

**EUGENE WATER & ELECTRIC BOARD  
REGULAR SESSION  
EWEB BOARD ROOM  
500 EAST 4TH AVENUE  
July 10, 2018  
5:30 P.M.**

**Commissioners Present:** John Brown, President; Sonya Carlson, Vice President; Dick Helgeson, Steve Mital, John Simpson, Commissioners

**Others Present:** Frank Lawson, General Manager; Sue Fahey, Chief Financial Officer; Marianne McElroy, Business Line Manager; Chris Jones, Project Manager; Matt Barton, Chief Information Officer; Mel Damewood, Chief Water Engineering & Operations Officer; Wally McCullough, Water Engineering Supervisor; Rod Price, Chief Electric Engineering & Operations Officer; Tyler Nice, Systems Engineering Supervisor; Mike McCann, Generation Manager; Deborah Hart, Interim Financial Services Manager; Jerry Reller, Senior Financial Analyst; Adam Rue, Interim Fiscal Services Supervisor; Nate Schultz, Senior Financial Analyst; Susan Ackerman, Chief Energy Officer

President Brown called the Regular Session to order at 5:30 p.m.

### **Agenda Check**

There were no changes or additions to the Agenda.

### **Items from Board Members and General Manager**

- Vice President Carlson reported that she attended the Solar Challenge, and that she thoroughly enjoyed seeing all the projects the young people came up with.
- Commissioner Simpson reported that he recently attended the American Water Works Association (AWWA) meeting with Mr. Lawson and Mr. Damewood. He also announced that he had attended recent cybersecurity workshops, and felt like he learned a lot of valuable information.
- President Brown said that he also attended the Solar Challenge, and the facilitators of the event did an outstanding job. Mr. Brown announced, and asked those present to help him in celebrating General Manager Frank Lawson's birthday.
- Mr. Lawson thanked staff for participating in the Butte to Butte race, Jeannine Parisi was a big part of that. He also thanked David Donahue for organizing over a dozen EWEB employees to help with upriver cleanup. Mr. Lawson also thanked Roxy Satterfield for coordinating some 60 EWEB employees to help with the Special Olympics.

### **Public Input**

**Jim Neu** of Eugene urged the utility to support sustainable forestry. He asked EWEB to denounce clearcut style logging in watersheds, as it promotes toxic algae blooms.

**Isaac McCoy-Sulentich** of Eugene stressed a sense of urgency to the utility surrounding climate change. He wondered what science and rubrics EWEB was using to study the negative effects of climate change. He asserted he would like to see measurable goals in any EWEB resolution involving climate change.

**Victor Odlivak** of Eugene read a letter he previously submitted to the Register Guard, and Eugene Weekly. In the letter, he spoke out against EWEB's smart metering contract, the removal of analog meters without EWEB customer consent, and local herbicide and pesticide spraying.

Vice President Carlson thanked everyone for offering their testimony. She believed EWEB's work on climate change issues was ongoing and progressive, and the utility was working on ways of communicating with the public what exactly their climate change work entails.

Commissioner Simpson asserted that EWEB has a handle on carbon, and the utility continued to strive in its climate change work. He said when the Board received the background material for the Integrated Electric Resource Plan (IERP) that would be a great time for a briefing on EWEB's climate change metrics and goals.

Commissioner Helgeson said that EWEB was taking steps to monitor and prevent water quality issues related to toxic algae blooms and EWEB has testing and treatment abilities that are consistent with the new regulations. He said EWEB did not have a regulatory role in those matters, and the utility's best hope was to address these situations legislatively with the bodies that did have regulatory roles within the watershed.

Commissioner Mital assured those present that EWEB has flexibility to handle raw water in order to manage the presence of algae. EWEB now has equipment on site that will speed the detection of any algae related concerns. He agreed with his colleagues that EWEB was also working on climate change issues, but he admitted that the utility could be better in its communication of that work with the public to satiate concerns.

President Brown announced the 9th Circuit Court mandated a minimum flow on the Willamette for salmon. He reported that Cougar and Blue River reservoirs released more water, and it caused a myriad of issues throughout the water system. He shared this to illustrate that although EWEB was doing everything it could to combat climate change, there were major factors which were out of the utility's hands.

## **Approval of Consent Calendar**

### **MINUTES**

#### **1. June 5, 2018 Regular Session**

## **CONTRACTS**

**2. Kronsberg Electric, Inc.** (Redmond, OR) - for Standby Power Improvements at the Hayden Bridge Water Filtration Facility. \$475,000.

## **RESOLUTIONS**

**3. Resolution No. 1818** - Update to Board Policy SD1, Mission, Vision, Values & Legacy and Amendment to Strategic Plan.

**4. Resolution No. 1819** - Riverfront Proceeds Transfers.

**5. Resolution No. 1820** - Revisions to Board Policy SD15, Climate Change.

## **OTHER**

**6. Customer Service Policy, Appendix C** - Amendment to incorporate Water Utility Fees which were approved on October 3, 2017.

***Commissioner Helgeson moved to approve the Consent Calendar as presented. The motion passed unanimously 5:0.***

### **Items Removed From Consent Calendar**

There were no items removed from the Consent Calendar.

### **Advanced Metering Infrastructure (AMI) Implementation Schedule**

Ms. Fahey, Mr. Jones, and Ms. McElroy offered the Board a presentation on the AMI implementation schedule.

Commissioner Simpson asked for elaboration on the bullet point dealing with the disconnect between the timing of some products and services.

Ms. McElroy said the full benefit of EWEB's systems would not be realized until some new systems were in place.

Commissioner Helgeson asked what the deployment timeline was.

Ms. Fahey said three years.

Commissioner Helgeson conveyed the difficulty in communicating AMI progress to the public while the AMI deployment plans were ever-changing. He stressed the importance of consistency with the AMI rollout.

Commissioner Mital asked for clarification on switching to the three-year timeline, from the eight-year timeline.

Ms. Fahey said reserves were being built into the Long Term Financial Plan, and the Capital Plan for both sides of the utility. She said they expected staffing resources would be adequate to accommodate meter replacement in the future. Commissioner Mital asked staff to enumerate which services would be delayed due to the Customer Information System (CIS) update in 2022.

Ms. McElroy listed prepaying options, and advanced pricing as not being readily available immediately with the AMI rollout.

Vice President Carlson expressed concern over the connection between AMI and the CIS.

President Brown asked staff if they had the direction they sought.

Ms. Fahey replied she did not think they did. She suggested the Board review the Capital Improvement Plan (CIP), and the Long Term Financial Plan (LTFP), and check back in at the end of the meeting for clarified direction on this matter.

Commissioner Simpson said he was in favor of the accelerated schedule.

### **Electric & Water 10-Year Capital Improvement Plans**

Mr. Barton, Mr. Damewood, Mr. McCullough and Mr. Price offered the Board a report on electric and water 10-year Capital Improvement Plans (CIP).

Commissioner Simpson wondered about the timeframe for loss of generation from Carmen-Smith due to plant upgrades.

Mike McCann, Generation Manager said the Carmen-Smith plant was currently offline, and would remain offline until October.

Commissioner Simpson asked if the 72% system life rating for telecommunication was just the fiber loop, or did it include the radio infrastructure.

Mr. Price replied it included the entire telecommunications infrastructure, including radio.

Commissioner Helgeson said—as far as benchmarking went—he was interested in efficient deployment of capital assets. He added he would like to see this kind of detail(s) in the CIP.

President Brown expressed concern about the drop in Emergency Preparedness funding from \$1 million to \$400,000. He wants assurance that EWEB is continuing with the plan for alternative water sources, including wells, in addition to emergency water trailers.

Mr. McCullough said the estimate was off because the work had not been thoroughly scoped last year. Mr. Damewood interjected that EWEB has built up an Alternative Water Source (AWS) reserve which can be used if a project needs to be accelerated. President Brown wondered if the replacement of the College Hill reservoir was in the 10-year CIP.

Mr. McCullough said yes, it was scheduled for 2023.

Commissioner Mital asked if EWEB would be receiving more or less the same level of service with the Banner Customer Information System (CIS) upgrade as we were anticipating with the Cayenta CIS system.

Mr. Barton answered that his department thought so, and he was hoping for about 80% of the Cayenta performance from the Banner system for a 10-year period.

Commissioner Mital asked the Water staff to talk about their capital planning to accommodate a faster AMI deployment; it is different than the Electric side of the utility which plans to maintain its Type 1 work. He asked for more explanation around the Water Utility's plan to reduce its Type 1 work, somewhat significantly, over the two years

Mr. Damewood explained they have evaluated short term reductions and do not believe it will have an adverse impact. Unlike electric poles and wires, the condition of underground water pipes is not visible. Water pipe generally has a life of 75-100 years; the 25 year span provides some period of grace. EWEB will continue to keep up with paving projects and repairs, and will replace water mains as needed. If Type 1 renewal and replacement work were to be deferred on an on-going basis, reliability problems would result.

***Commissioner Simpson moved to approve the first five years of the 2019 Electric and Water Utility 10-Year Capital Improvement Plans, and the Capital Budgets for 2019 as outlined in the first year of both CIPs. The motion passed unanimously 5:0.***

### **EWEB Development Policy - Infrastructure Extensions**

Mr. Damewood, and Mr. Price offered the Board a report on the EWEB Development Policy - Infrastructure Extensions.

Commissioner Helgeson highlighted a distinction between Electric and Water; the Water Utility has a System Development Charge (SDC) that recovers certain joint use infrastructure investments that are not dedicated to a particular development. There is not an equivalent on the Electric side. He asked Management's opinion on whether we need some kind of corollary on the electric side, or whether it should be abandoned on the water side for the sake of economic development.

Mr. Price said he didn't believe anything should be changed, although opportunities and exceptions do exist.

President Brown suggested everyone think about the large piece of land between Irving Rd. and the urban growth boundary, and what it meant for Development Policy and the utility's infrastructure when that area was eventually developed.

### **Break**

President Brown called for a break at 7:40 pm. The meeting reconvened at 7:50 pm.

Commissioner Helgeson left the meeting at 7:40 p.m.

### **Long-Term Financial Plan (LTFP) Update and 2019 Budget Assumptions**

Ms. Fahey, Ms. Hart, Mr. Rue, Mr. Reller, and Mr. Schultz offered the Board an update on the LTFP, and 2019 budget assumptions.

Vice President Carlson wondered why there was a range of debt service coverage ratio on the water side instead of a single value.

Ms. Fahey responded that has been standard procedure for many years, because typically water utilities have less income flowing in, and lower debt service coverage.

Commissioner Simpson was curious about the shift in shared services allocation.

Ms. Hart explained the utility used a formula known as the Massachusetts Formula. She mentioned that, since 2012, the water side's proportionate share of revenue had risen, along with capital in service, and labor.

President Brown asked how System Development Charges (SDC) revenue is used to pay debt.

Ms. Hart explained that SDC money is used to pay into capacity that already exists in the system, and that portion is used to serve debt.

President Brown wanted to ensure the optics of debt service were clear and explainable.

Commissioner Mital asked what would happen if the market price for electricity did not go from \$21 to \$36 by 2028.

Mr. Rue replied the budget was built around the forward curve, and the portfolio was hedged out up to five years.

Mr. Lawson said as the utility gets out beyond five years into the future, its reliance on wholesale markets would drop dramatically due to expiring contracts.

***Commissioner Simpson moved to direct staff to prepare the 2019 budget using the assumptions set forth in the June 27 LTFP memo. The motion passed unanimously 4:0***

President Brown asked if everything discussed would be reset in 2028.

Ms. Fahey said as far as BPA was concerned, yes.

President Brown noted that the current 10 year projection ends with 2028 and inquired whether management has considered what EWEB will do about the forward price curve in that next year.

Ms. Fahey explained that Susan Ackerman's group is looking into that and when their work is further along we will build that into our financials.

General Manager Lawson weighed in saying there is much work to be done over the next 2-3 years relative to major cost issues involving our supply chain; this is where the Integrated Electric Resource Plan (IERP) and contractual work comes in. The board will be brought information relative to these big decisions, and the contract with BPA which expires in 2028 is one piece. Ms. Ackerman has this in her purview and has already started to work on this.

### **Residential Pricing Tiers**

Ms. Ackerman offered the Board a report on residential pricing tiers.

President Brown asked how the utility was to refute the numbers in this report that suggest EWEB was de-incentivizing conservation.

Mr. Rue said potentially the missing incentives for conservation could be supplemented with future programs.

Mr. Lawson clarified that the payback on conservation could be changed through incentives instead of rates.

Vice President Carlson urged her colleagues to focus on outreach to the EWEB rate-payers who are focused on local and global conservation, in an effort to be proactive about possible changes to pricing tiers.

Commissioner Mital asked for an explanation of the key message regarding "bill transparency." He suggested that part of the messages about new pricing tiers should be stricken, as it suggests the utility was not transparent with their billing in the past.

Mr. Harwood explained that sometimes customers do not understand how their bill works and question why they are paying a cent and a half more for some of their usage. Commissioner Mital clarified that the new pricing structure increases simplicity.

### **Correspondence & Board Agendas**

Mr. Lawson offered the Board a report on Correspondence & Board Agendas.

Commissioner Simpson wondered if there was an opportunity to sell water testing services to other agencies who may need it.

Mr. Damewood said yes.

Mr. Morgenstern elaborated saying that EWEB is in the process of entering into an Intergovernmental Agreement with another utility to take their samples after hours, weekends and holidays, however he cautioned that EWEB cannot sell its services in competition with commercial labs, during hours those labs are open for business.

Commissioners expressed a desire to know more about these limitations and why.

### **Board Wrap Up**

Vice President Carlson applauded the Customer Service team for extending hours.

Commissioner Simpson said he had not seen a lot of action taken on the utility's website in follow up to his meeting with management and would like to know what action has been taken.

President Brown asked for, and received, head nods from his colleagues about adding Collapsing Water Pricing Tiers to the August meeting agenda, which was light on subject material.

### **Adjourn**

President Brown adjourned the meeting at 9:07 p.m.

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Assistant Secretary

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President



## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a Price Agreement with **Delta Sand & Gravel Co.** for **Rock Material**.

Board Meeting Date: August 7, 2018

Project Name/Contract#: Rock Material / ITB 017-2018

Primary Contact: Mel Damewood Ext. 7145

Purchasing Contact: Collin Logan Ext. 7426

### **Contract Amount:**

Original Contract Amount: \$750,000 (over a five-year contract)

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0 %

Amount this Request: \$750,000

**Resulting Cumulative Total:** \$750,000

### **Contracting Method:**

Method of Solicitation: Formal Invitation to Bid

If applicable, basis for exemption: N/A

Term of Agreement: 5-Years

Option to Renew? Yes

Approval for purchases "as needed" for the life of the contract Yes

Proposals/Bids Received (Range): 3 (\$55.75 - \$60.00/ton Combined lump sum cost for 7 gravel types)

Selection Basis: Lowest responsive and responsible bidder

### **Narrative:**

The Board is being asked to approve a price agreement with Delta Sand & Gravel for the purchase of rock and gravel material for use by Water and Electric Construction Crews.

In April 2018, EWEB issued a Formal Invitation to Bid to establish a price agreement for the provision and delivery of rock and gravel material.

EWEB received three (3) responses, bids were submitted by RiverBend Materials (Formerly Eugene Sand & Gravel) of Eugene, Oregon, Wildish Sand & Gravel of Eugene, Oregon, and Delta Sand & Gravel of Eugene, Oregon. Delta Sand & Gravel was determined to be the lowest, responsive and responsible bidder.

Rock and gravel material will be provided on an as-needed basis. Historical procurement data suggests that the total contract amount will be approximately \$750,000 over the five-year period. The actual total dollar amount, however, is unknown and may be more or less than the estimated volume. Purchases will be based on need and not on any specific annual quantity. The annual cost will be within the amount budgeted for that specific year.

### **ACTION REQUESTED:**

Management requests the Board approve a Price Agreement with **Delta Sand & Gravel Co.** for **Rock and Gravel Material**. Funds for this purchase were budgeted for 2018, the total Water Division Operations and Maintenance Budget is \$14.6 Million. The total Electric Division Operations and Maintenance Budget is \$22.3 Million.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Executive Team Member: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to authorize the use of a cooperative contract for a **Warehouse Inventory Vending Solution and Materials** from **Fastenal**.

Board Meeting Date: August 7, 2018

Project Name/Contract#: Warehouse Inventory Vending Solution Program – NASPO – Oregon State PA 8497

Primary Contact: Sue Fahey Ext. 7688

Purchasing Contact: Ramie Alkire Ext. 7413

Expected Spend: \$450,000 over the next five years

### **Narrative:**

The Board is being asked to authorize the use of the State of Oregon Price Agreement 8497 (a cooperative contract through the National Association of State Procurement Officials) for a Warehouse Inventory Vending Solution and Materials. The contract is with **Fastenal** of Eugene, OR.

Purchases from Fastenal include high use, low dollar items such as consumable items and small tools that are stocked in the Fastenal vending machines to create a self-service model for crews and staff and to reduce inventory management costs.

Fastenal offers a consignment model that requires no fees for use of the vending machine equipment or for the software maintenance and support services required to manage the machine's inventory and EWEB will only pay for materials consumed. To ensure the state contract pricing was competitive, the cost of the vending machine materials was compared to EWEB's current warehouse inventory pricing and on average, Fastenal pricing was lower.

### **ACTION REQUESTED:**

Management requests the Board authorize the use of the cooperative contract for a warehouse inventory vending solution and materials from **Fastenal** for five years. Materials are charged to the departments using them, and funds for these purchases were budgeted in 2018. The Water Division's 2018 Operations and Maintenance budget is \$14.6 Million and the Electric Division's 2018 Operations and Maintenance Budget is \$22.3 Million.

### **SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Supervisor: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a Construction Contract with **Halvorson Contracting** for the **Roosevelt Operations Center (ROC) Consolidation Project – Interior Remodel**.

Board Meeting Date: August 7, 2017  
Project Name/Contract#: ROC Consolidation Project / Interior Remodel - ITB #045-2018  
Primary Contact: Rod Price Ext. 7122  
Purchasing Contact: Tracy Davis Ext. 7468

### **Contract Amount:**

Original Contract Amount: \$ 1,540,000  
Additional \$ Previously Approved: \$ N/A  
Invoices over last approval: \$ N/A  
Percentage over last approval: N/A %  
Amount this Request: \$ 1,540,000  
**Resulting Cumulative Total:** \$ 1,540,000

### **Contracting Method:**

Method of Solicitation: Formal ITB  
If applicable, basis for exemption: N/A  
Term of Agreement: One-Time Purchase  
Option to Renew? No  
Approval for purchases "as needed" for the life of the contract No  
Proposals/Bids Received (Range): 2 responses (\$1,535,500 to \$1,670,000)  
Selection Basis: Lowest responsive and responsible bidder

### **Narrative:**

The Board is being asked to approve a Construction Contract with **Halvorson Contracting** for the **Roosevelt Operations Center (ROC) Consolidation Project – Interior Remodel**.

Based on a 2016 feasibility analysis, it was determined that EWEB would reduce operating costs and improve workplace efficiency by consolidating staff to the Roosevelt Operations Center (ROC). This project will facilitate that effort through remodeling of the existing ROC facility. The remodel work entails adding and removing walls and doors, with associated electrical, plumbing, HVAC, and mechanical work.

Staff issued a Formal Invitation to Bid in June, 2018. EWEB received two bids. The lowest responsive and responsible bid was received from Halvorson Contracting of Creswell, Oregon. Halvorson Contracting has 21 years of experience with similar interior remodeling projects. A bid was also received from Ausland Group of Grants Pass, Oregon. (Other qualified bidders declined to bid due to commitments to larger projects at this time.) If approved, Halvorson Contracting will provide construction services as specified in the solicitation documents.

### **ACTION REQUESTED:**

Management requests the Board approve a Construction Contract with **Halvorson Contracting** for the **Roosevelt Operations Center (ROC) Consolidation Project – Interior Remodel**. Funds for this work were budgeted in the 2018 and 2019 Electric Capital and O&M budgets. The combined 2018 O&M and

Capital budget is \$279 Million.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Supervisor: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a Construction Contract with **Kronsberg Electric for Construction Services.**

Board Meeting Date: August 7, 2018  
Project Name/Contract#: Leaburg Fish Screen Standby Generator Installation/048-2018  
Primary Contact: Susan Ackerman Ext. 7185  
Purchasing Contact: Sandra Hahn Ext. 7163

### Contract Amount:

Original Contract Amount: \$ 260,000  
Additional \$ Previously Approved: \$ N/A  
Invoices over last approval: \$ N/A  
Percentage over last approval: N/A %  
Amount this Request: \$ 260,000  
**Resulting Cumulative Total:** \$ 260,000

### Contracting Method:

Method of Solicitation: Formal Invitation to Bid  
If applicable, basis for exemption: N/A  
Term of Agreement: December 31, 2018  
Option to Renew? No  
Approval for purchases "as needed" for the life of the contract No  
Proposals/Bids Received (Range): 2 (\$260,000-\$300,000)  
Selection Basis: Lowest Responsive and Responsible Bid

### Narrative:

The Leaburg Dam and Fish Screen are powered by one feeder off an EWEB distribution line that is susceptible to storm outages. The Leaburg Fish Screen site is equipped with a standby diesel generator to provide backup power to maintain operation and control of the Leaburg Dam and Power Canal. The existing 1980's vintage 350kW generator is slightly undersized for existing loads and has presented mechanical issues which have led to concerns about its reliability as a backup power source. Installation of a new standby diesel generator will create safer operating conditions by improving reliability of critical systems at the Leaburg Dam and Power Canal.

The work includes replacement of the existing 350kW generator with a new 500kW standby generator, installation of new transfer and disconnect switches, new service metering, and reconfiguration of the 480V service into the fish screen control house. Installation of the new generator also includes construction of a concrete slab foundation and structure for mounting electrical equipment.

Staff issued an Invitation to Bid in July, 2018. EWEB received two bids. The lowest responsive and responsible bid was received from Kronsberg Electric of Redmond, OR. Kronsberg Electric has 21 years of experience with similar standby power installation and upgrades. Bids were received from Kronsberg Electric of Redmond, OR, and US West Electric of Myrtle Creek, OR. If approved, Kronsberg Electric will provide construction services as specified in the solicitation documents.

**ACTION REQUESTED:**

Management requests the Board approve a construction contract with **Kronsberg Electric** for **installation of the Leaburg Fish Screen Standby Generator**. Funds for this work were budgeted in the Capital Improvement Plan for 2018. The total Electric Utility Capital Budget for 2018 is \$37.6 million.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Supervisor: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a Contract with **Michels Power** for **construction services at Leaburg Substation**.

Board Meeting Date: August 7, 2018

Project Name/Contract#: Construction Services at Leaburg Substation / ITB 042-2018

Primary Contact: Rod Price Ext. 7122

Purchasing Contact: Sandra Hahn Ext. 7163

### **Contract Amount:**

Original Contract Amount: \$552,000

Additional \$ Previously Approved: \$ n/a

Invoices over last approval: \$ n/a

Percentage over last approval: n/a %

Amount this Request: \$552,000

**Resulting Cumulative Total:** \$552,000

### **Contracting Method:**

Method of Solicitation: ITB 042-2018

If applicable, basis for exemption: n/a

Term of Agreement: November 30, 2018

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

Proposals/Bids Received (Range): 4 (\$551,228 - \$854,037)

Selection Basis: Lowest Responsive and Responsible Bid

### **Narrative:**

Following the completion of Holden Creek Substation, which was energized Q2 2018, EWEB is beginning the process of reducing the upriver electric system infrastructure per the Upriver Plan presented to the Board in 2016; this will begin with the reduction of Leaburg Substation infrastructure. The work has been split into two (2) phases with the first phase scheduled for 2018.

Work for 2018 will be contracted and will occur between August and the end of October. Work includes removing the majority of the existing substation equipment and modifications to the existing oil containment system, and installation of new foundations and electrical equipment.

EWEB issued ITB 042-2018 in June 2018 and a voluntary pre-bid meeting was held in which five (5) prospective bidders and subcontractors attended. The ITB responses were opened in July and reviewed by staff. Bidders were required to demonstrate relevant experience in substation construction, a safety program that included high-voltage substation hazard aspects, and required identifying experience of key personnel who will manage the project during construction. Four (4) responses were received and evaluated by staff. Responses were received from KVA Electric Inc. of Arlington, WA, Michels Power of Neenah, WI (local office in Tumwater, WA), Christenson Electric of Portland, OR, and Key Line Construction of Myrtle Point, OR. Michels Power was determined to be the lowest responsible and responsive bid.



**ACTION REQUESTED:**

Management requests the Board approve a Contract with **Michels Power** for **construction services at Leaburg Substation**. Leaburg Substation Reduction is budgeted under the Holden Creek Substation Type 2 project. The budget amount for Capital Work for the Electric Utility is \$37.6 Million.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to authorize the use of a cooperative contract for **Oracle software and services** from **Mythics Inc.**

Board Meeting Date: August 7, 2018

Project Name/Contract#: Oracle Purchases/Region4 Education Service Center Contract R141801

Primary Contact: Matt Barton Ext. 7109

Purchasing Contact: Tracy Davis Ext. 7468

Expected Spend: \$750,000 over 2 years

### **Narrative:**

The Board is being asked to authorize the use of The Region 4 Education Service Center Contract #R141801 (a cooperative contract through the National Intergovernmental Purchasing Alliance) for Oracle software and services. EWEB intends to purchase software and services from **Mythics Inc.** of Virginia Beach, VA (an Oracle Value Added Reseller).

Purchases from Mythics Inc. for Oracle services and software will be used to support the database and middleware for EWEB's current Customer Information System, Power Trading System, AMI, and Work and Asset Management Software (WAM). Purchases are available under the existing Region 4 Education Service Center cooperative contract.

### **ACTION REQUESTED:**

Management requests the Board authorize the use of the contract for Oracle Software and services from **Mythics Inc.** for two years. Funds for the purchases are in the existing capital plan, and will be budgeted annually through the term of the contract. The combined Water and Electric Utility Capital Budgets are \$51.4 Million.

### **SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Supervisor: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_



TO: Commissioners Brown, Carlson, Mital, Simpson and Helgeson  
FROM: Mel Damewood, Chief Water Engineering & Operations Officer  
DATE: July 2, 2018  
SUBJECT: 031-2018 Hayden Bridge Disinfection System Improvements  
OBJECTIVE: Board Approval

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### **Issue**

EWEB recently opened bids for construction of the Hayden Bridge Disinfection System Improvements and a request is being made to award a construction contract for \$2,411,000 with Pacific Excavation, Eugene, Oregon.

### **Background/Discussion**

Disinfection is the most important process at the treatment plant, ensuring that the water is safe to drink. The Hayden Bridge Filtration Plant currently disinfects the drinking water using gas chlorine. Gas chlorine, while effective at protecting drinking water, by its nature is extremely dangerous and requires special safety precautions, certifications and equipment to maintain a stable and safe environment for the workplace and the people living in nearby neighborhoods. Given the risks, the trend in drinking water treatment has been to move away from gas systems to either bulk liquid hypochlorite systems or onsite sodium hypochlorite generation systems. This trend has made it so that obtaining gas chlorine has become difficult, there is only one supplier in the western US, which means following a disaster, chlorine will be unavailable. Without chlorine the plant cannot produce potable water and will need to be shut down.

In 2014, staff, working with Jacobs (formerly CH2M Hill), completed a Disinfection Evaluation to replace the gas chlorine disinfection system. The evaluation included a triple bottom line alternatives analysis that looked at upgrading the existing gas chlorine system, converting the system to a bulk liquid hypochlorite, and replacing the existing system with a new system where sodium hypochlorite is generated on-site. Jacobs' recommended moving forward with onsite generation of sodium hypochlorite because it is the most reliable and resilient solution. In addition, it is much safer than both gas and bulk liquid hypochlorite.

Staff began working with Jacobs in 2017 to complete design for the construction of the onsite hypochlorite generation system. As part of the design work, staff issued a formal Request for Proposals in March 2018, to pre-purchase the required equipment including the onsite sodium hypochlorite generators, storage tanks, and the metering system. The equipment pre-purchase contract was approved by the Board in May 2018. The equipment will be onsite by the end of 2018.

The detailed design completed by Jacobs' includes the following:

- Construction of a new 2,900 square foot precast concrete building to house the EWEB purchased equipment and the required electrical equipment for the system.
- Installation of the pre-purchased equipment.
- Mechanical work including plumbing the pre-purchased equipment and installing a new HVAC system.
- Civil sitework including stormwater piping, earthwork for the new building, new feed lines for chlorine, and site restoration work as required.
- Electrical work required for the new disinfection system, building lighting, instrumentation and control.

Three bids were received for the above work. Pacific Excavation (Eugene, OR) submitted the lowest bid at \$2,411,000. Funding is in place in the Water Capital Improvement Plan (CIP) for 2018 and 2019 for this project. The funding amounts in the CIP were based on an Engineering estimate of \$2,050,000 for the construction of the improvements. This overage will affect the 2019 budget and will be accommodated through a combination of deferrals and reductions in other projects.

### **Requested Board Action**

Management requests the Board approve a contract of \$2,411,000 to Pacific Excavation for construction of the Hayden Bridge Disinfection System Improvements.

If you have any questions please contact Mel Damewood, Chief Water Engineering and Operations Officer at 541-685-7145 or email [Mel.Damewood@eweb.org](mailto:Mel.Damewood@eweb.org).

## **EWEB Board Consent Calendar Request**

*For Contract Awards, Renewals, and Increases*

The Board is being asked to approve a construction contract with **Pacific Excavation of Eugene, OR** for **Hayden Bridge On-Site Hypochlorite Disinfection Housing Improvements**.

Board Meeting Date: August 7, 2018

Project Name/Contract#: ITB 031-2018 / On-Site Hypochlorite Generation System Improvements

Primary Contact: Mel Damewood Ext. 7145

Purchasing Contact: Collin Logan Ext. 7426

### **Contract Amount:**

Original Contract Amount: \$2,411,000

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0 %

Amount this Request: \$2,411,000

**Resulting Cumulative Total:** \$2,411,000

### **Contracting Method:**

Method of Solicitation: Formal Invitation to Bid

If applicable, basis for exemption: N/A

Term of Agreement: Final Completion Dec 31, 2018

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

Proposals/Bids Received (Range): 3 Bids Received (\$2,411,000 - \$2,730,000)

Selection Basis: Lowest bid from most responsive, responsible bidder

Narrative:

The Board is being asked to approve a construction contract with **Pacific Excavation, Inc.** for **Hayden Bridge On-Site Hypochlorite Disinfection Housing Improvements**.

The Hayden Bridge Filtration Plant currently disinfects the drinking water using gas chlorine. Disinfection is the most important process at the treatment plant as it is what ensures that the water is safe to drink. Gas chlorine, while effective at protecting drinking water, is inherently dangerous and unsafe for those that work on the system and people living in nearby neighborhoods. A gas chlorine release may result in injuries or even death. Given these risks, the trend in drinking water treatment has been to move away from gas systems to safer liquid hypochlorite (liquid chlorine) systems, either delivered in bulk or generated onsite. This trend has made it so that obtaining gas chlorine has become difficult with only one supplier in the western US. This means following a disaster, gas chlorine will likely be unavailable and without it the plant cannot produce potable water.

In 2014, staff, working with Jacobs (formerly CH2M Hill), completed a Disinfection Evaluation to replace the gas chlorine disinfection system. The evaluation included a triple bottom line alternatives analysis that looked at upgrading the existing gas chlorine system, converting the system to a bulk liquid hypochlorite system, and replacing the existing system with a new system where sodium hypochlorite is generated on-site. The results of the evaluation included a recommendation to move forward with onsite generation of sodium hypochlorite. Staff began working with Jacobs in 2017 to complete detailed design for the construction of the onsite hypochlorite generation system. As part of the design work, staff issued a formal Request for Proposals in March 2018, to pre-purchase the required onsite hypochlorite generators, storage tanks, and metering system. The equipment pre-purchase contract was approved by the Board in May 2018.

This contract will include:

- Construction of a new building designed to meet current seismic codes
- Installation of the pre-purchased disinfection equipment
- Miscellaneous mechanical work, including plumbing for the new system
- New electrical equipment and miscellaneous electrical work
- Miscellaneous civil site work

In May 2018, Staff issued a formal ITB seeking bids from contractors to build improvements to the new hypochlorite generation system equipment at Hayden Bridge. Three responses were received from Pacific Excavation, Inc. (Eugene, OR), Stettler Supply Co. (Salem, OR), and DSI Builders, Inc. (Salem, OR). Pacific Excavation, Inc. was determined to be the lowest responsive and responsible bidder.

**ACTION REQUESTED:**

Management requests the Board approve a construction contract with **Pacific Excavation of Eugene, OR** for **Hayden Bridge On-Site Hypochlorite Disinfection Housing Improvements**. The Water Utility Capital Budget for 2018 is \$13.7 Million.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Executive Officer: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Brown, Carlson, Mital, Simpson and Helgeson  
FROM: Susan Ackerman, Chief Energy Officer; Greg Brownell, Power Planning Supervisor  
DATE: August 7, 2018  
SUBJECT: 2019 Customer Generation Rates  
OBJECTIVE: Board Action – Approval of Resolution No. 1822

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## **Issue Statement**

EWEB's Customer Generation Policy establishes requirements for interconnecting customer-owned generation to EWEB's electric system, and sets rates for the purchase of that generation. The Policy specifies that the rate schedules are subject to annual review and may be adjusted or amended at the discretion of the Board. This memo describes the annual review of the customer-owned generation rates for 2019.

## **Background**

EWEB sets its Customer Generation Rates at its "avoided cost," or the rate that will hold other utility customers harmless. To determine the avoided cost for use in customer generation rates, EWEB uses the Intercontinental Exchange (ICE) Mid-Columbia (Mid-C) forward prices to set the rate. EWEB's Power Purchase Rate Schedules provide rates for purchasing electricity from two different renewable customer-generation configurations.

The **Renewable Net Metered Rate** is designed for customers with installed capacity less than or equal to 25kW who generate surplus renewable electricity. At the end of each monthly meter reading cycle, excess energy generated shall be credited at the Renewable Net Metered Rate. The rate for the excess energy is based on a one-year energy value, based on the avoided cost to EWEB and scaled up to account for transmission and distribution loss reductions resulting from customer generation resources. The customer retains the right to Renewable Energy Credits (RECs) if applicable.

The **Annual Renewable Generation Purchase Rate** is designed for customers with generation systems greater than 25kW and less than 200kW, who elect to sell available energy and RECs from their system to EWEB. The rate is available to customers with new or existing distributed generation. This rate includes the same one-year energy value and scaling for transmission and distribution losses as the Renewable Net Metered, and the one-year value of RECs retained by EWEB.

**Discussion**

Staff calculated the following pricing update using the avoided cost methodology. The rates are set to the avoided generation, transmission, and distribution costs reflecting the solar generation profile (i.e. weighted towards on-peak hours and summer season), and the value of RECs. The table below shows rates from recent years. It is recommended that 2019 rates remain unchanged from the 2018 rates.

<b>Program/Characteristics</b>	<b>Renewable Net Metered</b>	<b>Annual Renewable Generation</b>
Size	≤25kW	>25kW to < 200kW
Type	Surplus Above Consumption	Generation Production Purchase
Losses Credited	Yes	Yes
Renewable Energy Certificate (REC)	No	Yes
2015 Rate	\$0.0416/kWh	\$0.0436/kWh
2016 Rate	\$0.0311/kWh	\$0.0319/kWh
2017 Rate	\$0.0276/kWh	\$0.0280/kWh
2018 Rate	\$0.0255/kWh	\$0.0269/kWh
2019 Rate	\$0.0255/kWh	\$0.0269/kWh
Change	0%	0%

**Recommendation**

EWEB management recommends no change to the Renewable Net Metered and Annual Renewable Generation Purchase Rate, as described in Resolution No. 1822.

**Requested Board Action**

EWEB management requests Board approval of Resolution No. 1822 setting the 2019 Customer Generation rates and to update the EWEB Customer Service Policy, Appendix B to include the rates.

**Attachments:**

Customer Service Policy, Appendix B, Section V. Power Purchase Rate Schedules  
Resolution No. 1822





**V. Power Purchase Rate Schedules  
(Customer Generation Systems Less than 200kW)**

The following Power Purchase Rate Schedules are available to EWEB Customers with CG Systems as applicable:

- Renewable Net-Metered Rate
- Annual Renewable Generation Purchase Rate

These Rate Schedules are subject to annual review and may be adjusted or amended at the discretion of the EWEB Board. Service under all Schedules is subject to EWEB Customer Services Policies and Procedures.

**1. Renewable Net-Metered Rate Schedule  
(For Generation Less than or Equal to 25 kW)**

a. Applicability

Renewable Net-metered Rates shall apply to a CG System interconnected in parallel to EWEB on the Customer's side of the meter and sized such that it primarily offsets the Customer's Load at the site.

Renewable Net-metered Rates are available only to a CG System with an installed output capacity less than or equal to 25 kW, that use solar power, wind power, fuel cells, hydroelectric power, landfill gas, digester gas, waste, dedicated energy crops available on a renewable basis, or low-emission, non-toxic biomass based on solid organic fuels from wood, forest, or field residues.

- b. A Customer who uses the net-metered approach shall be responsible to pay the monthly basic charge, demand charge, energy charge, distribution charge and reactive charge applicable to its rate class.
- c. At the end of each monthly meter reading cycle, excess energy generated by the CG System as measured by EWEB's billing meter shall be credited at the excess generation rate listed below. The resulting amount shall be credited to the Customer's EWEB bill in that same billing cycle.
- d. Renewable Net-metered Rate

Excess generation for CG Systems will be credited based on the following rate:



All kWh of excess generation.                      \$0.0255                      per kWh  
(Resolution No. 1720)

**2. Annual Renewable Generation Purchase Rate Schedule  
(For Generation Greater than 25 kW and Less than 200 kW)**

a. Applicability

Rate schedule applies to residential, commercial, industrial and public agency Customers with EWEB approved Renewable Energy generation systems that are connected directly to the EWEB electric distribution system, that have an installed output capacity greater than 25 kW and less than 200 kW, and that use solar power, wind power, hydroelectric power, landfill gas, digester gas, waste, dedicated energy crops available on a renewable basis, or low-emission, non-toxic biomass based on solid organic fuels from wood, forest, or field residues.

Rate schedule applies to the purchase of electrical energy generated by Customer's Renewable Energy generation system. Purchase power rate shall be applied to short-term Standard Offer contracts for renewable electric generation systems connected to EWEB.

b. Annual Renewable Generation Rate

All purchased power                                      \$0.0269                      per kWh  
(Resolution No. 1720)

c. Energy delivered to the EWEB system will be credited to Owner's generation account monthly according to the Rate Schedule above. Payments for renewable electric generation credits will be issued once per year in December in the form of a check.

**RESOLUTION NO. 1822  
AUGUST 2018**

**EUGENE WATER & ELECTRIC BOARD  
CUSTOMER GENERATION RATES**

**WHEREAS**, Oregon Senate Bill 84 regarding net metering. (ORS 757.300 (1) states “An electric utility may value the excess kilowatt-hours at the avoided cost of the utility, as determined by the commission or the appropriate governing body.”); and

**WHEREAS**, in response, EWEB has developed a Customer Generation Policy to support the installation of electric generation systems by customers within the utility’s service area; and

**WHEREAS**, EWEB’s Customer Generation Policy includes rate schedules for the purchase by EWEB of the electric output from customer-generation installations at established per kilowatt-hour rates; and

**WHEREAS**, such rate schedules are not affiliated with nor do they otherwise affect rates charged for electricity supplied to customers by EWEB for normal distribution service; and

**WHEREAS**, the Board has reviewed background concerning EWEB’s Customer Generation Policy parameters and proposed rates for said purchases from qualifying customer installations for consideration and approval at its August 7, 2018 Board Meeting.

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

1. The Board hereby grants approval of the Customer Generation Rate Schedule which will be reflected in the updated Customer Service Policy, Appendix B: and
2. Grants the General Manager or his designees the continuing authority to enter into Standard Offer contracts for the purchase of customer-generation system output at the established rates, as may be generally amended from time to time.

DATED this 7<sup>st</sup> day of August 2018.

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 August 7, 2018 Regular Board Meeting.

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



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Brown, Carlson, Mital, Simpson and Helgeson  
FROM: Frank Lawson, General Manager  
DATE: July 17, 2018  
SUBJECT: Resolution No. 1823, Revisions to Board Policy GP15, New Commissioner Orientation  
OBJECTIVE: Board Action

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## **Issue & Background**

The Board's governance process policy addressing new commissioner orientation (GP15) was last updated in 2005. At the Board's July meeting, Management proposed to simplify the policy by removing restrictions that stipulate when activities may occur and affording discretion to the Board President, General Manager and new Commissioner to conduct the orientation in a manner that meets the needs individual new commissioners. Additionally, a new provision states that a Commissioner Nominee may partake in the orientation prior to the general election, under the condition the Nominee will run unopposed and upon agreement of the Board President, General Manager and Nominee. Management believes the flexibility of these changes will benefit new Commissioners by providing additional time to prepare for their role.

At this time, Management requests action to update the policy as proposed.

## **Requested Board Action**

Approval of Resolution No. 1823, New Commissioner Orientation.

**Policy Number:** GP15  
**Policy Type:** Governance Process  
**Policy Title:** New Commissioner Orientation  
**Effective Date:** August 7, 2018

The Board President or their designee is responsible for orientation of new Commissioners. The purpose of the New Commissioner Orientation is to create familiarity with policy, provide an overview of EWEB operations and make introductions to management and primary contacts at EWEB. New Commissioners have distinct backgrounds and inspirations for being on the Board, as well as diverse learning styles, varied schedules and availability. Therefore, orientations will be tailored for each new Commissioner.

The investment involved with providing a substantive overview and discussion of EWEB's operations, as well as Commissioner roles, will reap future benefits. New Board members will be well informed and better prepared to participate effectively in the Board's governance role.

During the election process or pre-appointment period, information requests from candidates will be granted in accordance with Oregon Public Records and Public Meetings Laws. A meeting with the General Manager to gain a better understanding of the Board's role and to obtain general information about EWEB will be scheduled upon the candidate's request. All such requests for information, as well as questions regarding public meetings, and scheduling matters should be directed to the General Manager's Executive Assistant.

After the general election or appointment, but prior to a new Commissioner's oath of office, the General Manager will commence the orientation with intent to complete the process as soon as practical and within an amount of time that is acceptable to the Board President, General Manager and new Commissioners. Unless specified, the elements of the orientation may take place before or after the oath of office.

In the event that a Commissioner Nominee will run uncontested, the orientation may begin prior to the general election, at the discretion of the Board President, General Manager and the Nominee.

#### **Elements of the Orientation:**

Prior to the oath of office, the General Manager will invite the Commissioner Elect, Nominee, or Appointee to:

- Attend Board meetings as an observer with the opportunity to be introduced to EWEB personnel.
- Attend Board workshops and retreats as an observer.

During the orientation process, the General Manager will:

Provide information to the Commissioner Elect, Nominee, or Appointee, including:

- Board Policy Manual
- General information about EWEB

Inform the Commissioner Elect, Nominee, or Appointee about upcoming association meetings and/or Public Power orientations and workshops. (Expenses associated with these opportunities shall only be paid by EWEB after the new Commissioner has taken the oath of office; prior to that time, the attendee shall be responsible for costs incurred.)

Design a series of orientation sessions for the new Commissioners.

- Informational meetings with, or introductions to:
  - Board President
  - Experienced Board members
  - General Manager
  - Executive Team members
  - Program Managers
- Tours of major projects and facilities

Provide written information pertinent to the Board and identify the highest priority areas.

Common resources include:

- Board Policy Manual and Bylaws
- Relevant policies and protocols
- Strategic Plan
- Annual Financial Reports
- Website review
- Organizational chart and list of key personnel

Support new Commissioners' endeavor to strengthen their connection to the public.

- Invite new Commissioners to attend community meetings with the appointed Board liaison and make appropriate introductions.
- Impart relevant information about industry trends and public power and water needs in our community.
- Familiarize the new Commissioner with EWEB's priorities, strategies, essential operations and major initiatives which will help them become knowledgeable representatives.

Promote productive communication:

- Discuss the board-staff working relationship (Board Policy BL6), including lines of communication and appropriate contacts for particular information.
- Determine the new Commissioner's preferred method of communication and use that style to the extent practical.

### **After the Oath of Office:**

After the new Commissioners have taken the oath of office, the Board President or General Manager should maintain ongoing communication by initiating contact with new Commissioners. Examples include:

- Encourage new Commissioners to ask questions and seek information prior to Board meetings; offer to meet with them prior to the meetings during the first several months.

- Establish an e-mail address and include them in routine communication

Encourage new Commissioners to seek educational opportunities.

- Notify new Commissioners of upcoming state and national conferences.
- Establish an expectation for new Commissioners to attend conferences and explain how to obtain travel support.
- Strengthen partnerships and teamwork by arranging for the General Manager and/or other Board members to accompany new Commissioners to conferences and introduce them to others.

Definitions:

Commissioner Elect – Individual has completed the election process (primary and general elections) and has won the seat in the general election. Individual has not been sworn into office.

Nominee – Individual has won in the primary election and will either run uncontested in the general election or will run against another candidate.

Appointee – Individual has been selected to fill a vacant or soon to be vacant seat but has not been sworn into office.

Source: Board Approved 07/06/2004, Ratified 04/19/2005, Revised 08/07/18.

**Policy Number:** GP15  
**Policy Type:** Governance Process  
**Policy Title:** New Commissioner Orientation  
**Effective Date:** April 19, 2005

The focus of new Commissioner orientation is to create familiarity with policy and provide an overview of the utility's operations and key staff. New Commissioners have diverse learning needs and styles, different backgrounds and motivations for being on the Board, and varied schedules and availability for learning about the utility. Therefore, orientation to the Commissioner position will be different for each new Commissioner.

The time and effort involved in providing a substantive overview and discussion of EWEB's operations, as well as Commissioner roles, will reap future benefits. New Board members will be well informed and more able to participate effectively in the Board's governance role.

#### **Phase 1 - During the election process or pre-appointment period**

Requests for information from candidates seeking a Board seat will be dealt with in accordance with Oregon public records and public meetings laws. Specifically:

- Requests for Board runs and other information available to the public will be honored.
- Requests for information concerning upcoming Board meetings and retreats will be provided.
- A meeting with the General Manager to gain a better understanding of the Board role and to obtain general information about EWEB will be scheduled, if requested by the candidate.

All such requests for information, as well as questions regarding public meetings, and scheduling issues should be directed to the General Manager's Executive Assistant.

#### **Phase 2 - After the election or appointment**

After the election or appointment, but prior to swearing in the new Commissioner, the EWEB General Manager will:

- Provide information to the Commissioner Elect, Nominee, or Appointee (see definitions at the end of this document):
  - Board Policy Manual
  - Board Information Manual
  - General information about EWEB
- Invite the Commissioner Elect, Nominee, or Appointee to:
  - Tour EWEB facilities
  - Attend Board meetings held prior to being sworn in to observe and be introduced
  - Attend strategic planning, budget and other retreats as an observer
- Inform the Commissioner Elect, Nominee, or Appointee about upcoming association and/or Public Power orientations and workshops (EWEB would not cover expenses until the candidate has been sworn in as an EWEB Commissioner)

#### **Phase 3 - After the new Commissioner takes office**

After the new Commissioner has been sworn in and seated on the Board, the EWEB General Manager will:



- Design a series of orientation sessions for the new Commissioners to include:
  - Information and discussion sessions with or introductions to:
    - The Board President
    - Experienced Board members
    - The General Manager
    - Executive Team
    - Program Managers
  - Tours and visits to major programs and facilities
- Provide reading materials about the Board. Identify the documents that are high priorities. Help new Commissioners set up an information filing system. Common materials are:
  - Board Policy Manual and Bylaws
  - Board Reference Manual
  - Strategic and Master plans
  - Annual Financial Reports
  - Website Review
  - Organizational charts and lists of key personnel
- Help new Commissioners strengthen their links to the external community and public:
  - Invite new Commissioners to accompany Commissioners who have been appointed to community or agency groups as the Board's liaisons, to community meetings. Be sure they are introduced as new Commissioners.
  - Provide information about trends and public power and water needs in the community
  - Provide information about EWEB to help new Commissioners become knowledgeable representatives
- Maintain ongoing communication links:
  - The Board President or General Manager should initiate contact with new Commissioners and:
    - Encourage new Commissioners to ask questions and seek information prior to Board meetings; offer to meet with them prior to Board meetings for the first few months
    - Call new Commissioners before Board meetings to see if they have any questions
    - Discuss lines of communication and who to ask for what information
    - Ask new Commissioners what their preferred mode of communication is; use that style to the extent practical
    - Set up an e-mail address and include them in routine communication
- Encourage new Commissioners to seek educational opportunities:
  - Notify them of upcoming state and national conferences
  - Establish an expectation for new Commissioners to attend conferences; explain how to obtain travel support
  - Strengthen partnerships and teamwork by arranging for the GM and/or other Board members to accompany new Commissioners to conferences and introduce them to others

Definitions:

- Commissioner Elect – Individual has completed the election process (primary and general elections) and has won the seat in the general election. Individual has not been sworn into office.
- Nominee – Individual has won in the primary election and will either run uncontested in the general election or will run against another candidate.
- Appointee – Individual has been selected to fill a vacant or soon to be vacant seat but has not been sworn into office.

Source: Board Approved 07/06/2004, Ratified 04/19/2005

Former Policy

**RESOLUTION NO. 1823  
AUGUST 2018**

**EUGENE WATER & ELECTRIC BOARD  
REVISIONS TO BOARD POLICY GP15 - NEW COMMISSIONER ORIENTATION**

**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 GP15, New Commissioner Orientation 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 GP15 – New Commissioner Orientation.

DATED this 7<sup>th</sup> day of August 2018.

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 August 7, 2018 Regular Board Meeting.

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Assistant Secretary