

**RESOLUTION NO. 3257**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING THE SOLE SOURCE PROCUREMENT OF MANUAL METER READING SERVICES BY METEREADERS LLC.**

WHEREAS, within the City of Wilsonville, meter reading of utility customers' water meters must be done manually, and have historically been conducted by a third-party vendor; and

WHEREAS, the City has explored alternatives to manual meter-reading contracts, including hiring City staff to conduct manual meter reading or converting to automated meter reading ("AMR") technology; and

WHEREAS, both alternatives are cost-prohibitive, particularly AMR requires substantial upfront investment, ongoing maintenance, and careful attention to data security and system integration; and

WHEREAS, the City is not currently experiencing operational issues with manual readings and has not identified funding for AMR implementation; and

WHEREAS, the market for manual meter reading has significantly decreased with the conversion to AMR, and after conducting market research, the City has determined that Metereaders LLC is the only known local water meter reading service provider capable of performing these services under current market conditions; and

WHEREAS, in the public interest, the City Council, acting as the local Contract Review Board, has determined that Metereaders LLC is qualified and capable of performing the services as required by the City; and

WHEREAS, the City may use sole-source procurements without competition when it is determined that at least one of four criteria outlined in Oregon Revised Statute (ORS) 279B.075(2) are met; and

WHEREAS, City staff intend, after the noticing period required pursuant to OAR 137-047-0275, to present for Council approval a contract with Metereaders LLC for a three-year term with two one-year optional renewals, allowing for meter reading services through fiscal year 2029, with two additional optional renewals.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Findings. The City Council acting as the Local Contract Review Board incorporates and adopts as its findings the recitals set forth above and the staff report accompanying this Resolution as if fully set forth herein as its findings
2. Authorization. The City Council acting as the Local Contract Review Board authorizes the sole-source selection of Metereaders LLC to supply meter reading services, subject to the seven-day notice period required under Oregon Administrative Rule (OAR) 137-047-0275.
3. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20<sup>th</sup> of April, 2026, and filed with the Wilsonville City Recorder this date.

---

Shawn O'Neil, Mayor

ATTEST:

---

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor O'Neil

Council President Berry

Councilor Cunningham

Councilor Scull

Councilor Shevlin