



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Helgeson, Brown, Mital, Simpson and Carlson
FROM: Sue Fahey, Chief Financial Officer; Sarah Creighton, Enterprise Risk Supervisor
DATE: September 22, 2017
SUBJECT: Board Policy GP6, Rules of Conduct
OBJECTIVE: Approval of Resolution No. 1723, Revision to Board Policy GP6, Rules of Conduct

Issue

Staff has entered into a Federal Grant with specific Conflict of Interest rules that Board policy does not presently align with. On September 5, 2017, the Board reviewed proposed changes to Board Policy GP6, Rules of Conduct.

Discussion

The Federal Economic Development Administration (EDA) grant; awarded to a multi-agency partnership, consisting of EWEB, the City of Eugene and Lane Council of Governments; to install the downtown fiber optic network requires specific standards of conduct for Board members which currently are not included in EWEB's Board Policy GP6.

The attached proposed revision will enable compliance with the standards of conduct requirement of the EDA grant.

Recommendation/Requested Board Action

Approval of Resolution No. 1723 to reflect the changes to Board Policy GP6.

Attachments:

Exhibit A: Redlined existing Board Approved GP6

Exhibit B: Proposed revised Board Approved GP6

Exhibit A – Proposed GP6 Language

Policy Number: **GP6**
Policy Type: **Governance Process**
Policy Title: **Rules of Conduct**
Effective Date: **October 6, 2015 October 3, 2017**

The Board of Commissioners adopts as its own the following rules of conduct:

1. Commissioners will treat each other with courtesy, civility and respect despite differences of opinion; Commissioners will treat staff with the same level of respect.
2. In public, Commissioners will talk positively about the organization, fellow Board members, management and employees.
3. Commissioners and the General Manager will keep each other informed about all situations, which may directly affect them, or the organizational status of the utility.
4. Commissioners will be respectful of limited meeting time; Board priorities will take precedence over individual priorities.
5. Commissioners will be active team members, be prepared for the various Board decision issues, and fulfill their responsibilities to participate in decisions.
6. Commissioners will listen, discuss and try to understand one another's views.
7. Once a decision is reached, Commissioners will support the Board decision even though they might hold a minority viewpoint.
8. Commissioners will speak only for themselves unless authorized to speak for the Board.
9. Commissioners may send a written statement to the Board Secretary/Assistant Secretary in advance of a meeting from which they will be absent if they wish to have their opinions, concerns, and perspectives on a Board agenda item included. The Board President will read the provided written statement into the record. This action will not be recorded as a vote for or against any proposal before the Board.
10. Commissioners will attempt to understand their legal obligations and if unclear, will seek the advice of legal counsel.
11. Personal issues between Commissioners will be dealt with individually and privately, and if needed, a third party will be used to help with the issue.
12. Commissioners shall not use or attempt to use their official position or office to obtain financial gain or avoidance of financial detriment as required by state law. In the administration of any Federal Grant awarded to EWEB, Commissioners shall neither use their position, nor permit interested parties or immediate families to use their positions, for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or of personal gain contrary to applicable federal law.

Exhibit A – Proposed GP6 Language

Source: Board Approved 09/02/2003, Ratified 04/19/2005, Revised 10/06/2015, Resolution No. 1526; **Revised October 3, 2017, Resolution No. 1723.**

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Exhibit B

Source: Board Approved 09/02/2003, Ratified 04/19/2005, Revised 10/06/2015, Resolution No. 1526; Revised October 3, 2017, Resolution No. 1723

RESOLUTION NO. 1723
OCTOBER 2017

EUGENE WATER & ELECTRIC BOARD
RESOLUTION APPROVING REVISIONS TO BOARD POLICY GP6

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 GP6, Rules of Conduct and has determined that the modification is appropriate and necessary.

NOW, THEREFORE, BE IT RESOLVED the Eugene Water & Electric Board hereby approves the revisions to Board Policy GP6 – Rules of Conduct.

DATED this 3rd day of October 2017.

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 October 3, 2017 Board Meeting.

Assistant Secretary