



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD



TO: Commissioners Helgeson, Brown, Mital, Simpson and Carlson  
FROM: Sue Fahey, Chief Financial Officer; Susan Eicher, Accounting and Treasury  
Supervisor  
DATE: August 18, 2017  
SUBJECT: Supplemental Retirement Plan Committee Updates  
OBJECTIVE: Approval of Resolution No. 1724

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## **Issue**

EWEB maintains a Supplemental Retirement Plan (SRP) that requires the appointment of a committee to make certain decisions.

## **Background**

The EWEB SRP was created in 1968 and closed to new participants in 1988. The plan currently has 35 participants or beneficiaries, with an average age of 90 years, to whom payments are made. In 2016 EWEB paid \$200 thousand in supplemental retirement benefits. The plan is closed and there have been no recent changes in the design or terms of the plan.

## **Discussion**

EWEB funds the plan on a “pay as you go” basis, and staff monitor and administer the plan. A contracted payroll service prepares monthly checks and tax documentation for plan participants. The terms of the plan include a cost of living adjustment (COLA) based upon the rate used by the Oregon PERS plan. Plan decisions are made by a three member committee that is appointed by the Board. Two committee members will leave EWEB’s employment in the near future and Management is requesting the Board appoint new committee members to assist in a smooth transition.

## **Recommendation**

Management requests that the Board approve the appointment of Laura Fowler, Benefits Consultant, and Jeremy Whittlesey, Payroll Administrator, to the Supplemental Retirement Committee.

## **Requested Board Action**

Approval of Resolution No. 1724.

**RESOLUTION NO. 1724  
SEPTEMBER 2017**

**EUGENE WATER & ELECTRIC BOARD  
APPOINTMENT OF SUPPLEMENTAL RETIREMENT PLAN COMMITTEE –  
REPLACEMENT MEMBERS**

**WHEREAS**, the Eugene Water & Electric Board maintains a Supplemental Retirement Plan in effect since January 1, 1968, which was last amended and restated in July 1988, with an objective to provide a benefit on retirement which supplements Oregon PERS benefits;

**WHEREAS**, the Supplemental Retirement Plan is a single-employer plan providing retirement, death and disability benefits to a closed group of EWEB retirees and their beneficiaries;

**WHEREAS**, a Trust was created in accordance with the Pension Trust Agreement effective May 16, 1975, for the benefit of funding the Supplemental Retirement Plan;

**WHEREAS**, funding of the plan since is provided by Board contributions, deposited to the existing trust account as needed to meet obligations to retirees, together with earnings on plan assets;

**WHEREAS**, the Supplemental Retirement Plan provides for annual appointment and reappointment by the Board of a Retirement Committee of three to seven members charged with the general administration of the Plan, subject to the consent and approval of the Board of Commissioners;

**WHEREAS**, certain members of the Retirement Committee will leave EWEB employment, creating vacancies on the Retirement Committee;

**WHEREAS**, the Board of Commissioners shall appoint new members to fill any vacancies on the Retirement Committee which may occur for any reason,

**WHEREAS**, Management recommends Laura Fowler (EWEB Human Resources Benefits Consultant), and Jeremy Whittlesey (EWEB Payroll Administrator), as EWEB personnel without rights in or to the Supplemental Retirement Plan funds, to be appointed to the Retirement Committee,

**NOW, THEREFORE, BE IT RESOLVED** by the Eugene Water & Electric Board that:

With appreciation of their service, the Board formally removes Karen DeChellis (EWEB Human Resources Benefits Consultant), and Diane Krause (EWEB Payroll Administrator), from service as of this date. The Board continues the Supplemental Retirement Plan without amendment, and hereby appoints the Retirement Committee to be prospectively comprised of Susan Eicher (EWEB Assistant Treasurer), Laura Fowler, and Jeremy Whittlesey.

The Retirement Committee shall continue to administer the Supplemental Retirement Plan in accordance with its terms, and remain as trustee fulfilling applicable duties under the 1975 Pension Trust Agreement.

Dated this 5th day of September 2017.

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

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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 September 5, 2017 Board Meeting.

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Assistant Secretary