

**EUGENE WATER & ELECTRIC BOARD
EXECUTIVE SESSION
GENERAL MANAGER'S CONFERENCE ROOM
500 EAST FOURTH AVENUE
May 25, 2016
5:30 P.M.**

Commissioners Present: John Simpson, President; John Brown, Vice President; Steve Mital, Dick Helgeson and James Manning Commissioners.

President Simpson called the executive session to order at 5:30 p.m.

EXECUTIVE SESSION:

Pursuant to ORS 192.660(2)(a)

The EWEB Board of Commissioners met in Executive Session to consider candidates for the position of EWEB General Manager.

Others Present: Lanie Prouse, Mycoff Frye & Prouse participated telephonically

President Simpson adjourned the Executive Session at 6:30 p.m.

Assistant Secretary

President

**EUGENE WATER & ELECTRIC BOARD
SPECIAL BOARD MEETING
EWEB BOARD ROOM
500 EAST 4TH AVENUE
MAY 26, 2016
5:30 P.M.**

Commissioners Present: John Simpson, President; John Brown, Vice President; Steve Mital, Dick Helgeson and James Manning, Commissioners.

Guests: Dave Churchman, General Manager EWEB; Lanie Prouse, Mycoff, Frye and Prouse.

President Simpson convened the May 26, 2016 Special Session at 5:30 p.m.

AGENDA CHECK

There were no changes to the agenda.

PUBLIC INPUT

There was no public input.

GENERAL BUSINESS ITEMS

General Manager Replacement - Information

President Simpson offered that the Commissioners had followed a thoughtful process resulting in the hiring of a well-qualified candidate for EWEB General Manager (GM). He added that part of the process was a public job posting on EWEB's website, a job posting on regional and national utility industry job posting sites, and also a posting with a recruiting firm hired by EWEB, Mycoff, Frye and Prouse. President Simpson indicated that Lanie Prouse, of Mycoff, Frye and Prouse, was attending the meeting via telephone, and Ms. Prouse acknowledged her presence.

President Simpson reported that there were 56 individuals who expressed interest in this position. After conducting screening interviews, Mycoff, Frye and Prouse, submitted 17 external, and three internal candidates for the Board's consideration. The Board chose 12 candidates to interview with Ms. Prouse. Of those 12 individuals, one person dropped out; Ms. Prouse conducted 11 interviews, and presented those interview results to the Board for consideration. The Board selected seven finalists, of which one withdrew. The Board conducted interviews with the six finalists on May 16-17. The Board selected four finalists, then Mycoff, Frye and Prouse, conducted further research on them.

Ms. Prouse suggested the offer of employment should be a conditional one based on the following:

- Total annual compensation not to exceed the \$300,000 threshold set forth in public session in February. This compensation could include: paid salary, employer-paid contributions to a deferred compensation plan, and any other cash compensation permissible by a public employer.
- Satisfactory criminal background check and credit check.
- Mutual agreement by the contract parties regarding other contract terms such as: separation terms, vacation, entitlements, etcetera.

President Simpson took this opportunity to point out there were roughly 35-40 audience members.

President Simpson reminded the Board that they had previously set a salary range of \$250,000 - \$300,000 total annual compensation for solicitation of the GM position. He added that this could include all the attributes of the position as previously stated by Ms. Prouse.

President Simpson asked the Board if they wished to keep the salary range as is, offering that the preferred candidate had left the salary discussion broad. He called for a straw poll of the Board on the matter.

Vice President Brown said that he'd prefer to stay at the low end of the salary range, citing past issues that had arisen due to salary amounts.

Commissioner Mital indicated that he supported Vice President Brown's sentiment.

Commissioner Helgeson emphasized the importance of keeping the GM salary market-competitive. He agreed that the salary should be aimed at the lower end of the range.

Commissioner Manning concurred with the Board.

President Simpson stated that he also agreed with the Board, and he set the GM salary range at \$250,000 - \$260,000. He asked the Board for concurrence of his interpretation of the low salary range, and the Board concurred.

President Simpson revealed that the Board was announcing Frank Lawson as the preferred candidate. He added that Mr. Lawson was an internal candidate.

General Manager Replacement - Action

Commissioner Mital moved to conditionally offer the EWEB GM position to Mr. Lawson, with the upper limit of total compensation to be \$260,000. The motion passed unanimously. (5-0)

Mr. Lawson offered thanks to the EWEB Board, Ms. Prouse, EWEB Leadership, and EWEB Systems Engineering.

President Simpson announced that the Board directs the HR Manager to work with Board council to commence contract discussions with Mr. Lawson, and also to conduct criminal background and credit checks. President Simpson declared it a goal for HR to submit a draft employment agreement for the Board's consideration and execution during regular session on July 19, 2016.

President Simpson adjourned the Special Session at 5:54 p.m.

Assistant Secretary

President

**EUGENE WATER & ELECTRIC BOARD
REGULAR SESSION
EWEB BOARD ROOM
500 EAST 4TH AVENUE
June 7, 2016
5:30 P.M.**

Commissioners Present: John Simpson, President; Steve Mital, Dick Helgeson and James Manning, Commissioners.

Absent: John Brown, Vice President.

Guests: Mel Damewood, Engineering Manager; Dave Churchman, Interim General Manager; Steve Newcomb, Environmental and Property Manager; Lance Robertson, Public Affairs Manager; Brad Taylor, Water Operations Manager; Matt Barton, Information Services Manager; Erin Erben, Strategic & Power Planning Manager; Karl Morgenstern, Drinking Water Source Protection Coordinator.

President Simpson convened the June 7, 2016, Regular Session at 5:30 p.m.

AGENDA CHECK

There were no changes to the agenda.

ITEMS FROM BOARD MEMBERS

- President Simpson mentioned he gave testimony to the Eugene City Council (ECC) in support of the Urban Renewal District. He also welcomed the new meeting minutes recorder.
- Commissioner Manning commented on the success of the annual Solar Challenge race at Cal Young Middle School. He added the ALICE training EWEB underwent was conducted professionally, and he recommended it to those EWEB employees who had yet to participate.
- Commissioner Helgeson offered that the EWEB's longstanding Education Coordinator, John Femal, would be retiring this month. He and the rest of the Board expressed their gratitude for Mr. Femal's service.
- President Simpson reported that former Secretary to the Board, Krista Hince, had recently passed away. He expressed his gratitude for her many years of service to the EWEB board.

PUBLIC INPUT

Lindsay Gupton, President of Pipeworks Software, spoke in favor of the Downtown Fiber Project (DFP). Mr. Gupton added that access to data is crucial to the gaming industry, and the DFP would be very beneficial not only to data access but also job creation through company growth.

Mark Davis, manager of the co-working space CodeChops, spoke in favor of the DFP. Mr. Davis said the more and faster Internet access available through the DFP will be immensely beneficial to freelancers, small businesses, and remote workers who rely on the Internet to generate an income.

Brittany Quick-Warner, of the Eugene Chamber of Commerce, spoke in favor of the DFP. Ms. Quick-Warner pointed out that the DFP would make it easier to bring in revenue from outside the area, and she also said the DFP would have small financial impact, but offer large benefits for the public.

Matt Sayre, Southern Willamette Valley Director of the Technology Association of Oregon (TAO), spoke in favor of the DFP. He posited that the implementation of the DFP would make Eugene one of the best places in the country for Internet access.

Board Discussion

- Commissioner Manning expressed disappointment that the areas of west Eugene and Bethel seem to have been left out of the DFP discussion.
- Commissioner Helgeson stated that he would like to see solid methodology incorporated in rate-setting. He also added that to the best of his knowledge, fiber does extend to the Bethel school district.
- President Simpson pledged his support for the DFP, stating that he is fully convinced of the positive economic impact the DFP will have.
- Commissioner Mital stated that the City of Eugene would be taking on the lion's share of the financial responsibility for the DFP. He also expressed concern with changing the rate structure before a cost study could be performed.

CONSENT CALENDAR

Minutes

1.
 - a. April 5, 2016 Executive Session
 - b. April 19, 2016 Strategic Planning Workshop
 - c. April 19, 2016 Regular Session
 - d. May 3, 2016 Executive Session
 - e. May 3, 2016 Regular Session
 - f. May 16, 2016 Executive Session
 - g. May 17, 2016 Executive Session
 - h. May 17, 2016 Regular Session

Contracts

2. Fisher Land Company – for construction of an emergency access road at Carmen-Smith. \$505,000. Generation, Contact Person is Mike McCann, 541-685-7379
3. Pacific Truck Center – for the purchase of a 12/15-yard Dump Bed Truck. \$166,000. Fleet, Contact Person is Mike McCann, 541-685-7379
4. USDA Forest Service, Willamette National Forest – for funding of Forest Protection Officer Patrols. \$280,000 (estimated over 5 years). Generation, Contact Person is Mike McCann, 541-685-7379

Intergovernmental Agreements

5. Clark Joint Processing Center (JPC) – for EWEB’s lockbox remittance payment processing. \$235,000 Invoices over last approval plus estimated cost through December 2016. (\$935,000 resulting cumulative total). Customer Service, Contact Person is Mark Freeman, 541-685-7061.

Resolutions

6. Resolution No. 1610 – Board Policy SD8, Power Risk Management Policy Revision
7. Resolution No. 1617 – Requesting City of Eugene to Authorize the Issuance and Sale of Electric Utility System Revenue Refunding Bonds

Commissioner Mital moved to approve the consent calendar. The motion passed unanimously. (4-0, John Brown absent)

ITEMS REMOVED FROM CONSENT CALENDAR

There were no items removed from the Consent Calendar.

BOARD ACTION ITEMS

Nomination and Election of Vice President

President Simpson stated that he had recently been notified by Vice President John Brown that he would like to step down. He added that Commissioner Helgeson had expressed interest in the Vice President position.

President Simpson formally nominated Commissioner Helgeson for the position of Vice President. The nomination carried unanimously. (4-0, John Brown absent)

Downtown Fiber & Resolution 1616, Modification to Dark Fiber Pricing Schedule

Mel Damewood, EWEB Engineering Manager stated that Resolution No. 1616 would be tabled due to the necessity of more cost and pricing research, but would be before the Board for discussion again. Mr. Damewood presented the Board with a Power Point on downtown high speed fiber and dark fiber lease pricing. Mr. Damewood continued that he was seeking Board approval to enter into design and construction agreements for the DFP, and asking the Board for direction on creating a designated renewal and replacement fund for the DFP.

President Simpson asked if the DFP would bring the fiber network closer to EWEB's riverfront property.

Mr. Damewood said the network would be brought to about 5th and Pearl.

Commissioner Helgeson moved to approve entering into reimbursable design and construction agreements for the DFP. The motion passed unanimously. (4-0, John Brown absent)

Commissioner Mital expressed that he would like to see more specificity as far as funds allotted to the DFP.

Commissioner Helgeson asked for clarification on who owns the fiber once it is put in the ground, and Mr. Damewood answered that EWEB does.

Commissioner Mital asked if the DFP would increase property values, allowing the owners of said properties to raise their rents, how would those property owners be included in paying for the DFP. He also wondered why the Board wouldn't ask the City of Eugene to assume EWEB's financial portion of the DFP, so EWEB funds could be earmarked for emergencies, repairs, etcetera in the future.

Commissioner Helgeson expressed concern that by deferring action on the rate structure, EWEB was giving an impression of obstructionism in regards to the DFP. He urged the Board to move the DFP forward as expeditiously as possible.

Board Liaison for Alternative Water Supply (AWS)

Mr. Damewood expressed to the Board that it was a good time to bring a Board liaison for AWS projects.

Commissioner Mital stated that he was interested in being the Board liaison for AWS projects.

Commissioner Helgeson stated that the Board would need a resolution placed on the consent calendar, but there was no reason the Board couldn't vote on Commissioner Mital becoming Board liaison to AWS projects.

President Simpson nominated Commissioner Mital for AWS liaison pending a resolution placed on the consent calendar. The nomination carried unanimously. (4-0, John Brown absent)

GENERAL BUSINESS ITEMS

Watershed Protection Strategic Planning and 2017 Budget Direction

Mr. Newcomb asked the Board for direction in regards to budgeting for source protection. He presented the Board with a Power Point.

In the Power Point, Mr. Newcomb pointed to three different levels of investment available to the Board, and what each investment level would represent in the field.

Mr. Morgenstern asked the Board how much detail they would like to see in drawing up a 2017 budget.

Commissioner Mital asked if there was monitoring happening currently that could be taken advantage of.

Mr. Morgenstern said there was.

President Simpson read into record a letter written by Vice President John Brown in which Mr. Brown expressed support for the extended investment option put forth by Mr. Morgenstern in his presentation to the Board.

President Simpson announced a break at 7:22 p.m.

President Simpson reconvened the Regular Session at 7:38 p.m.

2016 Strategic Plan Update

Erin Erben discussed a Power Point Presentation on the 2016 Strategic Plan Update (SPU).

Commissioner Helgeson recommended that some of the language in the Power Point, and the SPU itself, be made more clear and direct. Commissioner Mital and President Simpson concurred.

Ms. Erben asked the Board if there was more work to be done on the SPU.

President Simpson stated he thought it was good for now, and the Board only desired to have a voice in the process. Commissioner Helgeson agreed.

Water & Electric Capital Improvement Plans (CIP) - Preliminary Draft

Mr. Damewood presented the Board with a Power Point on the Draft Water & Electric Capital Improvement Plans 2017 - 2026.

Commissioner Mital asked if there were any metrics in place for spending over the next 10 years.

Mr. Damewood said the metrics were in the works, and more information would be available by July 19.

President Simpson inquired into an amount set aside for intake work at Hayden Bridge.

Mr. Damewood answered that the amount was for disinfectant work.

Mr. Damewood remarked that the final CIPs would be presented to the Board prior to July 19.

Proposed Board Use of Email Policy

Mr. Barton asked the Board for its feedback on the Board Use of Email policy.

President Simpson said he supported the policy as written, but would need technical assistance to make the transition.

Commissioners Mital and Helgeson added that they too supported the policy.

President Simpson asked if all calls at EWEB were recorded, and Mr. Barton replied that they were not.

President Simpson wondered when the Board Use of Email policy would be brought before the Board.

Mr. Barton replied that he would not be at the July Board Meeting, but would present the policy to the Board in August.

Correspondence & Board Agendas

Mr. Churchman offered the Board a report on lead in the water supply. He said there was no lead detected anywhere in EWEB's system.

Mr. Robertson said that EWEB had sent out letters to local schools and daycare centers stating that there was no lead in EWEB's water supply system.

Mr. Taylor stated that EWEB has always stayed out in front of the lead in the water problem, and that EWEB has a role in the health of the public.

Mr. Churchman took an informal poll of the Board to determine interest in touring a nearby wind facility. The Board expressed interest to visit in the fall.

Board Wrap Up

President Simpson said that overall it was a good meeting and he thanked everyone for their attendance.

Commissioner Mital expressed concern with referring to Mr. Lawson as the GM, because there was not yet a signed contract making Mr. Lawson the GM officially.

President Simpson adjourned the Regular Session at 9:02 p.m.

Assistant Secretary

President

**EUGENE WATER & ELECTRIC BOARD
SPECIAL BOARD MEETING
EWEB BOARD ROOM
500 EAST 4TH AVENUE
JUNE 21, 2016
5:30 P.M.**

Commissioners Present: John Simpson, President; Dick Helgeson, Vice President and James Manning, Commissioner. Commissioner Steve Mital participated telephonically.

Absent: Commissioner John Brown

President Simpson convened the June 21, 2016 Special Session at 5:30 p.m.

AGENDA CHECK

There were no changes to the agenda.

PUBLIC INPUT

There was no public input.

GENERAL BUSINESS ITEMS

New General Manager Contract Approval

Lena Kostopulos, Human Resources Manager, stated that while crafting the employment agreement she met with Frank Lawson and was in dialog with General Counsel Eric DeFreest. The intent was to model the new agreement after the previous General Manager's agreement. She explained that the contract does not contain any extraordinary terms and conditions and that it is in alignment with the Board's direction to negotiate up to \$260,000 total annual compensation which is within the salary parameters of comparator utilities. The agreement provides that Mr. Lawson will defer \$10,000 of contribution by EWEB to his deferred compensation account to be vested over period of time. This strategy is intended to be an inducement for retention. The vacation entitlement follows the same accrual schedule as the remainder of employees except that the balance of the workforce has a limit of 240 hours per year. The General Manager's agreement requires Mr. Lawson to use a minimum of 80 hours per year. As long as he does so, he may roll over any unused vacation hours to the next year. With regard to notice provisions, Ms. Kostopulos noted that the Board may choose to restrict the use of vacation at the end of his term.

General Counsel, Eric DeFreest stated that he believes the process went very well and there is nothing out of the ordinary contained in the agreement.

Mr. Lawson agreed that the process went well. He called attention to the contract period which is through 2028; during the interview process the Board inquired about his commitment to EWEB, to which he indicated that period of time.

Commissioner Manning motioned to approve the contract.

Commissioner Mital proposed to amend the contract such that total annual compensation for Frank Lawson, as General Manager, including deferred compensation which may not be vested until a later point in time, not exceed \$250,000.

President Simpson read Commissioner Brown's following statement into the record: "I'm 100% in favor of the hiring of Mr. Lawson and the accompanying employment agreement. I believe he will lead this utility into the next chapter of EWEB's operations with the vision and leadership needed to ensure EWEB continues to be affordable, reliable and responsible in all of its actions. Thank you all for assisting in this process. Frank, welcome to your new position as General Manager. Respectfully, John H Brown, Wards 4 & 5 EWEB Board of Commissioners"

Vice President Helgeson seconded the motion proposed by Commissioner Mital for the purpose of discussion.

Board Discussion on Proposed Amendment:

- In response to President Simpson's request for clarification, Ms. Kostopulos explained that the agreement provides for a \$250,000 base salary and a \$10,000 annual deposit, paid by EWEB, to a deferred compensation account which has a vesting schedule. At the end of one year, the vested amount available to Mr. Lawson would be \$252,000. The deferred compensation becomes fully vested at the 5 year mark at which time Mr. Lawson would have accumulated \$50,000 plus interest in the account. Prior to 5 years, Mr. Lawson may access increments of the deferred compensation, within the parameters of the plan and IRS guidelines. Ms. Kostopulos referred to page two of the General Manager's employment agreement which contains the vesting schedule.
- Commissioner Mital clarified the purpose of his motion by recalling the goal to compensate this position at approximately average that of peer utilities which is about \$250,000. The pay range was established in anticipation of the possibility of making an offer to an experienced General Manager who may require a salary up to \$300,000. He expressed confidence in Mr. Lawson to lead EWEB, but due to not having prior experience as a General Manager, does not believe Mr. Lawson should be paid more than EWEB's last General Manager who had six years' experience in the role. It is appropriate send this signal to staff and to the community.
- The Board directed staff and the recruiter to work within a salary range. Experience as a General Manager was a minor factor in the selection. It is hard to support the amendment for the reasons stated.

- Proposed salary is within the guidance given by the Board. General agreement with the purpose of the amendment with regard to salary comparability. Concerned about making changes in the moment; looking forward to completing the process this evening.
- Mr. Lawson has the training, skills and capacity to do the job. The stated salary range is acceptable, and the proposed salary is still at the lower end of the range. Timing is not right; any changes should have been done before negotiation.
- With regard to timing, concerns must be expressed in public session. Do not have a sense of urgency to complete the contract tonight. Compensation should be at lowest end of the range.
- In response to an inquiry about salary comparators, Ms. Kostopulos replied that the last salary survey was from 2014-2015; the Board decided to forgo the salary study that would have normally been done in February 2016. Salary for General Managers in the comparator group was averaging 3 percent growth over 2015 and then EWEB used 1.57 CPIU multiplier to maintain the market position; this takes salary to a base rate which is at the median; approximately \$260,000.

Commissioner Mital proposed an amendment to the proposed amendment, given that one commissioner whose experience and wisdom is valued by the Board is not party to this discussion. Motion to table this discussion until all 5 commissioners are available to discuss. The motion failed due to lack of a second.

President Simpson called for the question, on the amendment only, to limit the compensation cap to \$250,000. The motion failed 3-1 (Mital in favor, Brown absent)

Board Discussion on Original Employment Agreement:

- Appreciate the opportunity to select a great individual as well as the process the Board engaged in to take action on the official designation of EWEB's new general manager; the Board is delighted with the selection.
- Commissioner Mital clarified that his proposed amendments in no way should be construed as a lack of confidence in Mr. Lawson; he is the best person for the job of all the candidates who submitted applications. Very happy that we have him and his vision for the utility, the direction that he wants to take it and for the renewed focus on customer value. Very much looking forward to working with Frank. It was out of obligation as a publicly elected official that this issue was raised, but do not want it to unfavorably color the start of a beautiful relationship.

President Simpson called for all those in favor of the General Manager's agreement as provided to the Board in its entirety, on this day June 21, 2016.

Approved unanimously 4-0 (Brown absent)

Interim General Manager, Dave Churchman clarified that he supports the timing; for purposes of clarity the exact timing in EWEB's payroll system begins on Sunday, June 26, 2016.

President Simpson motioned that Mr. Lawson formally become the General Manager at 12:01 am on Sunday June 26, 2016. Approved unanimously 4-0 (Brown absent)

President Simpson adjourned the Special Session at 6:13 p.m.

Assistant Secretary

President

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a service contract with **Rittal Corporation** for **Server Cabinet Maintenance**.

Board Meeting Date: July 19, 2016
Project Name/Contract#: 028-2016 Server Cabinet Maintenance
Primary Contact: Todd Simmons Ext. 7373
Purchasing Contact: Collin Logan Ext. 7426

Action Requested:	
<input checked="" type="checkbox"/>	Contract Award
<input type="checkbox"/>	Contract Renewal
<input type="checkbox"/>	Contract Increase
<input type="checkbox"/>	Other

Contract Amount:
Original Contract Amount: \$206,000.00 (over 5 years)
Additional \$ Previously Approved: \$N/A
Invoices over last approval: \$N/A
Percentage over last approval: N/A %
Amount this Request: \$206,000.00 (over 5 years)
Resulting Cumulative Total: \$206,000.00 (over 5 years)

Funding Source:	
<input checked="" type="checkbox"/>	Budget
<input type="checkbox"/>	Reserves
<input type="checkbox"/>	New Revenue
<input type="checkbox"/>	Bonding
<input type="checkbox"/>	Other

Contracting Method:
Method of Solicitation: Invitation to Bid (formal)
If applicable, basis for exemption: N/A
Term of Agreement: 1-Year
Option to Renew? Yes (maximum 5-years)
Approval for purchases "as needed" for the life of the contract Yes

Form of Contract:	
<input type="checkbox"/>	Single Purchase
<input checked="" type="checkbox"/>	Services
<input type="checkbox"/>	Personal Services
<input type="checkbox"/>	Construction
<input type="checkbox"/>	IGA
<input type="checkbox"/>	Price Agreement
<input type="checkbox"/>	Other

Narrative:

The Board is being asked to approve a new contract with **Rittal Corporation** of Urbana, IL for the purchase of services to maintain the proper operation of the server cabinets at Headquarters and Roosevelt Operations Center.

EWEB requires this service for use in EWEB's information technology system. Contract objectives are to maintain the components which control the micro-environments protecting EWEB's computer servers.

Contracted services include 24/7 phone and email support, bi-annual preventive maintenance agreement, and 8-hour response time to emergency maintenance requests.

In May 2016 staff issued a Formal Invitation to Bid (ITB). The solicitation was posted to EWEB's contract opportunities website and the "open opportunities" webpage of the Oregon Procurement Information Network (ORPIN). Several companies reviewed the solicitation; EWEB received one bid from Rittal Corporation of Urbana, IL. Rittal Corporation created the software that operates the server cabinet hardware and those maintaining the system must be "authorized" service technicians. Staff believed there would be other companies authorized by Rittal to maintain Rittal equipment. Although several companies indicated interest in bidding (an assumption made due to multiple "downloads" of the solicitation) only Rittal Corporation delivered a bid. Thus, Staff recommends the Board approve the award of this service contract to Rittal Corporation.

Staff has issued a notice of Intent to Award the contract to Rittal Corporation, pending Board approval.

ACTION REQUESTED:

Management requests the Board approve a service contract with **Rittal Corporation** for **server cabinet maintenance**. Funds for these services were budgeted for 2016 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

LT Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a contract with **SSP Innovations** for **Geodatabase Replatform Services**.

Board Meeting Date: July 19, 2016
Project Name/Contract#: RFP-025-2016/Geodatabase Replatform Services
Primary Contact: Matt Barton Ext. 7109
Purchasing Contact: Tracy Davis Ext. 7468

Contract Amount:

Original Contract Amount: \$250,000
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Percentage over last approval: 0 %
Amount this Request: \$250,000
Resulting Cumulative Total: \$250,000

Contracting Method:

Method of Solicitation: Formal Request for Proposal
If applicable, basis for exemption: _____
Term of Agreement: 1 year
Option to Renew? No
Approval for purchases "as needed" for the life of the contract No

Action Requested: <input checked="" type="checkbox"/> Contract Award <input type="checkbox"/> Contract Renewal <input type="checkbox"/> Contract Increase <input type="checkbox"/> Other
Funding Source: <input checked="" type="checkbox"/> Budget <input type="checkbox"/> Reserves <input type="checkbox"/> New Revenue <input type="checkbox"/> Bonding <input type="checkbox"/> Other
Form of Contract: <input type="checkbox"/> Single Purchase Services <input checked="" type="checkbox"/> Personal Services <input type="checkbox"/> Construction <input type="checkbox"/> IGA <input type="checkbox"/> Price Agreement <input type="checkbox"/> Other

Narrative:

The Board is being asked to approve a new contract with SSP Innovations of Centennial, Colorado to provide consulting services related to the GIS Infrastructure Upgrade Project.

EWEB requires the services for use in EWEB's information technology system. Contract objectives are to have a qualified contractor provide database migration services from the current GIS database (hosted on Oracle) to Microsoft SQL Server, and includes the development, implementation, testing, and migration of all data to the new environment, ensuring integrity of critical infrastructure, outage management, and design data. The upgrade requires specialized knowledge and tools for efficient and effective migration. The contractor will also lead the testing and production deployment to the new environment.

In April 2016, staff issued a Formal Request for Proposals (RFP). Nineteen companies reviewed the solicitation. EWEB received one proposal from SSP Innovations of Centennial, Colorado. Evaluation criteria included: GIS Database migration and upgrade experience; firm and key individual's experience and history; project approach and capabilities; references; and pricing. SSP Innovations was deemed qualified based on the evaluation criteria. SSP Innovations is certified to implement, integrate and customize all active versions of EWEB's GIS system.

Staff has issued a notice of Intent to Award a contract to SSP Innovations and has negotiated a contract, pending Board Approval.

ACTION REQUESTED:

Management requests the Board approve a contract with SSP Innovations for proposed services. Funds for services are budgeted for 2016 and will be included in the 2017 proposed budget.

SIGNATURES:

Project Coordinator: _____

LT Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____

**RESOLUTION NO. 1618
JULY 2016**

**EUGENE WATER & ELECTRIC BOARD
APPOINTMENT OF BOARD LIAISON TO
THE WATER UTILITY NEW FILTRATION PLANT TEAM**

WHEREAS, on May 3, 2016 the Eugene Water & Electric Board (“EWEB”) (the “Board”) authorized initiation of the preliminary design for a New Filtration Plant (the “Project”); and

WHEREAS, that preliminary design work is expected to be completed by March 2017; and

WHEREAS, the Board is interested in being informed on a timely basis of the status of and any issues related to the pre-design of the Project; and

WHEREAS, EWEB staff, in order to facilitate effective internal review of the Project during the pre-design process, has formed a New Filtration Plant Team comprised of various EWEB management staff; and

WHEREAS, EWEB staff has recommended and the Board has agreed that Board participation on the New Filtration Plant Team will allow for Board participation in the ongoing Project design development and review.

NOW, THEREFORE, BE IT RESOLVED that the Eugene Water & Electric Board appoints Commissioner Steve Mital to act as Board liaison to the New Filtration Plant Team and, in that capacity, to provide to the Board periodic reports on the status of and other matters related to the Project pre-design.

Changes in these assignments may be made at the direction of the Board.

Dated this 19th day of July, 2016.

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 19, 2016 Regular Board Meeting.

Assistant Secretary