



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Carlson, Barofsky, McRae, Schlossberg, and Brown  
FROM: Anne Kah, Administrative Services Manager; Frank Lawson, General Manager  
DATE: July 5, 2023 (July 11, 2023 Board Meeting)  
SUBJECT: Updates to EWEB's Property Use and Lloyd Knox Park Use Board Policies  
OBJECTIVE: Action - Approval of Resolution No. 2314

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## **Issue**

With the transfer of EWEB's former headquarters property to the City of Eugene, it is necessary to remove all references to the River Edge Public Plaza from board policies.

## **Background**

Board Policy SD4, Property Use Policy is applicable to the use of any EWEB Property. Lloyd Knox Park is available for community events excluding for profit commercial use; Board Policy SD5 provides additional provisions specific to the Park.

## **Discussion**

In the coming months, Management will further evaluate Board Policies SD4 and SD5.

Rather than encumbering the Board with governing specific property requirements and procedural matters, it may be desirable to retire these policies and replace with a comprehensive Operational Policy. EWEB's Operational Policies are reviewed and approved by the appropriate Management and Subject Matter Experts.

## **Recommendation/Requested Board Action**

Management requests approval of Resolution No. 2314 authorizing revisions to Board Policies SD4 and SD5.

## Strategic Direction Policies (SD Policies)

SD4                      Property Use Policy  
Effective Date        ~~November 2, 2020~~ Proposed July 11, 2023

EWEB is a public agency whose sole purpose is serving the utility needs of its customer-owners; EWEB owns real property to fulfill these utility purposes. The following restrictions apply to the use of any EWEB property, unless expressly permitted by EWEB.

- Certain properties, including Lloyd Knox Park, are available for events, excluding for profit commercial use, including the Public Plaza and Lloyd Knox Park. Organizations or groups wishing to use these areas must submit the required applications and agreements, and Every property user must follow all instructions and guidelines related to ~~the respective EWEB~~ property. Please see [eweb.org/recreation](http://eweb.org/recreation) and Board Policy SD5 for additional details specifically relevant to Lloyd Knox Park.
- Defacement of EWEB property, no matter how temporary, is prohibited, including but not limited to paint, chalk, posters, flyers, images, or projections.
- Activities that pose a threat to public safety or damage to EWEB property are prohibited.
- Discharging of firearms or possession of weapons of any kind except as authorized by law is prohibited.
- Use of fireworks is prohibited.
- Use of motorized vehicles is not permitted on EWEB property except in designated areas.
- Consumption or possession of any alcoholic beverages, marijuana, or illegal substances is not permitted on EWEB property.
- Noise disturbances interfering with the working environment of EWEB personnel is prohibited.
- Engaging in any activity or conduct which is disruptive of or interferes with utility operations is prohibited.
- Users of EWEB properties are expected to clean up the site relating to their use.
- Use of any EWEB property is subject to additional rules or restrictions as posted by EWEB.

**Source:** Board Approved 11/02/20, Resolution No. 2025.

## Strategic Direction Policies (SD Policies)

SD5 ~~Public Plaza and~~ Lloyd Knox Park Use Policy  
Effective Date ~~November 2, 2020~~

~~The River Edge Public Plaza and~~ Lloyd Knox Park ~~is a~~ are public places for the enjoyment of all. ~~The Public Plaza cannot be reserved and must remain open to the public until 11 p.m. each day, except for closures related to public safety. Lloyd Knox~~ The Park is open dawn to dusk and portions of the Park are reservable. Any use by individuals or organized groups must not infringe upon public access.

### CONDITIONS OF USE:

- ~~The River Edge Public Plaza and~~ Lloyd Knox Park ~~is~~are available for non-profit community events ~~excluding for profit commercial use.~~
- Organizations or groups using these Park areas must complete and submit the appropriate applications and agreements and abide by all conditions of use explicitly stated within said applications and agreements. ~~and Board Policies SD4 and 5.~~
- All users of Lloyd Knox Park must abide by the EWEB Property Use Policy found in Board Policy SD4, as well as the provisions of Lloyd Knox Park Use Policy SD5.
  - ~~To request use of the River Edge Public Plaza, organizations and groups must complete and submit the "Hold Harmless Agreement" at least five (5) business days prior to the event.~~
  - To reserve an area of Lloyd Knox Park, complete and submit the "Application & Hold Harmless Agreement." Reservations for the group picnic areas can be made for dates starting the third weekend in April through October 15. Reservations are accepted on a first-come, first-served basis. Reservations are not required outside of the aforementioned dates.
- ~~EWEB parking spaces at 500 E. 4<sup>th</sup> Avenue are not available for use by Plaza users between 6 a.m. and 6 p.m., Monday through Friday, except recognized holidays.~~
- ~~Users of the River Edge Public Plaza and Lloyd Knox Park must abide by the EWEB Property Use Policy found in Board Policy SD4.~~
- EWEB does not provide any additional furniture or ~~audiovisual~~ equipment other than what is available in each described area; refer to the Conditions for Use and General Information at [eweb.org/recreation](http://eweb.org/recreation). ~~of any kind.~~
- Battery or vehicle-operated noise producing devices that disturb other ~~Plaza or~~ Park users are prohibited, as are other noise disturbances interfering with the working environment of EWEB personnel.

Commented [AK1]: This was bullet #7. Added reference to SD5

- Engaging in any activity or conduct which is disruptive or interferes with the enjoyment of the ~~Plaza of~~ Park by others is prohibited.
- The event organizers will be expected to clean up the site after use. If required, event organizers should arrange for garbage cans, trash removal and portable toilets.
- The event organizers shall ensure compliance with applicable permitting and/or health and safety regulations.

**Source:** Board Approved 11/27/89; Revised April, 2004; Ratified 04/19/05; Revised 01/06/15; Revised 07/21/15, Resolution No. 1521; Revised 05/07/19, Resolution No. 1911; Revised 11/02/20, Resolution No. 2025, ~~Proposed 07/11/23.~~

**RESOLUTION NO. 2314  
JULY 2023**

**EUGENE WATER & ELECTRIC BOARD  
REVISED BOARD POLICY SD4 – PROPERTY USE POLICY  
REVISED BOARD POLICY SD5 – LLOYD KNOX PARK USE POLICY**

**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**, EWEB no longer owns real property comprising the River Edge Public Plaza.

**WHEREAS**, the Board of Commissioners has reviewed revisions to Board Policy SD4, Property Use Policy and Board Policy SD5, Lloyd Knox Park Use Policy, and has determined that the changes are appropriate and necessary.

**NOW, THEREFORE, BE IT RESOLVED** the Eugene Water & Electric Board hereby approves the revision of Board Policy SD4 – Property Use Policy.

**NOW, THEREFORE, BE IT RESOLVED** the Eugene Water & Electric Board hereby approves the revision of Board Policy SD5 – Lloyd Knox Park Use Policy.

DATED this 11<sup>th</sup> day of July 2023.

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 July 11, 2023 Regular Board Meeting.

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Assistant Secretary