

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with Motorola, Inc. for Spectrum Fingerprinting services to determine sources of radio interference at new sites.

Backgrounder (if "yes," "See backgrounder information") No

Board Meeting Date: September 15, 2009

Project Name/Contract#: Carmen Smith Communications

Project Contact Michael McElroy Ext. 7344

Purchasing Contact: Gail Murray Ext. 7429

<b>Action Requested:</b>
<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: \$ 33,600

Additional \$ Previously Approved: \$ 0

Invoices over last approval: \$ N/A

Percentage over last approval: N/A %

Amount this Request: \$ 33,600

**Resulting Cumulative Total:** \$ 33,600

<b>Funding Source:</b>
<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: Exemption

If applicable, basis for exemption: Rule 6-0270 Class Exemption of Personal Services under \$150,000

Term of Agreement: Sept 15, 2009 through Dec 31, 2009

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

<b>Form of Contract:</b>
<input type="checkbox"/> Single Purchase
<input type="checkbox"/> 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 Motorola, Inc. to provide spectrum fingerprinting services at new radio sites to determine sources of radio interference.

EWEB, in partnership with Lane County, the City of Eugene, and the City of Springfield own and operate a Motorola P25 Trunked Land Mobile Radio (LMR) system that was commissioned in 2008. The LMR system is being expanded to add four new sites for mutual benefit of the partners. The current system provides coverage for the Eugene-Springfield metropolitan area and the lower McKenzie River valley.

The partner agencies plan to expand the system to the east and west portions of Lane County by installing equipment at Smith Ridge, Belknap, Herman and Walker sites. Prior to that work, a data collection and analysis service known as Spectrum Fingerprinting must be completed. The purpose of Spectrum Fingerprinting is to identify sources of radio frequency interference for risk reduction and problem mitigation. The information acquired by Spectrum Fingerprinting is used to design site and frequency specific hardware with the intent to gain improved system performance. In addition, the process can help to identify clear channels that are available for system construction.

If approved, Motorola, Inc. will install monitoring equipment at the new sites and will produce reports for review by EWEB and for use in the ultimate system design. Lane County will be reimbursing EWEB for one-half of the fingerprinting expenses.

### ACTION REQUESTED:

The Board is being asked to approve a new contract with Motorola, Inc. for spectrum fingerprinting at four new radio sites. Funds for these services were budgeted for 2009.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Division Director: \_\_\_\_\_

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 new contract with **Stephen L. West, LLC** for consulting services for Water Division Policy Updates.

Backgrounder: **No**

Board Meeting Date: September 15, 2009

Project or Job Name: Consulting Services for Water Division Policy Updates

Project Contact: Todd Simmons Ext. 3603

Purchasing Contact: Guy Melton Ext. 3306

### Action Requested:

Contract Award  
 Contract Renewal  
 Contract Increase  
 Other

### Contract Amount:

Original Contract Amount: \$30,000

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$ 30,000

**Resulting Cumulative Total:** \$ 30,000

### Funding Source:

Budget  
 Reserves  
 New Revenue  
 Bonding  
 Other

### Contracting Method:

Method of Solicitation: Exempt: EWEB Rule 6-0270

If applicable, basis for exemption: Class Exemption for Personal Services

Term of Agreement: September 16, 2009 – December 31, 2009

Option to Renew? Yes

Approval for purchases "as needed" for the life of the contract No

### Form of Contract:

Single Purchase  
 Services  
 Personal Services  
 Construction  
 IGA  
 Price Agreement  
 Other

### NARRATIVE:

The Board is being asked to approve a new contract with **Stephen L. West, LLC** for consulting services for Water Division Policy Updates.

Staff has negotiated a contract with Stephen L. West, LLC to provide services that require subject matter expertise to the four specific projects listed below. The subject matter expertise to be provided by Stephen L. West, LLC involves a wide range of knowledge of water operations management, with specific focus on emergency planning and water loss. Stephen L. West, LLC will provide updated and new complete documents to be used solely by the EWEB Water Division.

**Emergency Action Plan:** Update the EWEB Water Division Emergency Action Plan including contact information, facility upgrades and additions, and AWWA best management practices.

**Contingency Plan:** Create an EWEB Water Division, Water Supply Contingency Plan including curtailment, additional source, and potable water delivery strategies.

**Leakage & Water Loss Audit:** Assist the Water Management Services Group in developing procedures to establish a baseline monitoring regime so water loss can be accurately trended over time.

**Residential Fire Lines:** Research EWEB residential fire lines to determine the cost and benefits of combining or separating the domestic service.

### ACTION REQUESTED:

Staff requests Board approve a new contract with **Stephen L. West, LLC** for consulting services for Water Division Policy Updates as needed. Funds for these services were budgeted for 2009.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Division Director: \_\_\_\_\_

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 an increase to the contract with **TekSystems** for temporary staffing services for computer operator support.

Backgrounder: No

Board Meeting Date: Tuesday, September 15, 2009

Project or Job Name: Temporary Help for Computer Operator

Project Contact: Kim Spear Ext. 7710

Purchasing Contact: Ramie Alkire Ext. 7413

### Action Requested:

Contract Award  
 Contract Renewal  
 Contract Increase  
 Other

### Contract Amount:

Original Contract Amount: \$ 16,000

Additional \$ Previously Approved: \$ 0.00

Invoices over last approval: \$ 0.00

Percentage over last approval: N/A %

Amount this Request: \$ 9,000

**Resulting Cumulative Total:** \$ 25,000

### Funding Source:

Budget  
 Reserves  
 New Revenue  
 Bonding  
 Other

### Contracting Method:

Method of Solicitation: N/A

If applicable, basis for exemption: EWEB Rule 6-0260 Temporary Services

Term of Agreement: June 2009 through October 2009

Option to Renew? No

Approval for purchases "as needed" for the life of the contract No

### Form of Contract:

Single Purchase  
 Services  
 Personal Services  
 Construction  
 IGA  
 Price Agreement  
 Other

## NARRATIVE

The Board is being asked to approve an increase to the contract with **TekSystems** for temporary staffing services for computer operator support.

EWEB's Office Systems Department contracted with TekSystems in June 2009, for a temporary worker to cover an existing staff's short-term disability absence. While the exact duration of the absence was unknown (conditioned on patient recovery), Office Systems estimated the cost of the needed services would be less than \$20,000 (the Board approval threshold for services). However, the absence has extended beyond the anticipated patient recovery date and continued temporary services are required.

Staff is requesting an increase to the contract through October 31, 2009. This contract may be terminated at anytime when services are no longer required.

### ACTION REQUESTED:

The Board is being asked to approve an increase to the contract with **TekSystems** for temporary staffing services for computer operator support. Funds for these services were budgeted for 2009.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

Division Director: \_\_\_\_\_

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_



# MEMORANDUM

EUGENE WATER & ELECTRIC BOARD  
EMPLOYEE CUSTOMER & COMMUNITY SERVICES DIVISION

*Rely on us.*

TO: Commissioners Farmer, Brown, Cassidy, Cunningham and Ernst  
FROM: Debra Smith and Mark Freeman  
DATE: September 9, 2009  
SUBJECT: 2009 4<sup>th</sup> Quarter Limited Income Assistance.

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## **Issue Statement:**

EWEB staff would like to reallocate funds, approved in Budget Amendment #2 during the April 21, 2009 Board Meeting, to other existing limited income programs.

## **Background:**

In February 2009, the EWEB Board voted to allocate \$4.4 million in additional customer assistance. The program was marketed as Community Care and the funds were designated across a broad range of programs, including \$2.2 million in residential bill rebates and \$535,000 in EMS programs. The balance was specifically allocated to an expanded group of limited income offerings.

## **Discussion:**

Based upon customer participation and input from our limited income partners staff would like to reallocate \$315,000 of these funds to alternate limited income programs already being offered by EWEB. These changes would take affect during the 4<sup>th</sup> quarter of 2009, which is the beginning of the new limited income program year. This would include:

- \$100,000 for our Customer Care Program, increasing assistance from \$200 to \$300
- \$115,000 to assist customers between 61% and 80% of Oregon median income. Current program only assists up to 60%.
- \$100,000 for an anticipated increase in uncollectible accounts.

At the September 1, 2009 Board meeting, staff presented a number of potential program modifications designed to create consistency across all limited income offerings and extend certain programs introduced as part of the Community Care Program. The memo referenced \$615,000 in Community Care funds that would be unspent at year-end without the proposed program modifications. This memo only deals with the funds that are being reallocated to different programs. The remaining \$300,000 will be spent consistent with the Board's original approval during the 4<sup>th</sup> quarter of 2009.

**Recommendation:**

Reallocation of 2009 Community Care funds as outlined above.

**Requested Action:**

Approval of above recommendation.

If you have questions, please call Debra at 685-7196 or Mark at 685-7061.