



TO: Commissioners Carlson, Barofsky, McRae, Schlossberg, and Brown
FROM: Anne Kah, Administrative Services Manager; Frank Lawson, General Manager
DATE: November 29, 2023 (December 5, 2023 Board Meeting)
SUBJECT: Board Officer and Liaison Positions
OBJECTIVE: Prepare for Election of Officers and Appointment of Liaisons at January Board Meeting

Issue/Background

The EWEB Bylaws, Article V, Section 1 state that the board president and vice president will be elected annually. According to Board Policy GP4, during the first meeting of each calendar year, an election of Board officers and other routine annual business will be performed.

In accordance with Board Policy GP12, the Board may use committees, outside appointments, and liaisons to staff work as a means of gathering and disseminating information, representing the Board, and providing preliminary input to Board decisions. Furthermore, the policy provides directives for establishing said assignments. A copy of the policy is attached herein.

For reference, an account of current Officers and Appointments is provided below.

2023 Board Appointments

2023 Election of Board Officers

President Sonya Carlson
Vice President John Barofsky

2023 Appointment of Commissioners

Lane Council of Governments (LCOG)

Sonya Carlson (primary)
John Barofsky (alternate)

Provides coordination among Lane County governmental agencies. Term of organization is ongoing; term of appointment is annual.

McKenzie Watershed Council

John Barofsky
No designated commissioner as alternate

Fosters better stewardship of the McKenzie Watershed resources through voluntary partnerships and collaboration. Term of organization is ongoing; term of appointment is annual.

McKenzie Watershed Alliance (MWA) Executive Board

Designated EWEB Staff
No designated commissioner alternate

The 501c3 oversees the McKenzie Watershed Council. The board is responsible for matters such as reviewing contracts and grants, and supervision of the Executive Director. The board position

may be filled by an EWEB Commissioner or EWEB staff member. Term of organization is ongoing. Term of appointment is annual.

Other Post-Employment Benefits (OPEB)

John Brown

No designated commissioner as alternate

A Commissioner is not a voting member of the Section 115 Trust that has been set up to oversee EWEB contributions to the trust, the investment of funds, and measurement of the unfunded liabilities of the retiree medical plan. Term of appointment is ongoing.

Springfield Utility Board (SUB)

Matt McRae

No designated commissioner as alternate

EWEB is interested in partnering with SUB to build a long-term resilient approach to managing multiple water sources in the metropolitan area. The SUB liaison will assist the General Manager with the exploration of strategic water opportunities. Term of assignment is ongoing; term of appointment is annual.

Lane Electric Cooperative

John Brown

No designated commissioner as alternate

The liaison will partner with the General Manager on future discussions and collaboration with Lane Electric Cooperative. Term of assignment is ongoing; term of appointment is annual.

City of Eugene

Sonya Carlson

John Barofsky

The liaison role is between EWEB and the City of Eugene Leadership (EWEB Board President and Vice President, Mayor, City Council President, and Vice President) on areas of mutual interest. It is the Board's desire to partner and exchange information with the City of Eugene on a variety of matters, including but not limited to EWEB's role in decarbonization, resiliency, and emergency preparedness. The liaisons will collaborate with the City of Eugene leadership and provide the Board periodic reports on discussions with the City of Eugene. The term of assignment is ongoing, the term of appointment is annual.

City of Springfield

Mindy Schlossberg (primary)

John Brown (alternate)

It is the Board's desire to foster a long-term partnership with the City of Springfield Leadership as we improve water resiliency for our connected communities through a second water source on the Willamette River, as well as other potential projects. The liaison will collaborate with the City of Springfield leadership and provide the Board periodic reports on discussions with the City of Springfield. Term of assignment is ongoing, term of appointment is annual.

Requested Board Action

No action is requested at this time. An agenda item is scheduled for January 9, 2024, at which time Commissioners will have the opportunity to discuss and take action on the 2024 election of officers and board appointments. Following the Board's decisions, staff will prepare a resolution for formal adoption of these appointments on the February 2024 consent calendar.

Attachment: Board Policy GP12



Governance Process Policies (GP Policies)

GP12 Board Committees, Outside Appts, Liaisons to Staff Projects & Advisory Committees
Effective Date October 3, 2006

The Board may use committees, outside appointments and liaisons to staff work as a means of gathering and disseminating information, representing the Board and providing preliminary input to Board decisions.

Specifically,

- The Board may choose to appoint standing (permanent) and temporary committees.
 - All committees will be created and defined by Board Resolution and formally adopted by the Board. The resolution will state the purpose, composition, membership (term and succession), and in the case of temporary committees, the expected dissolution date. Committees may include members from outside the organization if the Board so chooses.
 - Committees will be used to discuss and refine information and to make recommendations to the full Board.
 - All committee meetings (except where exempt under Oregon Revised Statutes) shall be open to the public.
 - When Board committees are used, Commissioners will be assigned so as to reinforce the wholeness of the Board's job and so as never to interfere with delegation from Board to the General Manager.
- The Board may appoint a Commissioner to an outside organization or entity.
 - All outside appointments will be made by Board Resolution and formally adopted by the Board. The resolution will state the purpose of the appointment, the nature of the Commissioner's role, the term of the appointment and the succession if applicable.
 - As an appointee to an outside organization, it is the responsibility of the Commissioner to represent policies and resolutions adopted by the Board. If an issue arises in which the Board has not previously taken a position, it is the responsibility of the Commissioner to represent what he/she believes the Board majority would be. Should the majority of the Board decide that any action taken by an appointee did not represent the view of the majority; the Board can send a written notice modifying the previous action.
- The Board may designate Commissioners to act as formal or informal liaisons to staff managed projects or work assignments.



- All liaison assignments will be made by Board Resolution and formally adopted by the Board. The resolution will state the purpose of the liaison assignment, the term of the assignment and the expected completion date.
- As a liaison to a staff managed project or work assignment, Commissioners will participate as other project team members, with no more or less authority than other team members. It is the responsibility of the Commissioner to bring important information back to the full Board and to represent the views of the Board, to the best of the Commissioner's ability.
- Commissioners assigned, as formal or informal liaisons will not direct staff or manage the work of the team or group. Decisions requiring action from the Board will be brought to the full board in accordance with the by-laws.
- The Board may designate Commissioners to participate in outside advisory committees whose purpose is to gather information from the community on projects or work currently engaged by or under consideration by the utility.
 - All advisory assignments will be made by Board Resolution and formally adopted by the Board. The resolution will state the purpose of the advisory committee, the term of the assignment and the expected completion date.
 - As a member of a community advisory committee, Commissioners will participate as other committee members, with no more or less authority than other members. It is the responsibility of the Commissioners to bring important information back to the full Board and to represent the views of the Board, to the best of the Commissioners ability.

Source: John Carver/Patrick Lanning, Board, Board Approved 10/03/06.