

EWEB Board Consent Calendar Request

For Task Order Amendment Approval

The Board is being asked to approve an Amendment to a TASK ORDER (**Amendment 1 to Task Order D-2**) with **CH2M HILL ENGINEERS, INC. dba JACOBS** for engineering services for the Carmen-Smith Fish Passage Facilities at Trail Bridge Powerhouse.

Board Meeting Date: June 02, 2020

Project Name/Contract #: Task Order D-2, Trail Bridge Spillway, Gate and Hoist Modifications, Carmen-Smith Fish Passage Facilities / Master Agreement #080-2018

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$ 10,000,000

Task Orders and Amendments Previously Approved: \$ 3,616,433

Invoices over last approval: \$ 0

Percentage over last approval: 0 %

Amount this Request: \$ 497,983

Resulting Cumulative Task Order Total: \$ 4,114,416

(Cumulative Total does not include Task Order B-1 – also on 6/2/20 Consent Calendar)

Contracting Method:

Method of Solicitation: Competitive Request for Proposal

If applicable, basis for exemption: _____

Term of Agreement: Through December 31, 2023

Option to Renew? No

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

Proposals/Bids Received (Range): n/a

Selection Basis: Qualification Based Selection (QBS)

Narrative:

Operational Requirement and Alignment with Strategic Plan

The Board is being asked to approve Amendment 1 to Task Order D-2 of the Master Services Agreement (080-2018) with Jacobs of Corvallis, Oregon. Task Order D-2 will complete the final design of the Gate, Hoist, and Spillway improvements for downstream fish passage at Trail Bridge Dam. This Amendment No.1 adds subcontracted services from a hydraulics laboratory to build and operate a 12:1 scale model of the Trail Bridge forebay, gate, and spillway for the purposes of performing detailed hydraulic modeling of flow conditions affecting fish passage. This work is important for optimizing the gate and spillway geometry to minimize injury and mortality to downstream migrating salmon smolts and bull trout, as required by the license. This Amendment and Task Order and the associated Master Services Agreement implements major parts of the new operating license for the Carmen-Smith Project, and the *Amended and Restated Settlement Agreement* that was executed in November 2016.

Contracted Goods or Services

Subcontracted services for design, construction, operation, and maintenance of the physical model. Engineering services for computerized hydrodynamic modeling. Services from Jacobs for administrative oversight and technical review of the model results.

Task Orders and Amendments are scoped by the Project Manager consistent with license requirements and

negotiated with the Consultant. Billing rates match the rates negotiated as part of the Master Agreement and acceptable insurance certificates have been received.

Prior Contract Activities

The Board approved the Master Services Agreement (080-2018) for the Carmen-Smith Fish Passage Facilities with Jacobs of Corvallis, Oregon on April 02, 2019. Subsequent Contract activities include:

- The Board approved Upstream Fish Passage Task Order U-1 (\$51,307) on May 08, 2019
- The Board approved Downstream Fish Passage Task Order D-1 (\$278,778) on May 08, 2019,
- The Board approved Task Order U-2 (\$1,073,382) on December 03, 2019.
- Spawning Channel Modifications Design Task Order U-3 (\$122,265) was under the Board threshold of \$150,000 and awarded by staff on July 10, 2019.
- The Board approved Amendment 1 to Task Order U-3 (Spawning Channel) for \$61,778 on January 07, 2020. The total, not to exceed fee estimate for Task Order U-3, after Amendment No. 1 is \$184,043.
- The Board approved Downstream Fish Passage Task Order D-2 (\$1,455,325) on March 03, 2020.
- Amendment 1 to Task Order U-2 (Trap and Haul) (\$204,152) was approved by staff on April 07, 2020.
- Amendment 2 to Task Order U-2 (Trap and Haul) (\$37,268) was approved by staff on April 30, 2020.
- Amendment 1 to Task Order D-2 (Gate, Hoist, and Spillway) (\$497,983) (this Amendment)
- Task Order B-1 (Bypass Valve and Smith PMF) (\$525,346) (pending - 6/2/20 Consent)

Purchasing Process

In December 2018, in accordance with Oregon public procurement rules, EWEB initiated a Request for Proposals (RFP) using the Qualifications Based Selection (QBS) process for engineering services for upstream and downstream fish passage. The QBS process culminated with selection of Jacobs of Corvallis, OR, as the most qualified consultant, consistent with QBS criteria.

Per the Board's approval of the Master Services Agreement, individually negotiated task orders over \$150,000, or amended task orders that exceed Board Approval by 25% are to be brought back to the Board for approval.

ACTION REQUESTED:

Management requests the Board approve Amendment No. 1 to Task Order D-2 of the Carmen-Smith Fish Passage Facilities contract with Jacobs, for development and use of a physical model for the Trail Bridge gate and spillway. Approximately \$1,350,000 was planned for gate and spillway design services in the Carmen-Smith License Deployment Department 2020 budget of \$19 million. Variances will be managed within the budget process and Board policy.

EWEB Board Consent Calendar Request

For Task Order Approval

The Board is being asked to approve a TASK ORDER (**Task Order B-1**) with **CH2M HILL ENGINEERS, INC. dba JACOBS** for engineering services for the Carmen-Smith Fish Passage Facilities at Trail Bridge Powerhouse.

Board Meeting Date: June 02, 2020

Project Name/Contract #: Task Order B-1, Bypass Valve and Smith PMF Evaluation, Carmen-Smith Fish Passage Facilities / Master Agreement #080-2018

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$ 10,000,000

Task Orders and Amendments Previously Approved: \$ 4,114,416 *

Invoices over last approval: \$ 0

Percentage over last approval: 0 %

Amount this Request: \$ \$525,346

Resulting Cumulative Task Order Total: \$ 4,639,762

***(Cumulative Total includes Amendment 1 to Task Order D-2 – also on 6/2/20 Consent Calendar)**

Contracting Method:

Method of Solicitation: Competitive Request for Proposal

If applicable, basis for exemption: _____

Term of Agreement: Through December 31, 2023

Option to Renew? No

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

Proposals/Bids Received (Range): n/a

Selection Basis: Qualification Based Selection (QBS)

Narrative:

Operational Requirement and Alignment with Strategic Plan

The Board is being asked to approve Task Order B-1 of the Master Services Agreement (080-2018) with Jacobs of Corvallis, Oregon. Task Order B-1 will perform an Alternatives Evaluation of various options for bypassing a minimum of 800 CFS of water from Smith Reservoir around the Carmen powerhouse in order to minimize the frequency and duration of high flows through the Smith spillway and stream reach below the spillway. The scope of Task Order B-1 includes a concurrent evaluation of methods to eliminate the recently identified dam safety issue with overtopping of Smith Dam under the Probable Maximum Flood (PMF), as required by FERC – Dam Safety. Staff believes a coordinated evaluation of the bypass requirement and the overtopping issue has high potential for a combined solution to both issues that will benefit the aquatic species that will be using the reach. This Task Order and the associated Master Services Agreement implements major parts of the new operating license for the Carmen-Smith Project, and the *Amended and Restated Settlement Agreement* that was executed in November 2016.

Contracted Goods or Services

Engineering services from Jacobs Engineering for alternative identification, hydrodynamic modelling, and technical evaluation, including development of cost, constructability, and dam safety risk profiles. The Task Order includes meetings and presentations of alternatives to both FERC – D2SI staff as well as the Fish Working Group (FWG).

Task Orders and Amendments are scoped by the Project Manager consistent with license requirements and

negotiated with the Consultant. Billing rates match the rates negotiated as part of the Master Agreement and acceptable insurance certificates have been received.

Prior Contract Activities

The Board approved the Master Services Agreement (080-2018) for the Carmen-Smith Fish Passage Facilities with Jacobs of Corvallis, Oregon on April 02, 2019. Subsequent Contract activities include:

- The Board approved Upstream Fish Passage Task Order U-1 (\$51,307) on May 08, 2019
- The Board approved Downstream Fish Passage Task Order D-1 (\$278,778) on May 08, 2019,
- The Board approved Task Order U-2 (\$1,073,382) on December 03, 2019.
- Spawning Channel Modifications Design Task Order U-3 (\$122,265) was under the Board threshold of \$150,000 and awarded by staff on July 10, 2019.
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- Amendment 1 to Task Order D-2 (Gate, Hoist, and Spillway) (\$497,983) (pending - 6/2/20 Consent)
- Task Order B-1 (Bypass Valve and Smith PMF) (\$525,346) (this Task Order)

Purchasing Process

In December 2018, in accordance with Oregon public procurement rules, EWEB initiated a Request for Proposals (RFP) using the Qualifications Based Selection (QBS) process for engineering services for upstream and downstream fish passage. The QBS process culminated with selection of Jacobs of Corvallis, OR, as the most qualified consultant, consistent with QBS criteria.

Per the Board's approval of the Master Services Agreement, individually negotiated task orders over \$150,000, or amended task orders that exceed Board Approval by 25% are to be brought back to the Board for approval.

ACTION REQUESTED:

Management requests the Board approve Task Order B-1 of the Carmen-Smith Fish Passage Facilities contract with Jacobs, for evaluation of bypass options and evaluation of Smith Dam overtopping solutions. Approximately \$78,000 was planned for Bypass Valve engineering services in the Carmen-Smith License Deployment Department 2020 budget of \$19 million. The higher task order value reflects the need to address the Smith PMF sooner than our capital plan had called for. 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 Douglas Fir Crossarms.

Board Meeting Date: June 2, 2020

Project Name/Contract #: Douglas Fir Crossarms/ Contract # 20-092-G

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$ 230,000 over 5 years

Additional \$ Previously Approved: \$N/A

Invoices over last approval: \$N/A

Percentage over last approval: 0%

Amount this Request: \$230,000 over 5 years

Resulting Cumulative Total: \$230,000 over 5 years

Contracting Method:

Method of Solicitation: Formal Invitation to Bid

If applicable, basis for exemption: N/A

Term of Agreement: Initial term is 1 year

Option to Renew? Yes, annually up to 5 years

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

Proposals/Bids Received (Range): 1 - \$45,680 per year

Selection Basis: Lowest Responsive and Responsible Bidder

Narrative:

Operational Requirement and Alignment with Strategic Plan

Douglas Fir crossarms are vital components in EWEB's electric overhead distribution system.

Contracted Goods or Services

The goods to be purchased under this contract include two types of Douglas Fir Crossarms, treated with a preservative to withstand harsh weather conditions and fungal decay. Crossarms are to be purchased as needed. Based on prior use, we estimate our annual use to be:

800 EA - 3 3/4" X 4 3/4" X 8' Standard 6 pin, Seasoned Douglas Fir, Penta Treated, Crossarms

20 EA - 3 3/4" X 4 3/4" X 10' Standard 6 pin, Seasoned Douglas Fir, Penta Treated, Crossarms

Prior Contract Activities

EWEB currently purchases deadfront padmounted switchgears and DuraLine Fiber from General Pacific under EWEB Contracts 061-2014 and 050-2016 respectively. EWEB also purchases a variety of stores materials from General Pacific. General Pacific has been a successful Contractor, meeting EWEB's product quality and service requirements.

Purchasing Process

EWEB issued a formal Invitation to Bid on April 17, 2020 (ITB 20-092-G) for Douglas Fir Crossarms. The solicitation was advertised on ORPIN. EWEB received one bid.

Bidder/Proposer Information	Bidder/Proposer Location	Bid Amount	Ranking
General Pacific, Inc.	Fairview, OR	\$45,680 per year	Lowest Responsive and Responsible Bidder

Competitive Fair Price (If less than 3 responses received)

Prior to issuing a formal invitation to bid, Purchasing was contacted by EWEB's current crossarms supplier, Dis-Tran Overhead Solutions, advising they were discontinuing production of Douglas Fir Crossarms. After receiving only one bid, from General Pacific, Inc, Staff contacted two other prominent companies to inquire why they did not submit a bid. Both companies indicated they would not be able to meet the minimum stock quantities required by EWEB.

ACTION REQUESTED:

Management requests the Board approve a new contract with General Pacific, Inc. for Douglas Fir Crossarms. The Approximate cost of these materials is included in the 2020 capital budget of \$46.9 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 contract with **McKenzie Watershed Alliance** for managing timber harvest for logging and related services at the Deer Creek Transmission Line.

Board Meeting Date: June 2, 2020

Project Name/Contract #: Deer Creek Transmission Line Corridor Timber Harvest/ #20-116-SC

Primary Contact: Rod Price Ext. 7122

Contract Amount:

Original Contract Amount: \$ 254,000

Additional \$ Previously Approved: \$0

Invoices over last approval: \$0

Percentage over last approval: 0 %

Amount this Request: \$ 254,000

Resulting Cumulative Total: \$ 254,000

Contracting Method:

Method of Solicitation: Direct Negotiation

If applicable, basis for exemption: EWEB Rule 3-0275 Sole Source

Term of Agreement: One time purchase

Option to Renew? Yes

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

Proposals/Bids Received (Range): N/A

Selection Basis: Sole Source

Narrative:

Operational Requirement and Alignment with Strategic Plan

On May 17, 2019, the Federal Energy Regulatory Commission (FERC) issued to the Eugene Water & Electric Board (EWEB) an Operating License for the Carmen-Smith Hydroelectric Project. The license requires EWEB to provide for the relocation of the Deer Creek Valley portion of the 115 kV transmission line out of Deer Creek riparian area and to the southwest, within three years after License issuance.

The timber harvest is scheduled to be managed by McKenzie Watershed Alliance, and scheduled for summer 2020. Following the harvest, the Forest Service will be placing the trees in a stream restoration project in Deer Creek. Transmission line relocation is scheduled to start May 31, 2021, and will be performed by EWEB Electric Operations crews. It is anticipated that McKenzie Watershed Alliance will contract with BCI Contracting, Inc., for the timber harvest and stream restoration project.

Contracted Goods or Services

McKenzie Watershed Alliance will manage the logging of the new transmission corridor and hazard tree corridor as required for the Deer Creek Transmission line relocation project.

Prior Contract Activities

The McKenzie Watershed Alliance has completed or is making expected progress toward completion for several contracts that are listed below. Work has been completed on time and on budget.

48 th Street Wetland Enhancement Project	\$ 14,765
Fish habitat Restoration and Enhancement	\$838,000
Watershed Environmental Education	\$ 20,400

Purchasing Process

Staff recommends purchasing the management services by means of direct negotiation from McKenzie Watershed Alliance as a sole source. The McKenzie Watershed Alliance’s logging contractor is working on the Forest Service’s habitat work at the same time and location as the EWEB logging work, enabling EWEB to save funds on mobilization / demobilization, equipment costs, and contract management. They have a solid record of successfully collaborating with USDA Forest Service on a range of watershed enhancement projects and a clear understanding of the federal requirements involved.

Competitive Fair Price (If less than 3 responses received)

The McKenzie Watershed Alliance completed a competitive process to select a contractor for the logging activities, the cost of service are pass-through expenses for EWEB.

ACTION REQUESTED:

Management requests the Board approve a contract with McKenzie Watershed Alliance for the timber harvest of the new transmission corridor and associated hazard tree corridor. Approximately \$1.1 million was planned for the Deer Creek T-line Relocation in the Carmen – Smith License Deployment Department 2020 budget of \$19 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: Deborah Hart, CFO; Aaron Balmer, General Accounting & Treasury Supervisor
DATE: May 22, 2020
SUBJECT: Highest & Best Use of Reserves; Resolution No. 2020 Reserve Transfers
OBJECTIVE: Board Action

Issue

Annually the Board considers how to allocate funds as of December 31 among reserve and designated fund accounts after the independent auditors have issued their opinion on the financial audit. This memo provides recommendations for transfers based on EWEB's strategic plans, financial policies, and the Electric and Water Utilities' financial conditions.

Background

On an annual basis, staff prepare a summary of the year-end reserve balances, compare the balances to the Board Financial Policy targets, and recommend transfers and/or uses of funds above target. Additionally, staff review targets to ensure they are reasonable to cover the intended risks. For both the Electric and Water Utilities, cash balances at December 31, 2019 remained above target following a Board approved \$22 million PERS payment to receive \$5.5 million in matching funds from the state and reduce EWEB's employer contribution rates. In addition, debt service coverage requirements were met for the year. Management's recommendations are the same as those presented in correspondence at the May meeting.

Discussion

Electric Working Cash balances are typically highest in the second quarter following customer payments from winter billings. Cash balances decline in summer and autumn due to reduced demand. Debt service payments are one of the largest payments made during the year, and in July a semi-annual debt service payment will draw \$12 million from Working Cash.

Water Working Cash balances are typically highest in the fourth quarter following customer payments from summer and early fall billings. Semi-annual debt service payments for the Water Utility will draw \$3 million from Working Cash in July.

Since the creation of the 2020 budget, the COVID-19 outbreak has become an emergent issue impacting both the Electric and Water Utilities' cash position and financial flexibility. Management has implemented temporary measures intended to assist customers and mitigate operational and financial impacts. The measures taken to date, and additional measures that may be taken in the future, may lead to an increase of uncollected accounts and the decrease of timely payments from customers. In addition, due to business closures, consumption will likely be adversely affected. April activity

indicated a 6% decline in consumption for the Electric Utility related to COVID-19 economic impacts. There were not any significant changes in consumption for the Water Utility during the month of April. Management is monitoring budgets closely to review alignment with the strategic plan and to determine how spending should be adjusted in response to COVID-19.

The February 2019 snow storm resulted in restoration costs of \$4.3 million. Staff have worked with state and federal program administrators to file for a grant to reimburse EWEB for 75% of eligible costs. Supporting documentation for qualifying costs has been provided to the Federal Emergency Management Agency, and a \$3 million reimbursement is anticipated in 2020, however exact timing is unknown.

Given uncertainty around the timing and amounts of both Utilities' receipt of, and potential uses for cash, Management recommends leaving excess funds in working cash as noted below.

Water Utility

A) Working Cash

Management recommends transferring \$393,000, in accordance with Financial Policies, to the Pension & Post-Retirement Medical Fund. This would leave Working Cash at \$7.8 million above target to cover uncertainties pertaining to the impacts of COVID-19.

B) Capital Improvement Reserve

At December 31, 2019, this fund was approximately \$4.2 million over target and included \$1.25 million previously designated for 2020 meter upgrades. The budget is being closely monitored by both Water and Finance staff, and Management is not recommending a transfer at this time.

C) Pension & Post-Retirement Medical Fund

PERS costs during 2019 were lower than budgeted by \$393,000. Board Financial Policies require the variance to be transferred to this fund.

Electric Utility

A) Working Cash

Management recommends transferring a total of \$974,000 to the Pension & Post-Retirement Medical Fund. This would leave Working Cash \$690,000 above target. Excess in Working Cash will help cover uncertainties pertaining to the impacts of COVID-19.

B) Power Reserve

The level of funding for this reserve is evaluated annually. In determining sufficiency of this reserve, risks from prices, loads, resources, and credit exposure are considered. Based on the analysis, Management is not recommending a change to the Power Reserve at this time.

C) Pension & Post-Retirement Medical Fund

PERS costs were lower than budgeted by \$974,000. Board Financial Policies require the variance to be transferred to this fund.

Recommendation and Requested Board Action

Management is requesting approval of Resolution No. 2020, authorizing cash transfers. Attachments 1 and 2 provide detail on reserve balances and recommended transfers for the Water and Electric Utilities, respectively.

Attachment 1 – Water Utility Schedule of Cash Reserves

Attachment 2 – Electric Utility Schedule of Cash Reserves

ATTACHMENT 1

Water Utility Schedule of Cash Reserves

	FINANCIAL POLICY	BALANCE	RECOMMENDED	BALANCE
	REFERENCE	TARGET	USE OF CASH	AFTER
Working Cash	Rate Sufficiency	\$ 3,400,000	\$ (393,000)	\$ 11,185,709

DESIGNATED FUNDS

Operating Reserve	Rate Stability	\$ 1,000,000	\$ 1,012,184	\$ -	\$ 1,012,184
Self-Insurance Reserve	Rate Stability	280,000	288,712	-	288,712
Capital Improvement Reserve ¹	Capital Reserve	7,000,000	11,206,669	-	11,206,669
Rate Stabilization Fund	Rate Stability	1,000,000	1,000,000	-	1,000,000
Water Stewardship Fund- Septic Repairs		-	73,922	-	73,922
Business Growth & Retention Loan Fund		-	209,546	-	209,546
Alternate Water Supply Fund		-	5,861,521	-	5,861,521
Pension & Post Retirement Medical Fund		-	-	393,000	393,000
DESIGNATED FUNDS TOTAL		\$ 9,280,000	\$ 19,652,553	\$ 393,000	\$ 20,045,553
CASH & DESIGNATED FUNDS TOTAL		\$ 12,680,000	\$ 31,231,262	\$ -	\$ 31,231,262

1. The Capital Improvement Reserve includes \$1.25 million for meter installations in 2020

ATTACHMENT 2
Electric Utility Schedule of Cash Reserves

	FINANCIAL POLICY	BALANCE	RECOMMENDED	BALANCE
	REFERENCE	TARGET	USE OF CASH	AFTER
		12/31/2019		
Working Cash	Rate Sufficiency	\$ 36,000,000	\$ 37,664,070	\$ (974,000) \$ 36,690,070

DESIGNATED FUNDS

Operating Reserve	Rate Stability	\$ 4,000,000	\$ 4,082,704	\$ -	\$ 4,082,704
Self-Insurance Reserve	Rate Stability	1,720,000	1,773,975	-	1,773,975
Power Reserve	Rate Stability	17,000,000	17,000,000	-	17,000,000
Capital Improvement Reserve	Capital Reserve	22,000,000	22,188,327	-	22,188,327
Rate Stabilization Fund ¹	Rate Stability	5,000,000	24,468,927	-	24,468,927
Business Growth & Retention Loan Fund		-	1,996,890	-	1,996,890
Pension & Post Retirement Medical Fund		-	-	974,000	974,000
DESIGNATED FUNDS TOTAL		\$ 49,720,000	\$ 71,510,822	\$ 974,000	\$ 72,484,822
CASH & DESIGNATED FUNDS TOTAL		\$ 85,720,000	\$ 109,174,892	\$ -	\$ 109,174,892

1. The Rate Stabilization Fund includes \$21.5 million previously designated to reduce future borrowings.

**RESOLUTION NO. 2020
JUNE 2020**

**EUGENE WATER & ELECTRIC BOARD
RESERVE TRANSFERS**

WHEREAS, the Eugene Water & Electric Board is the body designated by the Eugene City Charter and City Code to administer the Electric and Water Utilities of the City of Eugene;

WHEREAS, the Eugene Water & Electric Board has set up procedures for evaluating reserve status after the annual audit;

WHEREAS, the 2019 annual audit is complete;

WHEREAS, the Eugene Water & Electric Board has reviewed year-end results

THEREFORE BE IT RESOLVED that the Eugene Water & Electric Board hereby authorizes the General Manager to make the following transfers:

Water Utility

1) \$393,000 from Working Cash to the Pension & Post-Retirement Medical Fund

Electric Utility

1) \$974,000 from Working Cash to the Pension & Post-Retirement Medical Fund

Dated this 2nd day of June 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 June 2, 2020 Board Meeting.

Assistant Secretary