.

EWEB’s current practice is to have personnel directly tied to every agenda item including those on the Consent Calendar available at Board meetings “just in case” a Board member pulls the item from the Consent Calendar for discussion. This is not a particularly efficient use of personnel resources.

In order to improve efficiency and process flow, the following recommendations are made:

- 1) If a Commissioner has any advance questions about Consent Calendar items or any other agenda item, they can contact Management (GM, AGM and Executive Assistant (EA)) per the communication protocol. Management will use reasonable efforts to answer such questions in advance of Board meetings. Answers will be supplied to all Commissioners because the information should be available to everyone. It is important that this process be viewed only as factual or administrative information exchange and not be used to deliberate the merits of a Consent Calendar or separate agenda item.
- 2) If any Commissioner intends to “pull” a Consent Calendar item, even after seeing such additional information, said Commissioner shall use reasonable efforts to notify the Board President and the EA by 9 a.m. of Board meetings. For separate agenda items and for Consent Calendar items that have been identified as “pulled”, Management will continue to have personnel at the Board meeting for such items only. For items not identified as being pulled, Management will cease the practice of having personnel for those “un-pulled” items, but such personnel will be available telephonically in case a last minute issue arises.

Please contact Roger Gray or Taryn Johnson if you have questions.
For additional information please refer to Board Policy GP 7.