



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

*Rely on us.*

TO: Commissioners Mital, Schlossberg, Helgeson, Brown, and Carlson  
FROM: Deborah Hart, Chief Financial Officer;  
Sarah Gorsegner, Purchasing & Warehouse Supervisor  
DATE: April 24, 2020  
SUBJECT: Proposed Changes to the Board Consent Process  
OBJECTIVE: Informational Only

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## **Issue**

At the February board meeting interest was expressed in receiving additional information about the selection process for contracts presented for Board Approval. In recent months, Management has discussed proposing alternative approaches for contract approval by the Board.

## **Background**

Currently all contracts above \$150,000, or where there is significant community interest, are presented to the Board for Approval. Contracts between \$40,000-\$150,000 are presented to the Board in the quarterly contract report.

## **Discussion**

To support the Board's request, Board Consents will include pricing information, evaluation criteria, and ranking of proposers when applicable.

In order to provide greater clarity for the Board, Management proposes that the consent calendar be divided into 2 sections.

- One section will be for standard contracts and consent items, contracts included in this section will include contracts where 3 or more responses were received and the total value of the contract is under \$1,000,000.
- A second section will be for other contracts and consent items, contracts included in this section will include contracts where the number of responses was less than 3 or the total contract value exceeds \$1,000,000.

## **Recommendation**

No action is required. Management anticipates that these revisions will provide the additional context requested by the Board and simplify the approval process. Please submit any questions to Sarah Gorsegner, 541-685-7348 or [sarah.gorsegner@eweb.org](mailto:sarah.gorsegner@eweb.org)