



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Matt Barton, Information Services Manager
DATE: January 22nd, 2015
SUBJECT: Information Services Strategic Direction
OBJECTIVE: Information Only

Issue

Board Policy SD16 requires the periodic update on development and implementation of Information Services (IS) strategic initiatives. In 2015 the IS Management team, led by Erin Erben, developed a new strategic plan for the Division.

The goal of the new IS Strategic Plan is to better align the IS Division with EWEB's Strategic Plan. Information Services is a key component of EWEB's ability to prepare for a changing future.

IS Strategic Plan Overview

The I.S. Division's overarching strategy for the next 3-5 years is to support EWEB by reducing costs, enhancing our role as a trusted technology partner with the business units, and developing the skills of our workforce.

This requires us to improve our internal processes and governance model to better manage costs, train our workforce to be prepared for change, and anticipate and respond to the needs of the business, and execute our work with them in a professional and efficient manner.

In this plan, foundational infrastructure, security, and business consultancy are the core services that the I.S. Division provides. The elements of this plan are intended to help prepare IS for success in the years to come.

IS Strategic Objectives

The following provides a high level outline of the IS Strategic Objectives.

IS Strategic Objective 1: Be a Trusted Technology Partner in Business System Decisions

- IS will partner with EWEB's business units to choose business requirements for technology that do not drive us into Tier 1 technology solutions.

IS Strategic Objective 2: Increase Capacity While Decreasing Costs

- EWEB IS functions will need to gradually reduce and standardize IT delivery systems (i.e. infrastructure) so that fewer people are need to support a smaller number of technologies. This will reduce O&M activity and increase activity that improves EWEB's service offerings.

IS Strategic Objective 3: Reduce Complexity Through Maturation of and Adherence to Architectural Standards

- Simplify and standardize underlying technology with the intent to reduce the expected capital investment in and reduce spending to support IS assets.

IS Strategic Objective 4: Prepare Workforce for the Future

- Develop versatility of workforce and depth in each focus area to ensure coverage and enable ability to meet changing future business needs.

IS Strategic Objective 5: Implement a Robust and Transparent Benchmarking System for Services Provided

- On routine schedule for replacement/refresh, IS will develop and present valid unit cost data for the related IS service for comparison with 3rd party alternatives for the business to evaluate (ie. show back). Over the plan period, using this show back method, IS and business management will reduce internal IS unit costs.

Requested Board Action

None; information purposes only. If Commissioners would like more information please follow up with Matt Barton.



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TO: Commissioners Simpson, Brown, Helgeson, Manning, and Mital
FROM: Susan Fahey, Finance Manager and Sarah Gorsegner, Purchasing Manager
DATE: January 22, 2016
SUBJECT: Quarterly Contract Report for Q4 2015
OBJECTIVE: Information Only

Issue

The Board requested that management provide a quarterly report of contracts between \$20,000 and \$150,000 which would have come to the Board for approval under the policy limits that were in place prior to August 2013.

Background

EWEB policy used to require Board approval for Purchasing contracts that were \$20,000 and above. A few years ago, the policy was changed to align with Oregon Statute solicitation thresholds which streamlined the contract approval process and allowed the Board and staff to focus on higher dollar contracts and other strategic initiatives. Current statute and Board thresholds are:

Purchase of all Goods, Equipment, Services and Personal Services: \$ 150,000 or greater
Purchase of Construction Services: \$ 100,000 or greater

Discussion

Attached is the contract report for the fourth quarter of 2015. The contracts listed are those that would have previously come to the Board for approval, but which are now below the Board approval threshold.

If you have any questions regarding the contracts, please contact the Purchasing Manager, Sarah Gorsegner.

Recommendation/Requested Board Action

None at this time. This information is provided for informational purposes only.

Contract Execution Date	Contractor	City, State	Description	Contract Amount	Contract Term	Contract Process	LT Manager
10/16/2015	WESCO Distribution	Portland, OR	115kV Insulators - Stores Items	\$ 135,824	10/16/15 - 10/13/2020	Formal Invitation to Bid	Mel Damewood
12/4/2015	YSI Inc.	Yellow Springs, OH	FlowTracker, EXO Sondes and Accessories	\$ 125,417	One Time Purchase	Informal Request for Quote	Steve Newcomb
10/5/2015	Overton Safety Training	Aloha, OR	Service Truck Crane Certification Prep Program	\$ 35,000	10/5/15 - 10/4/18	Direct Negotiation	Lena Kostopulos
10/1/2015	The Freshwater Trust	Portland, OR	Workflow and Tech Mapping	\$ 29,820	10/1/15 - 12/31/16	Direct Negotiation	Steve Newcomb
10/1/2015	Earth Economics	Tacoma, WA	Riparian Corridor Conservation	\$ 68,000	10/1/16 - 6/30/16	Direct Negotiation	Steve Newcomb
12/15/2015	Eaton	Portland, OR	ROC Uninterruptable Power Supply (UPS) Systems Service	\$ 106,531	12/15/15 - 8/11/18	Direct Negotiation	Todd Simmons
11/3/2015	Olsson Electric	Springfield, OR	Control System HMI Standards	\$ 35,340	10/30/15 - 2/17/16	Direct Negotiation	Mel Damewood
12/13/2015	The Automation Group	Eugene, OR	Freestanding VFD System for Hayden Bridge	\$ 27,510	12/13/15 - 2/15/16	Informal Request for Quote	Mel Damewood
12/22/2015	USGS	Portland, OR	Source Water Protection Joint Funding Agreement	\$ 73,490	1/1/16 - 12/31/16	Intergovernmental Agreement	Steve Newcomb
11/1/2015	UO Law School	Eugene, OR	Riparian Protections 3 Basins Rule Analysis	\$ 27,485	11/1/15 - 12/31/16	Intergovernmental Agreement	Steve Newcomb
10/13/2015	UO Landscape School	Eugene, OR	Slices - McKenzie River	\$ 30,000	9/2015 - 12/31/16	Intergovernmental Agreement	Steve Newcomb

Total # of Executed Contracts between \$10,000 - \$20,0000 = 8

EWEB association for all above contracts = None

Questions? Please contact: Sarah Gorsegner, 541-685-7348