

**EUGENE WATER & ELECTRIC BOARD
REGULAR SESSION
500 E 4th AVENUE
April 7, 2020
5:30 P.M.**

Commissioners may pose questions to staff prior to the scheduled board meeting. To view Commissioners' pre-meeting questions and staff responses, visit <http://www.eweb.org/about-us/board-of-commissioners/2020board-agendas-and-minutes>.

Commissioners Present: Steve Mital, President; Mindy Schlossberg, Vice President; John Brown, Sonya Carlson, Dick Helgeson, Commissioners

Others Present: Frank Lawson, General Manager, Julie McGaughey, Chief Customer Officer; Rod Price, Chief Engineering & Operations Officer; Susan Ackerman, Chief Energy Officer; Lena Kostopulos, Chief Human Resources Officer; Deborah Hart, Chief Financial Officer

President Mital called the Regular Session to order at 5:30 p.m.

Agenda Check

There were no changes or additions to the agenda.

Items from Commissioners and General Manager

Commissioner Brown reported that he and Mr. Lawson had met with Springfield Utility Board (SUB) General Manager Jeff Nelson, and SUB Board President John DeWenter on April 1, at which they discussed the current situation in Glenwood. He also complimented EWEB for their response to the COVID-19 pandemic, as the utility helped governmental agencies such as the Federal Emergency Management Agency (FEMA), and the Army Corps of Engineers (COE).

Commissioner Carlson applauded EWEB for quickly putting together a plan to help individual ratepayers and businesses in Eugene during the COVID-19 pandemic.

Commissioner Helgeson reported that he had recently attended a Northwest Public Power Association (NWPPA) meeting in Reno, Nevada. He thanked the utility for their work to maintain continuity of service during the COVID-19 pandemic.

President Mital announced the postponement of EWEB General Manager's evaluation until the May Board meeting, but the written evaluations are due to EWEB Chief Human Resources Officer, Lena Kostopulos by April 16, 2020. He also reminded Commissioners that the mandatory Oregon Government Ethics Commission (OGEC) form was due April 15, 2020. President Mital thanked Anne Kah and Holly Shugart for setting up the teleconference meeting.

Vice President Schlossberg echoed the gratitude of her colleagues for the great work EWEB staff had been doing since the COVID-19 pandemic, and the Governor's Stay Home, Save Lives Executive Order.

Mr. Lawson thanked EWEB staff for their hard work and dedication; in particular he thanked the Information Services team for facilitating telecommuting, which, since the advent of COVID-19, has been crucial as far as inter-utility communication. He offered that based on current river flow and snowpack levels, EWEB would be going to a low-flow scenario at the Walterville project site this summer.

Public Input

There was no Public Input spoken during the meeting.

**Written testimony provided by Mr. Jim Ball is provided as an attachment to the April 7, 2020 minutes.*

Approval of Consent Calendar

MINUTES

1. March 3, 2020 Regular Session

CONTRACTS

2. Basler Electric - for purchase of two exciter systems. \$350,000.
3. Black & Veatch - contract amendment for engineering services for the Carmen-Smith project. \$2,000,000 (resulting cumulative total \$8,000,000).
4. CVE Technologies, Presidio, and CDW-G - for the use of cooperative contracts for hardware, software, and support. \$15,000,000 (over 5 years).
5. Kleinschmidt Associates - for engineering related services for the Leaburg siphon alternatives analysis. \$216,000.
6. Lucan Landscaping Inc. - for field mowing services. \$470,000 (estimated over 5-year period).
7. West Lane Tree Service, LLC and Wright Tree Service, Inc. - for utility line clearance services. \$20,000,000 (estimated over 5-year period).

INTERGOVERNMENTAL AGREEMENTS

8. City of Eugene - for expenditures covering a five-year period through an existing IGA for valve box adjustments. \$300,000.

RESOLUTIONS

9. Resolutions for the Appointment of Treasure & Assistant Treasurer and Financial Depositories:
 - a. Resolution No. 2013 - Appointment of Treasurer and Assistant Treasurer.
 - b. Resolution No. 2014 - Update to EWEB signatories for Trust and Custodial Depositories.
 - c. Resolution No. 2015 - Update to EWEB Signatories for Oregon Depository Accounts.
 - d. Resolution No. 2016 - Update to EWEB Signatories for Operational Depositories.

Commissioner Brown moved to approve the Consent Calendar. The motion passed unanimously 5:0

Items removed from the Consent Calendar

None.

COVID-19 Situational Update and Commissioner Q&A

Mr. Lawson, Ms. McGaughey, Mr. Price, Ms. Ackerman, Ms. Kostopulos, and Ms. Hart offered the Board a situational update on the COVID-19 pandemic.

Commissioner Brown asked about how the timing of the College Hill project might have changed due to the epidemic, and he also inquired into the demands on April 1, 2020.

On the College Hill project, Mr. Lawson offered that the design work that needs to take place will most likely still be moving forward, however, some of the public outreach aspects of the project would likely be delayed.

On the April 1 demand question, Ms. McGaughey spoke about the EWEB Customer Care Program (ECC); she said EWEB was assuming the 100 spots for said program reserved for senior and disabled EWEB ratepayers would be filled quickly. She said if that assumption held true, the utility would be paying out roughly \$260,000 for the month of April. Finally, Ms. McGaughey offered the “loss of job” qualifier for the ECC program had been added to the program’s language recently.

Commissioner Helgeson wondered if the ECC program was open to those working as independent contractors, or who were otherwise self-employed.

Mr. Lawson offered if EWEB were to expand its ECC program, staff would have to bring a budget amendment before the Board for that purpose.

Ms. McGaughey mentioned the Energy Share program for those in crisis who are not able to participate in the ECC program.

Vice President Schlossberg asked what would happen to EWEB projects which were already in the works as the pandemic began.

Mr. Lawson said many EWEB projects were moving forward, and offered the May Board meeting would include a First Quarter Report, which would describe the utility’s activity as per Vice President Schlossberg’s question in more detail.

President Mital wondered if some of EWEB’s critical capital work originally scheduled for the spring/summer of 2020 would be postponed.

Mr. Lawson responded staff had been working very hard on project prioritization since the beginning of the COVID-19 pandemic.

Mr. Price added that many of the EWEB projects on hold right now, were projects that were interdependent on other contractors and subcontractors.

Commissioner Carlson asked if there were any salient supply-chain issues caused by the pandemic.

Mr. Lawson replied the utility was fairly comfortable with long-term supplies, but there existed some challenges with supplies associated with cleaning, hygiene, and personal protective equipment (PPE).

Commissioner Brown asked if the Leaburg analysis project was still on schedule.

Mr. Lawson said the Leaburg project would be remaining on schedule, and further discussion and a progress update on that project was on the June Board meeting agenda.

Commissioner Carlson asked about the contract EWEB currently had in place with the entity doing cleaning/disinfecting work for the utility.

Mr. Lawson said the company doing EWEB's cleaning currently, was not the normal service employed by the utility, but an outfit that was specifically chosen as COVID-19 response.

President Mital asked if those EWEB employees working from home who needed to access sensitive materials from an EWEB server, would be required to do so using a Virtual Private Network (VPN).

Mr. Lawson said yes. He said EWEB was not sacrificing cybersecurity due to the uptick in telecommuting work.

Correspondence & Board Agendas

Mr. Lawson offered the Board a report on correspondence and Board agendas.

Board Wrap Up

Commissioner Brown asked if the Solar Challenge originally scheduled for May 30, 2020 would be postponed.

Mr. Lawson said although he did not know that for sure, it was a safe assumption, given that School District 4J had already canceled all upcoming extracurricular activities.

Adjourn

President Mital adjourned the Regular Session at 6:35 p.m.

Assistant Secretary

President

April 7, 2020 – Public Testimony

My name is Jim Ball. I've been a Eugene resident and EWEB customer for over 40 years. I'm a little late, but I would like to thank you for 40 years of reliable and affordable water and electricity. I've had a lot of time to think about this since Kate Brown issued the stay-at-home order. Now more than ever I realize that my well-being depends on your work.

While staying at home I have been reading Robert Bryce's new book: *A Question of Power - Electricity and the Wealth of Nations*. This book makes it very clear that we can't take reliable and affordable electricity for granted - three hundred million people don't have it. It only continues if smart, dedicated people make informed decisions about our future.

Those decisions are about to get more difficult, because Eugene's climate action plan is based on the assumption that EWEB can supply much larger amounts of electrical energy for cars and buildings without increasing the carbon intensity of that electricity. And our community goals also include equity and resilience - which requires that electricity continues to be affordable and reliable. I'm concerned that it may not be possible to satisfy everyone's expectations regarding these goals.

I am pleased that the Board has directed staff to develop and publish an Electrification Impact Analysis Report. It will help us make the necessary compromises and trade-offs. It would have been better if the City Council had requested this analysis before they voted on the Climate Recovery Ordinance, but we can backtrack if necessary.

Are the goals we have set achievable? Please give us a report that answers that question.

Jim Ball
Eugene

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to authorize the use of a cooperative contract for **the purchase of a Bucket Truck** from **Altec Industries**.

Board Meeting Date: May 5, 2020

Project Name/Contract#: Bucket Truck / Sourcewell Contract 012418-ALT

Primary Contact: Rod Price Ext. 7122

Expected Spend: \$257,000

Narrative:

The Board is being asked to authorize the use of the Altec Contract #012418-ALT, a cooperative contract through Sourcewell, for the purchase of one insulated, articulated, telescopic bucket truck.

EWEB requires a Bucket Truck for use by the Electric Service Crews. This truck will replace an existing bucket truck that is at the end of its useful life expectancy. The truck is configured in a manner that allows our crews to have consistent man-bucket capabilities while working in our service right-of-ways, streets and alleys. The truck will be configured in accordance with EWEB specifications. The vehicle has a useful life expectancy of 13-15 years.

ACTION REQUESTED:

Management requests the Board authorize the use the Sourcewell cooperative contract #012418-ALT from **Altec Industries**. The build and delivery times for this unit is approximately 440 calendar days of issuance of purchase order, so funds will be from the 2021 capital budget for fleet related capital items. 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 contract with **Bay Valve Engineering Services** for annual pump and motor rebuild and repair for Hayden Bridge.

Board Meeting Date: May 5, 2020

Project Name/Contract #: Pump and Motor Rebuild and Repair for Hayden Bridge/20-060-GS

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$375,000

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: %0

Amount this Request: \$375,000

Resulting Cumulative Total: \$375,000

Contracting Method:

Method of Solicitation: Formal Request for Proposals

If applicable, basis for exemption: N/A

Term of Agreement: Five Years

Option to Renew? No

Approval for purchases "as needed" for the life of the Contract Yes No

Proposals/Bids Received (Range): 3 (\$337,010 to \$437,861)

Selection Basis: Highest Ranking Responsible and Responsive Proposer

Narrative:

Operational Requirement

An 800 horsepower intake pump is showing signs of failure and has been designated as backup until rebuild can be performed. In addition seven 600 horsepower finished water pumps at Hayden Bridge have reached twenty years of life since installation. In order to maintain this critical equipment and provide resiliency, preventative maintenance must be performed to mitigate the possibility of mechanical failure that could incur even more cost. Pump and pump motor rebuild and repair are common industry practice for equipment in this part of the life cycle.

Rebuilding large pumps is expensive so to spread out the high cost of rebuild and repair, the contracted work is designed to evenly distribute the cost over multiple years of the O&M budget. One pump will be serviced every year to accomplish this plan. The total number of pumps that require service will require multiple five year contracts, this being the first.

Contracted Goods or Services

The contracted service scope of work includes pump removal, replacement of common worn items, refurbishing, investigation of the pumps condition, repair and reinstallation. Upon disassembly a report will be provided to EWEB that will describe the required maintenance. Any items that are outside the scope will be presented to EWEB for approval. Any unforeseen repairs will be quoted for time and materials and submitted as a change order.

Prior Contract Activities

None.

Purchasing Process

Staff issued a formal Request for Proposals on the State of Oregon's bid site in March 2020. EWEB sent notification of the RFP directly to 3 companies, who had expertise in pump/motor rebuild and repair. Two (2) companies attended

the voluntary pre-bid meeting. The bid was extended one week longer and three (3) companies submitted proposals, including Bay Valve Engineering Services of Longview, WA, Cascade Water Works of Salem, OR, and Pivotal Pumps of Sussex, WI.

Bay Valve Engineering Services met all required expectations for performance in all evaluation criteria including Experience (30 points), Experience of Key Staff Proposed (40 points), and Price (30 points). Their experience with 600 horsepower pumps and larger was the determining factor in the selection. If approved, Bay Valve Engineering Services will provide services to rebuild/repair one of five different pumps at Hayden Bridge per year, as specified in the solicitation documents.

Vendor Name	City, State	Offered Price	Ranking (for Request For Proposals)
Bay Valve Engineering Services	Longview, WA	\$372,327	1
Cascade Water Works	Salem, OR	\$337,010	2
Pivotal Pumps	Sussex, WI	\$437,861	3

ACTION REQUESTED:

Management requests the Board approve a contract with Bay Valve Engineering Services for annual pump and motor rebuild and repair for Hayden Bridge. Approximately \$65,000 was planned for these goods or services in the Hayden Bridge (371)/ Water Operations 2020 budget of \$3,910,094. 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 authorize the use of a cooperative contract for **Oracle software and services** from **Mythics Inc.**

Board Meeting Date: May 5, 2020

Project Name/Contract #: Oracle Purchases/Region4 Education Service Center Contract R190801

Primary Contact: Travis Knabe Ext. 7770

Expected Spend: \$1,380,000 over 3 years

Narrative:

Many of EWEB's core applications run on Oracle Databases and Oracle Middleware. These applications include CIS, WAM, Allegro, and AMI. EWEB must maintain up to date service and support contracts on this critical technology. EWEB purchases service and support for Oracle from Mythics leveraging a cooperative contract. The contract the board previously approved has expired, and a new contract has been negotiated. The Board is being asked to authorize the use of the new cooperative contract, "Region 4 Education Service Center Contract #R190801" that has been negotiated through the National Intergovernmental Purchasing Alliance, for the purchase of Oracle software and services. EWEB intends to purchase software and services from Mythics Inc. of Virginia Beach, VA (an Oracle Value Added Reseller).

ACTION REQUESTED:

Management requests the Board approve the use of the Cooperative Contract with Mythics for Oracle software and services. Approximately \$460,000 was planned for these goods or services in the Information Services 2020 O&M budget of \$11.1 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 authorize the General Manager to approve a contract with **Portland General Electric (PGE) for Transmission Equipment Services at the Stone Creek Project** after completion of contract negotiations.

Board Meeting Date: 5/5/2020

Project Name/Contract #: Operation and Maintenance Agreement for Stone Creek Transmission Equipment

Primary Contact: Rod Price, Ext. 7122

Contract Amount:

Contract Estimate: \$50,000 per year for ten years (\$500,000)

Contracting Method:

Method of Solicitation: Direct Negotiation

If applicable, basis for exemption: N/A

Term of Agreement: **10 years**

Option to Renew? no

Approval for purchases "as needed" for the life of the Contract Yes No

Operational Requirement and Contracted Goods or Service

EWEB requires a general services contract for Operations and Maintenance (O&M) of EWEB-owned substation and transmission equipment at the Stone Creek Project. The contract provides for on call and as needed O&M for transmission line and substation equipment owned by EWEB that is used to transmit power generated at Stone Creek to the PGE system. EWEB owns the Stone Creek Hydroelectric Project and associated substation and transmission equipment that allows the power generated at the plant to be transmitted to PGE's system at their Oak Grove Substation. This contract will provide for PGE O&M of EWEB-owned facilities and equipment between Harriet Lake Substation (EWEB owned) and Oak Grove Substation (PGE owned). Operation of the Stone Creek plant and transmission infrastructure between the plant and the Harriet Lake substation will be addressed under a separate agreement with Energy Northwest.

Prior Contract Activities

PGE has operated the Stone Creek hydroelectric Project for EWEB under previous agreements since 1994. The expiring agreement ends on May 31, 2020 and covers O&M of the entire Stone Creek hydroelectric project. PGE has indicated to EWEB that due to a change in corporate business strategy, PGE will no longer provide O&M services for the Stone Creek power plant.

Purchasing Process

Staff have negotiated and agreed on the terms of the agreement that will provide the basis for a service contract to be finalized with PGE. Due to the complexity of the agreement and the limited time available before the current agreement expires, staff are requesting authorization for the General Manager to enter into the agreement when finalized. The agreement must be signed and in force before June 1, 2020 to prevent a service disruption at the Stone Creek Project.

ACTION REQUESTED:

Management requests that the Board authorize the General Manager to approve a ten-year services contract with Portland General Electric (PGE) for the operation and maintenance of the Stone Creek Hydroelectric Project 115 kV transmission line and associated stations equipment. The terms of the agreement have been negotiated and agreed upon by EWEB and PGE. Approximately \$350,000 was budgeted for operation and maintenance of the Stone Creek Project in the Generation Department 2020 O&M budget of \$10.2 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 construction contract with **The Saunders Company** for Riverfront 42-inch Transmission Main and Transmission Bore.

Board Meeting Date: 5/5/2020

Project Name/Contract #: Riverfront 42-inch Transmission Main and Transmission Bore/ ITB 20-067-PW

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$3,000,000

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$3,000,000

Resulting Cumulative Total: \$3,000,000

Contracting Method:

Method of Solicitation: Formal Invitation to Bid

If applicable, basis for exemption: N/A

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): 3 (\$2,998,861 – \$4,167,415)

Selection Basis: Lowest Responsible and Responsive Bidder

Narrative:

Operational Requirement and Alignment with Strategic Plan

As part of the 2015 Water System Master Plan (Master Plan), staff identified a resilient spine for the water system. The first priority resilient spine is defined as those facilities that need to be available immediately following a Cascadia Subduction Zone earthquake. EWEB has completed the majority of the work required at the intakes and the filtration plant and we are shifting focus to the distribution system, particularly on the transmission mains and the base level storage.

This project is the first of three anticipated phases to construct a redundant 42-inch transmission main connection between the 42-inch transmission main to Hawkins Hill Reservoir, and the 42-inch transmission main that serves the College Hill reservoir, and the anticipated E. 40th Reservoir. This project will also provide a redundant connection for the Knickerbocker Bridge and the HQ Willamette River crossings. Upon completion of all phases, the planned 42-inch pipeline will be approximately 8,000 feet in length with an alignment roughly parallel to the Willamette River from near EWEB headquarters towards the University of Oregon and connecting into the existing 42-inch transmission main near Matthew Knight Arena. This additional redundancy will greatly improve the resiliency of EWEB's backbone transmission system, improve operational flexibility, and will allow more efficient maintenance of the existing transmission mains as they continue to age. This project will also provide a more direct hydraulic connection between eastern and western portions of the distribution system improving overall system performance. The project also replaces two approximately 100 year-old railroad crossings with a new robust 36-inch diameter railroad crossing.

This project was accelerated within the capital plan in order to install it prior to the City of Eugene's Riverfront Redevelopment Project. This project will be constructed out of welded steel for seismic resiliency and cathodically protected from corrosion for an anticipated lifespan of over 100 years. Construction is planned for Summer/Fall 2020 with city riverfront street improvements following EWEB's construction.

Contracted Goods or Services

The Saunders Company and their subcontractors will provide construction services to complete the installation of the Riverfront 42-inch Transmission Main and Transmission Bore according to the project scope and design. The project includes approximately 1,700 lineal feet of 42-inch, 36 inch, and 24 inch pipe and is scheduled for completion in early 2021.

Prior Contract Activities

EWEB has not contracted with The Saunders Company in the past. EWEB staff have contacted project references at the City of Portland and the City of Lake Oswego regarding past performance of the contractor's foreman and project manager, and they were highly favorable.

Purchasing Process

Staff issued a formal Invitation to Bid in March 2020. Staff received three bids, the lowest responsive and responsible bid was received from The Saunders Company of Newberg, Oregon.

Vendor Name	City, State	Offered Price
Emery & Sons	Salem, OR	\$4,167,415
Pacific Excavation	Eugene, OR	\$4,120,390
The Saunders Co.	Newberg, OR	\$2,998,861

ACTION REQUESTED:

Management requests the Board approve a Construction Contract with **The Saunders Company** for the Riverfront 42-inch Transmission Main and Transmission Bore. Approximately \$3 Million is available in the Water Capital 2020 budget of \$18 million for this project. These funds were originally intended for base level reservoir replacement work, however, the reservoir work was deferred until 2021 making these funds available for this equally important resiliency project. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards and Renewals

The Board is being asked to approve additional funds for consulting services provided by **Whitlock Consulting Group (WCG)** for the Customer Experience Improvement (CEI) project Phase 2 implementation support.

Board Meeting Date: 5/5/2020

Project Name/Contract #: Customer Experience Improvement Project, RFP 064-2018

Primary Contact: Travis Knabe Ext. 7770

Contract Amount:

Original Contract Amount: \$185,000

Additional \$ Previously Approved: \$204,100, plus travel expense

Invoices over last approval: \$69,000, includes travel expense (Amendment 2)

Percentage over last approval: 17.7%

Amount this Request: \$69,000 (Amendment 2) + \$233,000, plus travel expense (Amendment 3)

Resulting Cumulative Total: \$691,100, plus travel costs

Contracting Method:

Method of Solicitation: Formal Request for Proposal

If applicable, basis for exemption: N/A

Term of Agreement: 2 Years

Option to Renew? No

Approval for purchases "as needed" for the life of the Contract Yes No

Selection Basis: **Highest scoring, responsive and responsible proposal**

Narrative:

Operational Requirement and Alignment with Strategic Plan

As part of the Strategic Plan Phase I to Enhance Customer Confidence, EWEB is implementing a customer self-service solution (CSS), as well as updating the Electronic Bill Payment and Presentment System (EBPP) and bill print and mail services (BPM). The Customer Experience Project goal is to improve and simplify how we serve our customer owners by:

1. Delivering services in a manner that meets customers' expectations, and
2. Making it easier for our customers to transact business with EWEB.

Contracted Goods or Services

In January 2019 as part of the CEI Project, the Board approved a contract with WCG to review existing business processes, recommend areas for improvement, gather system requirements, provide expert advice on marketplace system capabilities, assist in developing RFP specifications, and support contract negotiation strategies. This work was solicited and awarded as RFP 064-2018 Phase 1 services. RFP 064-2018 also requested implementation support services information and allowed Management the option to request Board approval of a second phase with the successful proposer. In September 2019, the Board approved a contract amendment with Whitlock Consulting Group for the Customer Improvement Experience Project implementation support. Implementation services included project management support, the documentation of current payment processing practices and identification of areas for improvement, testing coordination, as well as a go-live readiness evaluation.

The CEI Project officially kicked off on November 4, 2019. Configuration and Business Process workshops were held during December and January, which paved the way for the development and integration work to be completed by the three CEI project vendors during February. WCG led the effort to plan for the 8-week long User Acceptance Testing sessions that launched mid-March.

The amendment approved last September allowed for work through April 2020. Due to COVID-19 response, there

have been downstream effects to the testing resources and schedules, training schedules, and communications plan. To account for this slippage, the project schedule now has a Soft-Go-Live date of July 22, 2020 and a Post-Go-Live Support period through September 30, 2020. This amendment seeks to extend the work period through September 2020, and includes the following extension/increase of original proposed services:

- Project Management Extension & Effort: \$137,000 - Given the multiple vendors involved with this project, this amendment will increase the Project Management effort from 0.5 to 1.0 FTE for March 2020 and through the end of September 2020.
- Testing Extension & Effort: \$24,000 - EWEB has had to reduce the number of full-time testers and account for less efficient testing from remote environments due to COVID-19. To ensure that exhaustive testing is still completed, four (4) additional weeks have been added to the UAT Testing Schedule. This amendment combines System Testing and UAT and accounts for the increase of testing coordination efforts for the aforementioned 4-week period.
- Business Process Extension: \$72,000 - This amendment extends the fixed-price monthly Configuration/Business Process services through the end of September 2020. EWEB's processes under review include: start, stop, and transfer service automation, collection processes, deposits automation, payment arrangements automation, and cancel/rebill services.

Prior Contract Activities

EWEB contracted with WCG in 2018 to evaluate current customer service and billing processes and recommend improvements as well as next steps for implementing a Customer Self Service System, Electronic Bill Presentment and Payment Processing, and Bill Print and Mail. Staff has been pleased with WCG's work and consulting during the CEI project. They have significant knowledge of EWEB's processes and systems, as well as the selected vendors. Staff believe it is in the best interest of EWEB and our customer-owners to retain WCG's to continue to support the project implementation services.

ACTION REQUESTED:

Management requests the Board approve a contract amendment with Whitlock Consulting Group for the Customer Improvement Experience Project implementation support. The majority of the implementation work is capital, and approximately \$1.9 million is included in the capital plan for CEI system implementation with \$400,000 anticipated for consulting services. Variances will be managed within capital project planning, budget process, and Board policy.

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an Intergovernmental Agreement with **Energy Northwest** for operation and maintenance of the Stone Creek Hydroelectric Project.

Board Meeting Date: 5/5/2020

Project Name/Contract #: Stone Creek Hydroelectric Project Operation and Maintenance Agreement / IGA 20-105

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$2,000,000 per year over 5 years

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0%

Amount this Request: \$2,000,000 per year over 5 years

Resulting Cumulative Total: \$2,000,000 per year over 5 years

Contracting Method:

Method of Solicitation: Direct Negotiation

If applicable, basis for exemption: Intergovernmental Agreement

Term of Agreement: **Five years (June 30, 2025)**

Option to Renew? Yes, annual option after initial five years.

Approval for purchases "as needed" for the life of the Contract Yes No

Proposals/Bids Received (Range): N/A

Selection Basis: N/A

Narrative:

Operational Requirement and Alignment with Strategic Plan

This IGA with Energy Northwest, a governmental agency based in Richland, Washington, will provide for the operation and maintenance (O&M) of EWEB's Stone Creek Hydroelectric Project located on the Oak Grove Fork of the Clackamas River near Estacada, Oregon. EWEB has owned the Stone Creek Project since 1994 and since that time the Project has been operated for EWEB by Portland General Electric (PGE). The current PGE O&M agreement expires on May 31, 2020, and PGE has indicated that they will no longer operate the Plant for EWEB.

Contracted Goods or Services

Daily operation and maintenance of the Stone Creek Hydroelectric Plant for EWEB. Includes O&M services including daily inspections, preventive maintenance, minor equipment repair and replacement and alarm response and diagnostics. Includes facilities from the Project diversion dam to the Harriet Lake substation.

Prior Contract Activities

This is EWEB's first IGA with Energy Northwest.

Purchasing Process

EWEB works with Energy Northwest in the operation of the Portland Water Bureau's Bull Run power plants for the City of Portland. When PGE indicated that they would no longer operate Stone Creek for EWEB, EWEB reached out to Energy Northwest to gauge their interest in establishing an IGA for the work. EWEB subsequently toured a number of Energy Northwest operated hydroelectric facilities and then met to negotiate the terms of the IGA.

Competitive Fair Price (If fewer than 3 responses received)

Energy Northwest is a governmental entity that operates power plants for others under IGAs.

ACTION REQUESTED:

Management requests the Board approve an Intergovernmental Agreement (IGA) with Energy Northwest for the Operation and Maintenance of the Stone Creek Hydroelectric Facility. Approximately \$350,000 was planned for these services in the Generation Department 2020 budget of \$10.2 million. Variances will be managed within the budget process and Board policy.



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Mital, Schlossberg, Helgeson, Brown and Carlson
FROM: Rod Price, Chief Engineering & Operations Officer; Jaime Breckenridge, Utility Joint Use Specialist
DATE: April 21, 2020
SUBJECT: Annual Rate Adjustment for Joint Use Fees and Charges
OBJECTIVE: Board Action: Resolution No. 2017

Issue

In accordance to Board Resolution 1906, wherein Joint Use Fees and Charges were added to the Customer Service Policy, the Pole Attachment Rate for wireline attachment is re-calculated annually using the Oregon Public Utility Commission (OPUC) rate formula cited in OAR 860-028-0110(2). Schedules are reviewed annually and updated with new labor and equipment rates.

Background

Per the Pole Attachment Agreement, the Pole Attachment Rate is effective June 1 – May 31. Current Pole Attachment Rates for 2019-2020 are \$13.20 Compliance Rate and \$14.67 Non-Compliance Rate.

Discussion

Pursuant to Board action, the re-calculated Pole Attachment Rate will be adjusted on June 1, 2020 for the period of June 1, 2020 through May 31, 2021, to \$15.08 Compliance Rate and \$16.76 Non-Compliance Rate.

There were no changes made to the Fee Schedule for Non-Recurring Charges (from Appendix C of the Pole Attachment Agreement) or to the Wireless Fee Schedule. Current fees are still in alignment with associated costs.

Schedule I – Unit Cost of Transferring Facilities and Average Costs of Various Pole Operations has been updated to reflect updated labor and equipment rates (see attachment).

Recommendation

Management recommends the Board approve Resolution No. 2017 to update Joint Use Fees and Charges found in the following attachment: Customer Service Policy, Subsection W; Joint Use Fees and Charges.

Requested Board Action

Approve Resolution No. 2017 to update Joint Use Fees and Charges in the Customer Service Policy.

Please contact Jaime Breckenridge at 541-685-7388 or e-mail at jaime.breckenridge@eweb.org with questions.

Attachments:

- 1) Revised Customer Service Policy, Subsection W; Joint Use Fees and Charges



- c. Energy delivered to the EWEB system will be credited to Owner’s generation account monthly according to the Rate Schedule above. Payments for renewable electric generation credits will be issued once per year in December in the form of a check.

W. Joint Use Fees and Charges

(Resolution No. ~~2017-906~~)

The following are fees and charges for joint use wireline, equipment related to wireline, antennae and equipment related to antenna attachments. This information is excerpted from the Pole Attachment Agreement.

For wireline and related equipment the following are applicable:

- 1. Terms and Conditions (#13 and #14 from Appendix A of the Pole Attachment Agreement)
 - 13. As compensation for the use of space on Permitter’s Poles on each Structure, Permittee shall pay to Permitter, at the beginning of each Contract Year of the Agreement, the following amounts for Permittee’s attachments to Permitter’s Poles:

Rate per Cable attachment x number of Cable attachments
 Rate per Equipment attachment x number of Equipment attachments

- 14. The rates for attachments will be recomputed annually using the formula that follows:

14.1. Cable Attached to Permitter’s Poles:

$$\text{Pole Rate} = \frac{\text{Space Occupied by Cable} \times \text{Net Investment in Poles} \times \text{Carrying Charge}}{\text{Total Usable Space} \times \text{Number of Poles}}$$

14.2. Equipment Attached to Permitter’s Poles:

Equipment Rate = 2 x Pole Rate

June 1, ~~2019-2020~~ – May 31, ~~2020-2021~~ Pole Rate:

Noncompliance Rate	\$14.67 <u>\$16.76</u>
Compliance Rate	\$13.20 <u>\$15.08</u>

- 2. Fee Schedule for Non-Recurring Charges (from Appendix C of the Pole Attachment Agreement)



- a. Application Processing Fee
(Electronically or Written)

\$25.00 first pole; + \$2.00 per pole thereafter

- b. Inspections

In instances where Permittor has sufficient electronic Pole Attachment data existing in its system of record, Permittor may elect to perform a desktop Inspection, which is defined as an Inspection performed using only existing electronic data, maps and pictures. There are no Inspection fees associated with a desktop Inspection.

In instances where Permittor does not have sufficient electronic data to perform a desktop Inspection or the desktop Inspection results in findings that require a field visit, the following Inspection fees apply:

- i. Pre-Construction Inspection Fees – these fees are based upon Applications by various entities that wish to attach a cable, or other device, to Permittor’s Facilities and also occurs prior to when a Permittee wishes to place new cables and/or additional equipment. All Pre-Construction and Post-Construction Inspections are broken into three levels of time usage and complexity.

Level 1 (Visual Inspection)

\$40.00 first pole; \$5.00 each pole thereafter

Level 1 Inspections are defined as a “drive by” that does not require the inspector to exit the vehicle and are intended to identify that clearances and strength of the structure are visibly verifiable. These Inspections are typically performed when the Permittee has provided all required information given the type of request on the Application form.

Level 2 (Measured Inspection)

\$50.00 first pole; \$10.00 each pole thereafter

Level 2 Inspections are most commonly performed when the poles do not appear to have proper clearance to accommodate the newly proposed Attachment or when the Permittee has failed to provide all



required information given the type of request on the Application form. Under these conditions the Permittor deems it prudent to obtain measurements and other data at the Structure or along the line.

Level 3 (Pole Analysis Inspection)

\$175.00 first pole; \$30.00 each pole thereafter

Level 3 Inspections are most commonly performed when the poles do not appear to have proper strength to accommodate the newly proposed Attachment or when the Permittee has failed to provide all required information given the type of request on the Application form.

Permittor will not charge Pre-Construction Inspection Fees for an Application to remove Attachments.

- ii. Post-Construction Inspection Fees – these Inspections are completed after a Pre-Construction Inspection has been approved, and the installation by the original requesting company has been completed.

Level 4 (Visual Inspection)

\$40.00 first pole; \$5.00 each pole thereafter

Level 4 Inspections are defined as a “drive by” that does not require the inspector to exit the vehicle and are intended to identify that the Permittee has complied with the engineering data provided in the Application form. This level of Inspection will be used for all removals of Attachments, unless the removal has resulted in damage to the pole in which case additional fees to assess the damage may apply.

Level 5 (Measured Inspection)

\$50.00 first pole; \$10.00 each pole thereafter

Level 5 Inspections are most commonly performed when it appears that the Permittee has failed to perform construction in accordance with the specifications on their Application form, has created a NESC violation or has attached to the pole prior to receiving approval from Permittor.

Level 6 (Pole Analysis Inspection)



\$175.00 first pole; \$30.00 each pole thereafter

Level 6 Inspections are most commonly performed when it appears that the Permittee has attached to a pole prior to receiving approval from Permitter and appears to have compromised the integrity of the existing structure.

- c. Unauthorized Attachment Fee - 5 x annual rental fee*

*Over 60 days without permit application - Additional \$100.00 + 5 x annual rental fee (recurring every 60 days)

- d. Anchor Attachment Fee - \$145.00

- e. Failure to Timely Transfer, Abandon or Remove Facilities Fee

First 30 days - 1/5 Annual Attachment Fee per day, per pole

Second 30 days and thereafter - Annual Attachment Fee per day, per pole

- f. Topping Pole – Refer to Schedule I

- g. Transfers – Refer to Schedule I

3. Schedule I – Unit Cost of Transferring Facilities and Average Costs of Various Pole Operations

Crossarms, all types	\$ <u>160185</u> .00
Anchor Strand or Overhead Guy	\$ <u>160185</u> .00
Sidewalk Anchor Guy and Pipe	\$ <u>298366</u> .00
*Drop wire (No Splicing)	\$ <u>5359</u> .00
*Service Conduit	\$ <u>107122</u> .00
*Messenger and Cable Bolted to Pole or Cable Arm (No Splicing)	\$ <u>199229</u> .00
*Messenger Deadends	\$ <u>149171</u> .00
*Cable Riser (Including Pipe and Moulding – No Splicing)	\$ <u>397459</u> .00



*Cable Terminations (No Splicing)	\$ 213 244.00
Lowering Pole to Ground	\$ 363 392.00
Hauling Pole to Yard	\$ 386 474.00
Topping Pole	\$ 131 143.00

*Cost for temporary transfers shall be billed at 50% of the above rate.

NOTE: Costs for transferring Facilities not covered by this Schedule will be negotiated in each instance.

For antennae and related equipment the following are applicable:

A. Wireless Fee Schedule
06/27/2018*

Macro Application Fee - \$2,000.00.

This fee covers the pre-site review, review of all required documents (antenna specs & build, pole load analysis, RF analysis, etc.), pre-construction meeting, post construction inspection, and project management associated to the site(s). It does not include the cost of design and the make-ready work. That is in addition to the application fee.

Small Cell or DAS (Distributed Antenna System) Application Fee - \$1,000.00.

This fee covers the pre-site review, review of all required documents (antenna specs & build, pole load analysis, RF analysis, etc.), pre-construction meeting, post construction inspection, and project management associated to the site(s). It does not include the cost of design and the make-ready work. That is in addition to the application fee.

Small Cell or DAS Pole Lease Fee -

Pole Top - \$1,800.00 per year.

This is for the antenna and a small amount of equipment (per standard) to be mounted on pole.

Mid-Pole – rate is determined by the pole attachment rental rate (OAR 860-028-0110[2]) multiplied by the Lessee’s authorized attachment space. These costs are recalculated annually. See SLA (Site Lease Agreement) for billing schedules.



Monthly electric consumption for small cell sites will be a flat rate. Monthly rate is \$65.96 per month.

Macro Cell Pole Lease Fee -

Secondary or Guy Stub Pole - \$650.00 per month. This is for the antenna, radio heads (if able to conform to COE requirements) and conduit on the pole. All ancillary equipment to be groundmount.

Primary or Feeder Pole - \$1,150.00 per month. This is for the antenna, radio heads (if able to conform to COE requirements) and conduit on the pole. All ancillary equipment to be groundmount.

All macro cell sites will have a metered service.

*Fees subject to change and may be reviewed annually.

X. Downtown Network Service Connection Charge

(Resolution No. 2004)

1. Purpose

The downtown secondary network offers increased redundancy and high reliability to customers. The configuration of the network requires new services to use specialized equipment and installation standards. A downtown network service connection charge has been established to distribute the costs of service connection to the secondary network in a consistent and transparent manner.

2. Applicability

The connection charge will be administered for all customers adding load within the downtown network boundary and that are connected to the network grid.

- a. **New Development/Service:** The connection charge will be calculated based on the estimated demand (kW) on the secondary network.
- b. **Existing Services:** The connection charge will be determined based on the difference between the new estimated demand and the highest monthly demand (kW) that occurred within the past five years.

- i. If a single service is replacing multiple services, the sum of the highest demand (kW) will be used.

**RESOLUTION NO. 2017
MAY 2020**

**EUGENE WATER & ELECTRIC BOARD
ANNUAL PRICE ADJUSTMENT FOR JOINT USE CHARGES AND FEES**

WHEREAS, the Eugene Water & Electric Board (EWEB) is obligated, as much as practical, to allow any entity requiring pole attachments to serve customers, use of utility poles based on Oregon Administrative Rules (860-028-0050) and City ordinances; and

WHEREAS, EWEB has Pole Attachment Agreements, Master Lease Agreements and Site Lease Agreements executed with attaching entities that ensure attachments comply with EWEB operational need and standards, State and Local Jurisdictions rules and ordinances; and

WHEREAS, EWEB has Joint Use Charges and Fees for attachment to EWEB facilities and related activities; and

WHEREAS, the Board of Commissioners has reviewed the updated Joint Use charges and fees.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the General Manager to adjust joint use charges and fees and reflect those prices in updated Customer Service Policy as recommended and approved at the May 5, 2020 board meeting.

DATED this 5th day of May 2020.

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 May 5, 2020 Board Meeting.

Assistant Secretary



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Mital, Schlossberg, Helgeson, Brown and Carlson

FROM: Daniel Huang, Chief Dam Safety Engineer,
Mike McCann, Generation Manager, and
Rod Price, Chief Operations Officer

DATE: April 24, 2020

SUBJECT: Strategic Policy – Board Dam Safety Policy

OBJECTIVE: Request for Approval and Adoption

Issue:

The Board's Strategic Direction Policy SD1 states the organizational core values as: safety, reliability, responsibility and community. In support of these core values, staff are proposing to establish a new stand-alone dam safety policy to guide the management of our organization's hydroelectric assets and infrastructure.

Background:

EWEB owns and operates three hydroelectric projects on rivers in Oregon. The projects consists of five power houses, three embankment dams and reservoirs, two diversion dams, and nine miles of power canals. All EWEB hydroelectric projects are regulated by the Federal Energy Regulatory Commission (FERC). Operation of the projects must be in compliance with the FERC dam safety regulations. Two of the embankment dams and a portion of the canals are classified as "High Hazard" according to federal guidelines. The High Hazard rating is attributed to facilities where any failure of the dams and canals can cause a downstream loss of human life.

Discussion:

FERC requires that all licensees of high hazard potential dams provide an Owner's Dam Safety Program (ODSP) in accordance with 18 CFR Part 12 Section 4(b) (2) (ii) regulation. The ODSP assures that dam safety is of the highest priority within the owner's organization.

In late 2018, EWEB commissioned three experts through the Association of State Dam Safety Officials (ASDSO) to audit our dam safety program, as required by FERC. The audit report concluded that many elements of the EWEB dam safety program were successful but significant improvements were necessary to establish a robust owner's dam safety program. The results of the audit report were presented to the Board in September 2019.

One recommendation from the audit report called for inclusion of a Dam Safety strategic level

directive. Staff recommends that the Board adopt a Strategic Directive that will outline EWEB's dam safety program commitment to meet FERC requirements. A revised final version of the Dam Safety Strategic Direction that incorporates comments received on the draft directive is included in the attachment for Board approval and adoption.

Requested Board Action:

Approval and adoption of the Dam Safety Strategic Direction.

References:

1. "Federal Guidelines for Dam Safety, Glossary of Terms", by FEMA, April 2004
<https://www.ferc.gov/industries/hydropower/safety/guidelines/fema-148.pdf>
2. "Federal Guidelines for Dam Safety, Hazard Potential Classification System for Dams", by FEMA, April, 2004
<https://www.ferc.gov/industries/hydropower/safety/guidelines/fema-333.pdf>
3. FERC Requirement Letter on ODSP and Components of ODSP Document
<https://www.ferc.gov/industries/hydropower/safety/initiatives/odsp/letter-submit-odsp.pdf>
4. "Audit Report of the Owner's Dam Safety Program, Eugene Water & Electric Board", by Association of State Dam Safety Officials, March 2019

Attachments
Policy
Resolution No. 2018

ATTACHMENT

Strategic Direction Policies (SD Policies)

SD21 Dam Safety Policy

Effective Date: **May 5, 2020**

Eugene Water & Electric Board (EWEB) is committed to ensuring public and employee safety, minimizing risk from our facilities and operations, and protecting the environment in which we work and live. This commitment extends to our electric generating dams, waterways and powerhouses through our Dam Safety Program.

Safety, including public safety and employee safety, takes priority in the operation, maintenance and management of our generation facilities and infrastructure. EWEB's dam safety risks will be identified, evaluated, prioritized and managed in a manner that minimizes these risks to the public and employees. Dam safety risks will be communicated regularly to the EWEB Board, executives, employees and stakeholders.

EWEB's Dam Safety Program relies on commitment and engagement from all levels of the organization. Accordingly,

Roles and Responsibilities:

- The Federal Energy Regulatory Commission (FERC) regulates the hydroelectric projects owned and operated by EWEB under their FERC licenses and requires dam owners to establish an Owner's Dam Safety Program (ODSP) in accordance with federal regulations.
- The Board is committed to adopt the strategic plan and approve budgets that are necessary to support the EWEB's ODSP in order to ensure that all EWEB dam assets are designed, constructed, operated, maintained, and monitored as safely and effectively as is reasonably possible.
- The General Manager/CEO, as the Executive in Charge, is ultimately responsible for the ODSP, and communicates with the Board to support a successful ODSP.
- The Chief Engineering and Operations Officer, as the Responsible Executive for the ODSP, is accountable for:
 - Establishing, communicating and maintaining EWEB policies pertaining to dam safety with the emphasis that public safety is paramount.
 - Ensuring that resources are properly aligned and sufficient to address public safety priorities, risks at EWEB dams and associated infrastructure, and successful execution of the EWEB's Dam Safety Program.
 - Engaging the General Manager, Generation Manager, and Chief Dam Safety Engineer (CDSE) on program performance.
 - Ensuring communication of dam safety program activities to all stakeholders.
- The Generation Department Manager is responsible for:
 - Aligning resources to address the program priorities as recommended by the CDSE and approved by

- the responsible executive.
 - Developing and implementing effective procedures, instructions, and standards that fulfill the program elements.
 - Developing and implementing best practices in the design, construction, operation, and maintenance of EWEB dams and their appurtenances.
- The Chief Dam Safety Engineer is responsible for:
 - Administering, monitoring, and continuously improving the EWEB Dam Safety Program. This includes maintenance of the ODSP document which shall further define roles, responsibilities, and the program elements.
 - Prioritizing dam safety projects and activities in alignment with EWEB's capital and maintenance program policies.
 - Timely communication of significant dam safety issues and risk reduction measures to the responsible executive.
 - Serving as the program contact with the dam safety regulator.
- The Generation Department staff shall support the ODSP by escalating known or perceived dam safety issues to the CDSE for evaluation.

EWEB Owner's Dam Safety Program:

The EWEB ODSP shall be implemented in compliance with the FERC regulations, standards, and requirements including the following elements:

1. Surveillance and Monitoring – Monitor performance of dams and their appurtenances through inspections, instrumentation, and data collections and analyses.
2. Dam Safety Assessments –Evaluate asset conditions with modern standards and methodologies in compliance with FERC regulations.
3. Operations and Maintenance – Operate reservoirs and canals to ensure public safety and protect downstream communities; and maintain facilities to meet or exceed industry standards.
4. Procedures – Establish and document guidelines and procedures to ensure that dam safety is addressed in project planning, design, construction, and operation phases.
5. Risk Management – Prioritize dam safety issues with risk-informed approaches considering likelihood of failure and potential consequences.
6. Asset Management and Planning – Effectively plan, budget, and schedule dam assets update and renewal.
7. Emergency Preparedness – Maintain Emergency Action Plans (EAPs) and exercise the EAPs collaboratively with affected emergency management agencies and communities.
8. Communication – Timely communicate and report dam safety issues and program status to internal and external stakeholders.
9. Records Keeping – Assure retention of critical and relevant project documents and data.
10. Technical Expertise – Develop in-house expertise through hiring qualified staff and documented training programs. Partner with external experts.
11. Continuous Improvement – promote continuous improvement through self-assessment, performance metrics, and external audits.

**RESOLUTION NO. 2018
MAY 2020**

**EUGENE WATER & ELECTRIC BOARD
NEW/ADDITIONAL BOARD POLICY SD21 – DAM SAFETY**

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 a new Board Policy SD21, Dam Safety, and has determined that the new policy is appropriate and necessary.

NOW, THEREFORE, BE IT RESOLVED the Eugene Water & Electric Board hereby approves the addition of Board Policy SD21 – Dam Safety.

DATED this 5th day of May 2020.

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 May 5, 2020 Regular Board Meeting.

Assistant Secretary