

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve additional funds for **Bill Assistance Income Verification Services with Catholic Community Services**.

Board Meeting Date: August 2, 2022
Project Name/Contract #: Bill Assistance Income Verification Services / 19-178-PSC
Primary Contact: Julie McGaughey Ext. 7066

Contract Amount:

Original Contract Amount: \$140,000 (not previously approved by Board)
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Amount this Request: \$350,000
Percentage over last approval: NA
Resulting Cumulative Total: **\$350,000 (Over 5 years)**

Contracting Method:

Method of Solicitation: Direct Negotiation
If applicable, basis for exemption: Sole Source, EWEB Rule 3-0275
Term of Agreement: 5 years (January 1, 2020 – December 31, 2024)
Option to Renew? No
Approval for purchases *“as needed”*
for the life of the Contract: Yes No
Proposals/Bids Received (Range): NA
Selection Basis: Sole Source Supplier
Narrative:

Operational Requirement and Alignment with Strategic Plan

EWEB has an established partnership through a contract with Catholic Community Services (CCS) to verify income eligibility of customers participating in EWEB’s limited income bill assistance, energy efficiency, and electric and water repair programs and there are operations in place to continue to provide these services to our community.

Contracted Goods or Services

If approved, this proposed contract amendment will facilitate EWEB’s distribution of bill assistance and program offerings to our limited income customers. EWEB partners with CCS through a contract established in December 2019 to verify income eligibility. This request for additional funds will allow EWEB to continue these services to help our customers.

The original contract amount and term were intentionally limited to \$140,000 with an annual renewal for the purpose of evaluating the efficacy of the partnership. In the ensuing years, Staff has determined that CCS is a non-profit organization that offers EWEB high quality services at reasonable rates. In order to continue using CCS for the

remainder of the established contract, December 31, 2024, additional funds are being requested. The estimated yearly usage based on historical expenses is \$70,000 per year or \$350,000 for five (5) years total.

Purchasing Process

Previously, EWEB and CCS worked through Lane County as an intermediary rather than directly with one another. That intermediary is no longer participating, therefore, EWEB has direct negotiated this Contract with CCS.

Bids Received

NA

Competitive Fair Price (If less than 3 responses received)

EWEB contracts with both CCS (income verification for customers under the age of 60) and Campbell Community Center (income verification for customers aged 60 and older). Both service providers charge \$50 per intake.

Prior Contract Activities

CCS and Campbell Community Center both performed income verification services as sub-contractors of Lane County under EWEB IGA 13-0001.

ACTION REQUESTED:

Management requests the Board approve an increase to the Contract with Catholic Community Services for Bill Assistance Income Verification Services. Approximately \$70,000 was planned for these services in the Customer Solutions Field Services 2022 budget of \$6.3 million. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **General Pacific Inc.** for **Single phase Padmounted transformers.**

Board Meeting Date: August 2, 2022
Project Name/Contract #: Single Phase Padmount Transformers / 22-143-G
Primary Contact: Karen Kelley Ext. 7153

Contract Amount:

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

Contracting Method:

Method of Solicitation: Direct Negotiation
If applicable, basis for exemption: EWEB Rule 3-0275 Sole Source Procurements
Term of Agreement: One time purchase (Deliveries in 2023)
Option to Renew? No
Approval for purchases *"as needed"*
for the life of the Contract: Yes No
Proposals/Bids Received (Range): NA
Selection Basis: Sole Source Supplier

Narrative:

Operational Requirement and Alignment with Strategic Plan

This Contract is for the purchase of a select number of single phase padmounted transformers for use in our electric distribution system. EWEB has placed several orders under recently approved contracts to mitigate the significant shortage of these items due to long lead times and rising costs. This order will serve to secure production slots of 50 transformers.

Staff developed a list of transformers to purchase based upon forecasted project needs, current inventory, and where open orders will fall short of project schedules. This will allow EWEB to continue to meet the need of new connections and install and maintain critical inventory for outages and emergencies through 2023 to meet EWEB's obligation to serve.

Contracted Goods or Services

The transformers to be purchased under this contract include varying quantities of six (6) different classes of single phase padmounted transformers to be stocked and stored in our Transformer shop for as-needed use in our electric distribution system. EWEB will be allotted 50 production slots across two months: January and April. Transformers will be delivered roughly 21 days after each production run is complete. The 50 units of various sizes will include

those used for reliability & replacement, new customer connections, and emergent and storm restorations.

A portion of the funding for these transformers is reimbursable through customer work.

Purchasing Process

In a continued effort to source these transformers, Staff has sought quotes that include responses from several suppliers with unit prices up to 8-10 times historical costs and some with a 30-100+ week lead times. Our current supplier under contract, has indicated that they will elect not to renew the contract beyond 2022 and will only sell their transformers through Electric Utility Distributor Association (EUDA) members. EUDA is made up of co-op/customer-owned distributors and was formed by individual rural electric distribution cooperatives. The supplier will allot a certain number of production slots to EUDA members to ensure they have production capacity for all members and their customers.

Staff reached out to General Pacific (the EUDA member for the Pacific Northwest) to mitigate the current 2023 shortfall of these units. General Pacific can provide EWEB with 50 production slots for the supplier’s single phase padmount transformers over two monthly production runs in 2023. Reserving these slots will allow EWEB to limit anticipated Customer and Developer project delays by approximately 6 months and guarantee a steady supply of transformers with guaranteed delivery dates. Both General Pacific and the supplier have a positive reputation and long standing in the industry, focused mainly on cooperative and publicly owned utility contracts. Additionally, the supplier has maintained reasonable pricing during a period where other suppliers have increased costs upwards of 100%.

Considering the shortage of vendors able to supply these transformers in a timely and cost-effective manner, EWEB will need to move forward quickly to secure these transformers. If not, the 50 production slots will be taken by another General Pacific customer. Securing these transformers will help reduce delays to customer work associated with electric distribution service upgrades and new services requiring new transformers, respond to future outages due to failures or storms, and will allow EWEB to continue with planned reliability and strategic capital work. To mitigate this risk quickly and efficiently, Staff is recommending award of this contract ASAP to help mitigate these impacts and ensure continued customer workflow can continue through 2023, while maintaining storm and emergent failure contingency stock.

Bids Received

NA

Competitive Fair Price

NA –Sole source agreement

Prior Contract Activities

| EWEB Contract No. | Project Name (Description) | Board Approval Date | Project Duration (Start to Close). | Original Contract Amount | Final Contract Amount | Reason Code |
|-------------------|--------------------------------------|---------------------|------------------------------------|--------------------------|-----------------------|-------------|
| 050-2016 | DuraLine Fiber | 6/6/17 | 6/9/17 – 12/31/2018 | \$180,000 | \$192,892.75 | AM, SD |
| 19-179-MOU | Heat Pump Water Heater Promotion | 1/7/20; 8/3/21 | 11/19/19 – 12/31/22 | \$700,000 | \$195,200 | |
| 20-092-G | Douglas Fir Crossarms | 6/2/20 | 5 years | \$230,000 | TBD | |
| 21-055-G | Deadfront Padmounted Switchgears | 5/4/21 | 5 years | \$695,000 | TBD | |
| 21-262-G | Single Phase Padmounted Transformers | 3/1/22 | One-time purchase | \$1,534,000 | TBD | |

Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other

ACTION REQUESTED:

Management requests the Board approve a new contract with General Pacific Inc. for single phase padmounted transformers. Approximately \$470,000 was planned for the purchase of transformers in the 2022 Electric Capital Budget of \$55 million, however units from this order are expected to be received in Q1 and Q2 of 2023. This contract amount will be accounted for in 2023 budget planning. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new construction contract with **Jones Drilling Co., Inc.** for the **Construction, Development, Testing, and Commissioning of New Water Wells in West Eugene.**

Board Meeting Date: August 2, 2022
Project Name/Contract #: West Eugene Water Wells / 22-131-PW
Primary Contact: Karen Kelley Ext. 7153

Contract Amount:

Original Contract Amount: \$245,270
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Amount this Request: \$245,270
Percentage over last approval: NA
Resulting Cumulative Total: **\$245,270**

Contracting Method:

Method of Solicitation: Formal Invitation to Bid
If applicable, basis for exemption: NA
Term of Agreement: One-time Purchase (Construction)
Option to Renew? No
Approval for purchases "*as needed*"
for the life of the Contract: Yes No
Proposals/Bids Received (Range): 2 (\$245,270-\$397,800)
Selection Basis: Lowest Responsive and Responsible Bidder
Narrative:

Operational Requirement and Alignment with Strategic Plan

EWEB has been developing an emergency water supply program since 2012. The goal of this program is to continue to serve the community with drinking water should events occur which disrupt EWEB's ability to deliver water from its sole water treatment plant or through its distribution system. The current efforts include establishing permanent water distribution sites supplied from existing or new groundwater wells. There are no viable existing wells available in the West Eugene area which requires the installation of a new groundwater well(s).

Contracted Goods or Services

If approved, Jones Drilling Co., Inc. will install up to two wells approximately 350' in depth with 14" temporary casing, develop, test and commission wells, and install temporary site access paths. If the first well provides a sufficient water supply, only one well will be drilled and the contract price reduced accordingly. In addition, if the yield of the well(s) is substantially inadequate, contractor will abandon the well(s).

Purchasing Process

In June 2022, in accordance with public procurement rules, EWEB initiated an Invitation to Bid (ITB) using the Formal Invitation to Bid process. The ITB was advertised on the State of Oregon bid site, OregonBuys, and the Portland Business Tribune.

Two bids were received, and the lowest responsive and responsible bid was from Jones Drilling Co., Inc.

Bids Received

| Vendor Name | City, State | Offered Price | Ranking (for RFPs) |
|-------------------------|-----------------|---------------|--------------------|
| Jones Drilling Co. Inc. | Lebanon, Oregon | \$245,270 | NA |
| Jensen Drilling Co. | Eugene, Oregon | \$397,800 | NA |

Competitive Fair Price (If less than 3 responses received)

Solicitation was formally advertised on the State of Oregon’s bid site, OregonBuys. The two (2) bids received were within a reasonable range from the engineers estimate.

Prior Contract Activities

| EWEB Contract | Project Name (Description) | Board Approved Date | Project Duration (Start to Close) | Original Amount | Final Amount | Reason Code |
|--|------------------------------------|---------------------|-----------------------------------|-----------------|--------------|-------------|
| 22-070 | UP Flow Test of Existing Well | NA | 03/19/22-04/22/22 | \$14,500 | \$14,500 | |
| 20-131 | Emergency Water Wells-South Eugene | 7/7/20 | 07/13/20-01/31/21 | \$246,600 | \$114,242 | * |
| Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other | | | | | | |

*Contract 20-131: Reduction in scope. Second well not required.

ACTION REQUESTED:

Management requests the Board approve a new construction contract with Jones Drilling Co., Inc. for the construction, development, testing, and commissioning of new water wells in West Eugene. Approximately \$500,000 was planned for work on the emergency water supply system in the 2022 Water Capital Budget of \$29 million. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new construction contract with **Pacific Excavation, Inc.** for the construction of a new **Potable Water Pump Station**.

Board Meeting Date: August 2, 2022
Project Name/Contract #: Highland Drive Pump Station Construction / 22-027-PW
Primary Contact: Karen Kelley Ext. 7153

Contract Amount:

Original Contract Amount: \$842,000
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Amount this Request: \$842,000
Percentage over last approval: NA
Resulting Cumulative Total: **\$842,000**

Contracting Method:

Method of Solicitation: Formal Invitation to Bid
If applicable, basis for exemption: NA
Term of Agreement: One-time Purchase (Construction)
Option to Renew? No
Approval for purchases "as needed"
for the life of the Contract: Yes No
Proposals/Bids Received (Range): 2 (\$841,545-\$1,195,533)
Selection Basis: Lowest Responsive and Responsible Bidder

Narrative:

Operational Requirement and Alignment with Strategic Plan

The City of Eugene approved a Planned Unit Development (PUD) in the Fairmount neighborhood which included the creation of new lots near the western edge of Hendrick's Park in EWEB's Fairmount 975 service area. An existing constant run pump station currently serves the area, which has insufficient water infrastructure to provide the code required fire flow to the new development. EWEB worked with the developer to evaluate alternatives to provide water service to the new lots. Ultimately, EWEB and the developer, decided to leverage developer contributed funds to replace the existing aging pump station with a new modern seismically hardened facility with backup power and redundant fire flow pumps to serve the entire neighborhood. The cost sharing is based on the number of lots served and results in the developer contributing approximately 25 percent of the project costs to construct a new pump station.

Contracted Goods or Services

If approved, Pacific Excavation, Inc. will construct a new potable water pump station near 2510 Highland Drive. The work includes construction of a new masonry building, electrical systems, pumping systems, stormwater piping, and underground infrastructure.

Purchasing Process

In June 2022, in accordance with public procurement rules, EWEB initiated an Invitation to Bid (ITB) using the Formal Invitation to Bid process. The ITB was advertised on the State of Oregon bid site, OregonBuys, and the Portland Business Tribune. Two bids were received, and the lowest responsive and responsible bid was from Pacific Excavation, Inc.

Bids Received

| Vendor Name | City, State | Offered Price | Ranking (for RFPs) |
|--------------------------|-------------|---------------|--------------------|
| Pacific Excavation, Inc. | Eugene, OR | \$841,545 | NA |
| ORR, Inc. | Turner, OR | \$1,195,533 | NA |

Competitive Fair Price (If less than 3 responses received)

The solicitation was formally advertised on the State of Oregon's bid site, OregonBuys and the Portland Business Tribune. The two (2) bids received were within a reasonable range from the engineers estimate.

Prior Contract Activities

| EWEB Contract | Project Name (Description) | Board Approved Date | Project Duration (Start to Close) | Original Amount | Final Amount | Reason Code |
|---------------|---|---------------------|-----------------------------------|-----------------|--------------|-------------|
| 22-021 | E 40 th Ave Storage Tanks – Construction | 4/5/2022 | 4/8/2022-Present | \$19,200,000 | TBD | |
| 21-122 | E 40 th Ave Storage Tanks-Excavation | 8/3/2021 | 08/06/21-06/01/22 | \$3,370,000 | \$3,236,652 | |
| 21-109 | E 40 th Ave Storage Tanks-Tree Removal | NA | 06/30/21-10/13/21 | \$110,500 | \$145,795 | AW/UC/SD |
| 20-204 | 36th Ave Water Main | 11/3/2020 | 11/5/20-4/21 | \$340,370 | \$353,459 | AW/AM/UC/SD |
| 20-133 | Willagillespie Water Main Replacement | 8/4/2020 | 08/6/20-02/1/21 | \$526,230 | \$624,537 | AM/AW/UC/SD |
| 20-093 | House Water Supply | NA | 5/27/20-2/16/21 | \$93,900 | \$137,335 | AM/AM/UC/ST |

Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other

Contract 21-122: Less work and efficient means and methods allowed for the work to come in under the anticipated bid amount. Staff issued one change order to reflect the lower bid price.

Contract 21-109: Additional work was required to complete the project. Staff issued one change orders to reflect the additional work.

Contract 20-204: Additional materials and work were required to complete the project. Staff issued two change orders to reflect the additional work.

Contract 20-133: Additional materials and work were required to complete the project. Staff issued two change orders to reflect the additional work.

Contract 20-093: Additional materials and work were required to complete the project. Staff issued one change order to reflect the additional work.

ACTION REQUESTED:

Management requests the Board approve a new construction contract with Pacific Excavation, Inc. for the construction of a new potable water pump station. Approximately \$1.1 million is allocated for pump station work such as this contract in the 2022 Water Capital budget of \$29 million. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Western Utility/Telecom, Inc.** for a **Deadend Structure for Currin Substation.**

Board Meeting Date: August 2, 2022
Project Name/Contract #: Deadend Structures for Currin Substation / 22-105-G
Primary Contact: Karen Kelley Ext. 7153

Contract Amount:

Original Contract Amount: \$289,000
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Amount this Request: \$289,000
Percentage over last approval: NA
Resulting Cumulative Total: **\$289,000**

Contracting Method:

Method of Solicitation: Formal Invitation to Bid
If applicable, basis for exemption: NA
Term of Agreement: One-Time, Delivery in August 2023
Option to Renew? No
Approval for purchases *"as needed"*
for the life of the Contract: Yes No
Proposals/Bids Received (Range): 2 (\$288,400 to \$435,100)
Selection Basis: Lowest Responsive and Responsible Bidder

Narrative:

Operational Requirement and Alignment with Strategic Plan

The rebuild of Currin Substation will require five (5) high voltage transmission lines to connect to the new substation equipment. The existing substation uses lattice structures which are very large and represent an older substation design that resulted in substations being unsightly. The new substation will use tapered steel structures which will offer similar strength to the old design but be better fitted to the new substation's lower profile design.

Contracted Goods or Services

One time purchase of five (5) tapered steel deadend structures for the Currin Substation Rebuild, scheduled to start construction in Q4 2022 and extend through 2023. If approved, this contract would cover the design, fabrication, and delivery of these structures. No field services are included with this contract.

Purchasing Process

In May 2022 staff issued a Formal Invitation to Bid (ITB) for a deadend structure for EWEB's Currin substation. The solicitation was advertised on the State of Oregon's public procurement site, OregonBuys. Two bids were received

from Western Utility/Telecom and Meyer Utility Structures and were deemed responsive and responsible.

Bids Received

| Vendor Name | City, State | Offered Price | Ranking (for RFPs) |
|--------------------------|-------------|---------------|--------------------|
| Western Utility/Telecom | Salem, OR | \$288,430 | NA |
| Meyer Utility Structures | Memphis, TN | \$435,058 | NA |

Competitive Fair Price (If less than 3 responses received)

Additional interest was communicated regarding this contract, but due to supply chain constraints, a few companies withdrew participation in anticipation that they would not be able to deliver on time. However, both bids received were below the engineer’s estimated cost and considered very reasonable.

Prior Contract Activities

| EWEB Contract | Project Name (Description) | Board Approved Date | Project Duration (Start to Close) | Original Amount | Final Amount | Reason Code |
|---------------|----------------------------|---------------------|-----------------------------------|-----------------|--------------|-------------|
| PO 24586 | Steel Switch Structure | NA | 3-10-21 to 6-4-21 | \$8,719 | \$8,719 | NA |
| PO 20495 | 15kV Dip Structure | NA | 2-26-20 to 4-2-20 | \$9,305 | \$9,305 | NA |
| PO 16341 | 15kV Dip Stand | NA | 1-30-19 to 6-1-19 | \$5,865 | \$5,865 | NA |

Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other

ACTION REQUESTED:

Management requests the Board approve a new contract with Western Utility/Telecom, Inc. for a deadend structure for Currin Substation. Funds for these structures are accounted for in the 2022 Electric Capital Improvement Plan of \$55 million. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new construction contract with **Wildish Construction, Co.** for the construction of an **Access Road at EWEB's Proposed Second Water Treatment Plant Property in Glenwood.**

Board Meeting Date: August 2, 2022
Project Name/Contract #: Glenwood Site Access Road / 22-029-PW
Primary Contact: Karen Kelley Ext.7153

Contract Amount:

Original Contract Amount: \$261,000
Additional \$ Previously Approved: \$0
Invoices over last approval: \$0
Amount this Request: \$261,000
Percentage over last approval: NA
Resulting Cumulative Total: **\$261,000**

Contracting Method:

Method of Solicitation: Formal Invitation to Bid
If applicable, basis for exemption: NA
Term of Agreement: One-time Purchase (Construction)
Option to Renew? No
Approval for purchases "as needed"
for the life of the Contract: Yes No
Proposals/Bids Received (Range): 2 (\$261,000-\$398,625)
Selection Basis: Lowest Responsive and Responsible Bidder

Narrative:

Operational Requirement and Alignment with Strategic Plan

The Board is being asked to approve a construction contract with Wildish Construction Co. for the construction of an access road at EWEB's proposed second water treatment plant property in Glenwood, which supports 2022 Strategic Plan Goal #6a.

Through much of 2021, EWEB worked with the Springfield Utility Board (SUB) to coordinate easements needed by both utilities across the other utilities' properties in Southwest Glenwood. EWEB needed easements for both a secondary access and a transmission pipeline from/to its Second Source Site while SUB needed easements for electric transmission lines for a proposed new electric substation. Agreements were signed in late 2021 solidifying these easements as well as several property purchase options.

This proposed contract is associated with EWEB's access and pipeline easements. There is one area on EWEB property that is very steep making vehicular access impossible and pipeline installation difficult and costly. The work in this contract lowers the hilltop providing for a passable access way and a more conventional pipeline installation from/to EWEB's proposed Second Source site.

The timing of the work is being coordinated with SUB’s electric transmission line improvements in the same area.

Contracted Goods or Services

If approved, Wildish Construction Co. will construct approximately 500 feet of unimproved vehicular site access road at the Glenwood site. Work will include temporary and permanent erosion control measures, excavation, installation of PVC culvert drainpipe, traffic control, and coordination with SUB to protect the electrical infrastructure in the area.

Purchasing Process

In June 2022, in accordance with the public procurement rules, EWEB initiated an Invitation to Bid (ITB) using the Formal Invitation to Bid process. The ITB was advertised on the State of Oregon bid site, OregonBuys, and the Portland Business Tribune.

Two bids were received, and the lowest responsive and responsible bid was from Wildish Construction, Co.

BIDS RECEIVED

| Vendor Name | City, State | Offered Price | Ranking (for RFPs) |
|-------------------------|----------------|---------------|--------------------|
| Wildish Construction Co | Eugene, Oregon | \$261,000 | NA |
| Pacific Excavation | Eugene, Oregon | \$398,625 | NA |

Competitive Fair Price (If less than 3 responses received)

Solicitation was formally advertised on the State of Oregon’s bid site, OregonBuys. The two (2) bids received were within a reasonable range from the engineers estimate.

Prior Contract Activities

| EWEB Contract | Project Name (Description) | Board Approved Date | Project Duration (Start to Close) | Original Amount | Final Amount | Reason Code |
|---------------|--|---------------------|-----------------------------------|-----------------|--------------|-------------|
| 21-111 | HB PAC Building Retrofit | 2/1/22 | 02/03/22 – TBD | \$578,200 | TBD | |
| 21-029 | City View 800 East Reservoir Access Improvements | NA | 03/01/21 – 09/03/21 | \$47,915 | \$49,525 | AM/AW/UC |
| 010-2019 | Villard St Water Main Replacement | 4/2/19 | 04/18/19 – 07/18/19 | \$179,620 | \$204,227 | AM/AW/SD |
| 050-2018 | Carmen Smith Powerhouse/Substation Upgrade | 1/8/19 | 01/22/19 – 12/20/19 | \$4,577,000 | \$4,726,247 | AW/AM/SD |
| 049-2018 | Breezeway Cover at Ice Cap Creek Campground | NA | 08/08/18 – 10/31/19 | \$87,972 | \$89,464 | AW/AM/SD |
| 014-2018 | Crenshaw 800 Pump Station Project | 5/1/18 | 05/04/18 – 11/09/18 | \$186,300 | \$204,393 | AW/AM/SD/UC |

Reason Code: AM = Additional Materials, AW = Additional Work, EW= Emergency Work, SD = Staff Directed, UC = Unforeseen Conditions, Other

Contract 21-029: Additional work was required due to unforeseen conditions. Staff Issued two change orders to reflect additional work required.

Contract 010-2019: Additional work was required to fulfill the project. Staff issued one change order to reflect the additional work and materials required.

Contract 050-2018: Staff directed changes to the scope of work throughout the contract that required additional work and materials. Staff issued 13 change orders to reflect the change in scope and additional work and materials needed.

Contract 049-2018: Staff directed addition to the scope of work caused an increase in the contract total.

Contract 014-2018: Additional work was required due to unforeseen conditions and changes to the scope of work.

ACTION REQUESTED:

Management requests the Board approve a new construction contract with Wildish Construction, Co. for the construction of an access road at EWEB's proposed second water treatment plant property in Glenwood. Approximately \$300,000 was planned for work associated with the Water Second Source project in the 2022 Water Capital Budget of \$29 million. Variances will be managed within the budget process and Board policy.



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.](#)



Governance Process Policies (GP Policies)

GP15 New Commissioner Orientation
Effective Date August 2, 2022

The 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.

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
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Source: Board Approved 07/06/04, Ratified 04/19/05, Revised 08/07/18, Resolution No. 1823. Proposed Revision 08/02/22.

**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



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD



TO: Commissioners Brown, Carlson, Barofsky, McRae and Schlossberg
FROM: Deborah Hart, CFO; TiaMarie Harwood, Financial Services Manager
DATE: July 22, 2022
SUBJECT: Resolutions for Financial Depositories and Appointment of Assistant Treasurer
OBJECTIVE: Board Action

Issue

The Assistant Treasurer, Aaron Balmer, has accepted the position as the Fiscal Services Supervisor. His transition requires the Board appoint a new Assistant Treasurer and approve updated signatories for EWEB financial institutions.

Background

All financial institutions with which EWEB maintains accounts require a listing of signatories authorized to conduct business on the account. Signatories are appointed by resolution by the Board of Commissioners and include the Assistant Treasurer. The Assistant Treasurer position will be vacant in August 2022.

Discussion

EWEB maintains depository accounts with financial institutions for operational purposes, for trust and custodial services, for escrow accounts, and for investments with local financial institutions.

For operational purposes, EWEB's primary financial institution is U.S. Bank, N.A., where accounts are maintained for deposits from customer payments, and for payment to employees and vendors. First Interstate Bank provides services for deposit and settlement of payments from customers who pay by check to EWEB's lockbox service. The Local Government Investment Pool, operated by the Oregon State Treasury, is used for short-term investment of cash generated by operations.

For payment of debt service, and the safekeeping of investment securities, EWEB has contracted with U.S. Bank Global Corporate Trust. EWEB transfers funds to accounts designated to pay debt service. When EWEB purchases investment securities, they are held in EWEB's name in a custodial account.

EWEB also maintains escrow accounts with U.S. Bank Global Corporate Trust and with Wells Fargo Corporate Trust Services. An escrow account to hold funds required by contracts relating to the founding of the Harvest Wind Project was established at Wells Fargo, then transitioned to US Bank when they became the EWEB trustee. A second account, relating to the provision of transmission facilities for Harvest Wind by Klickitat County PUD was established at Wells Fargo. Since all parties to the Harvest Wind escrow account are required to agree to a transition of trustee, EWEB has been unable to move this legacy escrow account to U.S. Bank.

Recommendation and Requested Board Action

Management is requesting approval of Resolutions No. 2018, appointing the Assistant Treasurer, and Resolutions No. 2219, 2220 and 2221, authorizing EWEB signatories to accounts with financial institutions.

RESOLUTION NO. 2218
August 2022

EUGENE WATER & ELECTRIC BOARD
APPOINTMENT OF BOARD ASSISTANT TREASURER

WHEREAS, the Eugene Water & Electric Board (EWEB) BYLAWS Article V, Section 1 provides for the General Manager to designate an Assistant Secretary, Treasurer and Assistant Treasurer;

WHEREAS, the Assistant Treasurer position will be vacant effective August 2, 2022;

WHEREAS, Aaron Balmer currently serves as Assistant Treasurer;

NOW, THEREFORE, BE IT RESOLVED that the Eugene Water & Electric Board hereby authorizes General Manager Frank Lawson to designate TiaMarie Harwood as Assistant Treasurer to the Board of Commissioners effective August 2nd 2022.

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 Board meeting.

Assistant Secretary

**RESOLUTION NO. 2219
AUGUST 2022**

**EUGENE WATER & ELECTRIC BOARD
TRUST AND CUSTODIAL DEPOSITORIES**

RESOLVED, that the financial institutions below be, and hereby are, designated as banks of and depositories for funds of the Eugene Water & Electric Board of the City of Eugene, Oregon, which funds may be deposited or withdrawn on checks, drafts, receipts, or advices or debit given or signed in the Board's name by the manual and/or facsimile signature of any of the authorized signatories listed herein.

U.S. Bank Global Corporate Trust – Portland, Oregon

- Electric System Bond Funds and Custodial Account
- Water System Bond Funds and Custodial Account
- Klickitat County PUD Escrow Account

Wells Fargo Corporate Trust Services – Denver, Colorado

- Harvest Wind Escrow Account

RESOLVED further, that signatories for establishment of accounts therewith shall be as shown.

| | | |
|---------------------------|------------------|-------|
| General Manager-Secretary | Frank J. Lawson | _____ |
| Treasurer | Deborah Hart | _____ |
| Assistant Treasurer | TiaMarie Harwood | _____ |

RESOLVED further, that the authority hereby conferred upon the above-named persons shall remain in full force and effect until written notice of revocation thereof has been delivered to said Bank, and all prior resolutions relative to the foregoing accounts and funds are hereby revoked.

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, hereby certify that I am the duly appointed, qualified and acting Assistant Secretary of the Eugene Water & Electric Board, and that the above is a true and exact copy of a Resolution adopted by the Board at its August 2, 2022 Board meeting.

Assistant Secretary

**RESOLUTION NO. 2220
AUGUST 2022**

**EUGENE WATER & ELECTRIC BOARD
OREGON DEPOSITORY ACCOUNTS**

RESOLVED, that financial institutions listed below within, EUGENE, OREGON be, and hereby are, designated as financial depositories for funds of the Eugene Water & Electric Board of the City of Eugene, Oregon.

- EWEB EMPLOYEES FEDERAL CREDIT UNION – Eugene, Oregon
- NORTHWEST COMMUNITY CREDIT UNION - Eugene, Oregon
- ONPOINT COMMUNITY CREDIT UNION - Eugene, Oregon
- OREGON COMMUNITY CREDIT UNION - Eugene, Oregon
- OREGON PACIFIC BANK - Eugene, Oregon
- PACIFIC CASCADE FEDERAL CREDIT UNION - Eugene, Oregon
- SUMMIT BANK - Eugene, Oregon

RESOLVED further, that signatories for establishment of accounts therewith shall be as shown.

| | | |
|---------------------------|------------------|-------|
| General Manager-Secretary | Frank J. Lawson | _____ |
| Treasurer | Deborah Hart | _____ |
| Assistant Treasurer | TiaMarie Harwood | _____ |

RESOLVED further, that the above named are hereby authorized to designate individuals authorized to give instructions concerning transfers of funds of the Eugene Water & Electric Board held by a financial institution as depository. Delegation of authority to designated individuals will be evidenced by financial institution documentation, as required.

RESOLVED further, that the authority hereby conferred upon the above-named persons shall remain in full force and effect until written notice of revocation thereof has been delivered to said financial institutions, and all prior resolutions relative to the foregoing accounts and funds are hereby revoked.

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, hereby certify that I am the duly appointed, qualified and acting Assistant Secretary of the Eugene Water & Electric Board, and that the above is a true and exact copy of a Resolution adopted by the Board at its August 2, 2022 Board meeting.

Assistant Secretary

**RESOLUTION NO. 2221
AUGUST 2022**

**EUGENE WATER & ELECTRIC BOARD
OPERATIONAL DEPOSITORIES**

RESOLVED, that the financial institutions below be, and hereby are, designated as banks of and depositories for funds of the Eugene Water & Electric Board of the City of Eugene, Oregon, which funds may be deposited or withdrawn on checks, drafts, receipts, or advices or debit given or signed in the Board's name by the manual and/or facsimile signature of any of the authorized signatories listed herein.

U.S. Bank, N.A. – Portland, Oregon

First Interstate Bank – Billings, Montana

Local Government Investment Pool – Salem, Oregon

RESOLVED further, that signatories for establishment of accounts therewith shall be as shown.

| | | |
|---------------------------|------------------|-------|
| General Manager-Secretary | Frank J. Lawson | _____ |
| Treasurer | Deborah Hart | _____ |
| Assistant Treasurer | TiaMarie Harwood | _____ |

RESOLVED further, that the authority hereby conferred upon the above-named persons shall remain in full force and effect until written notice of revocation thereof has been delivered to said Bank, and all prior resolutions relative to the foregoing accounts and funds are hereby revoked.

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, hereby certify that I am the duly appointed, qualified and acting Assistant Secretary of the Eugene Water & Electric Board, and that the above is a true and exact copy of a Resolution adopted by the Board at its August 2, 2022 Board meeting.

Assistant Secretary