



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Brown, Carlson, Barofsky, McRae and Schlossberg
FROM: Frank Lawson, General Manager; Anne Kah, Administrative Services Manager
DATE: July 27, 2022 (August 2, 2022, Regular Board Meeting)
SUBJECT: Update to Board Policy GP15 New Commissioner Orientation
OBJECTIVE: Board Approval

Issue/Background

During the Board's annual business meeting in January, GP15 New Commissioner Orientation was one of three board policies identified for review and refinement.

This Policy provides a roadmap to prepare new Board members for their role at EWEB. The policy was last revised August 7, 2018.

Discussion

The Board recognized a need to update the policy to better reflect recent practices. In response to this request, Management provided potential revisions as correspondence for the July 5, 2022, meeting, and invited Commissioners to provide guidance and identify opportunities for improvement which could be incorporated into the Board Policy and/or the GM Office procedures. To date, commissioners have not requested any additional changes.

Recommendation/Board Action

Management's recommendation is reflected in the amended Board Policy GP15 attached herein and presented for the Board's potential action on Consent Calendar B.

Attachments:

Board Policy GP15 New Commissioner Orientation – proposed amendments (tracked changes)
Board Policy GP15 New Commissioner Orientation – proposed amendments (clean copy)
Resolution No. 2217



Governance Process Policies (GP Policies)

GP15 New Commissioner Orientation
Effective Date ~~August 2, 2022~~ ~~August 7, 2018~~

The ~~Board President or their designee~~ Office of the General Manager is responsible for coordinating the orientation of new Commissioners. The General Manager or their delegate shall consult the Board President to determine their desired level of participation in the orientation process and obtain general guidance around the priorities for the orientation.

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 Office of the ~~General Manager's Executive Assistant~~.

After the general election or appointment, but prior to a new Commissioner's oath of office, the Office of 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 Office of 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 including but not limited to:
 - Board President
 - Experienced Board members
 - General Manager
 - Executive Team members
 - Operations Managers
 - Program Managers
 - Safety Program Representative(s)
 - Diversity Team Representative(s)
 - 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
 - Quarterly Strategic & Operational Reports
 - 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 07/06/04, Ratified 04/19/05, Revised 08/07/18, Resolution No. 1823. [Proposed Revision 08/02/22.](#)



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**RESOLUTION NO. 2217
AUGUST 2022**

**EUGENE WATER & ELECTRIC BOARD
UPDATE 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 an amendment to Board Policy GP15, New Commissioner Orientation, and has determined that the amendment is appropriate and necessary to reflect the Board’s desired operating procedures. The amended policy shall be reviewed in approximately one year to ensure the policy is achieving the desired effects.

NOW, THEREFORE, BE IT RESOLVED the Eugene Water & Electric Board hereby approves the amended Board Policy GP15 – New Commissioner Orientation.

DATED this 2nd day of August 2022.

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 2, 2022 Regular Board Meeting.

Assistant Secretary