



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 20, 2026		Subject: Resolution No. 3257 A Resolution Of The City Of Wilsonville Authorizing The Sole Source Procurement Of Manual Meter Reading Services by Metereaders LLC. Staff Member: Keith Katko, Finance Director Department: Finance Department	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Review and approval of sole source procurement of manual meter reading services by Metereaders LLC.

EXECUTIVE SUMMARY

The City contracts with a private firm to read water meters during the last working week of each month. The readings are submitted electronically to the Finance Department and used to generate utility bills for Wilsonville's residential and commercial customers.

Meterreaders, LLC has provided manual meter reading services to the City since 1984 under a series of contract renewals. The prior sole source contract approval occurred in 2021 via Resolution No. 2913. The market for manual meter reading is shrinking as regional cities adopt automated meter reading (AMR) technology or perform readings in-house.

AMR systems transmit water usage data remotely, reducing the need for on-site readings and offering benefits such as improved efficiency, accuracy, billing timeliness, and leak detection. However, AMR requires substantial upfront investment, ongoing maintenance, and careful attention to data security and system integration.

The City is not currently experiencing operational issues with manual readings and has not identified funding for AMR implementation. Continuing manual meter reading in the short term while exploring future transition options in the context of upcoming rate studies is prudent. Long-term reliance on manual reading, however, is unlikely to be sustainable given declining vendor availability.

After reviewing regional practices and the availability and capability of any other service providers, the Finance Department has determined that Meterreaders, LLC is the only provider capable of meeting the City's current manual meter reading needs. As the sole-source provider, the Finance Department recommends approval of a three-year contract with the option to renew for up to two additional one-year periods.

If Council adopted Resolution No. 3257, the City will be required to provide a seven-day notice of sole-source procurement pursuant to OAR 137-047-0275. After the noticing period, staff will present a three-year contract, with two one-year optional renewals, for Council consideration and approval.

EXPECTED RESULTS:

Maintain the monthly utility billing calendar with the meter read input supplied by Meterreaders LLC.

TIMELINE:

The current contract with Meterreaders LLC expires June 30, 2026. The term of the anticipated new contract will be three years from July 1, 2026, through June 30, 2029, with the City's option to renew the contract for up to two additional one-year periods.

CURRENT YEAR BUDGET IMPACTS:

The current budget includes meter-reading services.

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

As a result of this agreement, the monthly utility billing process will continue to be processed in a timely and effective manner.

ALTERNATIVES:

Pursue investment upgrade strategy to automated meter reader technology allowing for remote type reads.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3257