

INDIANOLA MUNICIPAL UTILITIES



Electric • Network Services • Water

**IMU Board of Trustees of the
Electric, Water and Communications Utilities
January 9, 2017
City Hall Council Chambers
5:30 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims list for January 3, 2017
 - B. Minutes from December 27, 2016
 - C. Salaries
5. Electric Utility Action Items
 - A. Electric SCADA System and Relay Replacement Project
6. Electric Utility Informational Items
7. Water Utility Informational Items
8. Communications Utility Informational Items
9. Combined Electric, Water and Communications Utilities Informational Items
10. Other Business
11. Adjourn

IMU Regular Downstairs

4. A.

Meeting Date: 01/09/2017

Information

Subject

Claims list for January 3, 2017

Information

Fiscal Impact

Attachments

Claims

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
WATER OPERATING FUND				
AUTOMATIC SYSTEMS CO.	600-8120-63410	REPAIRS - WELL #11	12/13/2016	302.25
BRUENING ROCK PRODUCTS	600-8150-65072	ROCK	12/12/2016	157.62
CHEMTREAT INC	600-8110-65010	CHEMICALS	12/09/2016	1,236.90
DUST PROS JANITORIAL	600-8120-64090	MONTHLY CLEANING (DEC) - WATER DEPT	12/19/2016	180.00
INFOMAX OFFICE SYSTEMS IN	600-8190-64990	SAVIN - IMAGING UNIT CONTRACT/WA	12/21/2016	17.60
ITRON INC.	600-8170-64990	QUARTERLY SUPPORT (01/01/17 - 03/31/17)	12/12/2016	581.30
NOLASOFT DEVELOPMENT	600-8190-64990	2017 1ST QTR WEBSITE HOSTING	12/17/2016	22.80
PETTY CASH-GEN MGR UTIL	600-8190-65080	CERTIFIED LTR - WATER 10/13/16	12/27/2016	6.47
PETTY CASH-GEN MGR UTIL	600-8190-65080	CERTIFIED LTR - WATER 11/14/16	12/27/2016	6.47
PETTY CASH-GEN MGR UTIL	600-8190-65080	POSTAGE - ROLL OF STAMPS 10/11/16	12/27/2016	8.93
SHULL, DOUG	600-8190-64990	TREASURER CONTRACT	12/21/2016	15.84
U.S. CELLULAR	600-8110-63730	CELL PHONES - 4	12/12/2016	177.96
Total WATER OPERATING FUND:				2,714.14
IMU ADMINISTRATION FUND				
STANGEL, ROBERT	620-8090-62700	MILEAGE	12/20/2016	227.18
Total IMU ADMINISTRATION FUND:				227.18
ELECTRIC OPERATING FUND				
ABM EQUIPMENT & SUPPLY IN	630-8260-63320	KNOB FOR CONTROLS	12/15/2016	20.43
CINTAS CORPORATION	630-8250-65072	1ST AID SUPPLIES	12/09/2016	142.68
CITY OF INDIANOLA - REBATE	630-8290-67306	A/C REBATE	12/02/2016	200.00
CROSS, JEREMY	630-8280-61440	WELLNESS - DEC	12/29/2016	25.00
DUST PROS JANITORIAL	630-8220-64090	MONTHLY CLEANING (DEC) - ADMIN & ELECTRIC DEPT	12/19/2016	1,476.60
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES - OFFICE	12/19/2016	68.01
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES - GENERATION PLANT	12/19/2016	25.49
DUST PROS JANITORIAL	630-8220-64090	JANITORIAL SUPPLIES - LINE SHOP	12/19/2016	176.79
GREGG'S AUTOMOTIVE	630-8260-63320	REPAIRS TO UNIT 6	12/06/2016	232.03
INFOMAX OFFICE SYSTEMS IN	630-8290-64900	SAVIN - IMAGING UNIT CONTRACT/EL	12/21/2016	66.69
ITRON INC.	630-8270-64990	QUARTERLY SUPPORT (01/01/17 - 03/31/17)	12/12/2016	581.30
KRIZ-DAVIS COMPANY	630-8240-65500	ARC FLASH LIFELINE AND HARNESS	12/16/2016	1,724.72
MC MASTER-CARR SUPPLY CO	630-8260-65072	TUBE FITTING FOR UNIT 31	12/12/2016	14.76
MID AMERICAN ENERGY CO.	630-8210-63710	80950-24015 PLANT GAS 11/16/16 - 12/19/16	12/20/2016	10.39
MID AMERICAN ENERGY CO.	630-8240-63710	52180-25018 LINE SHOP GAS (786 THERMS)	12/20/2016	461.05
MID AMERICAN ENERGY CO.	630-8210-63710	52390-25019 BOILER GAS (1674 THERMS)	12/19/2016	908.75
MID AMERICAN ENERGY CO.	630-8210-63710	07991-36014 WEST SUB (O KWH)	12/14/2016	10.00
NOLASOFT DEVELOPMENT	630-8290-64990	2017 1ST QTR WEBSITE HOSTING	12/17/2016	86.40
PETTY CASH-GEN MGR UTIL	630-8290-65070	STUDIO FUSCO - BUSINESS CARDS	12/27/2016	8.03
PETTY CASH-GEN MGR UTIL	630-8290-65080	POSTAGE - ROLL OF STAMPS 10/11/16	12/27/2016	33.84
PETTY CASH-GEN MGR UTIL	630-8290-65080	CERTIFIED LTR - ELECTRIC 12/14/16	12/27/2016	6.47
PETTY CASH-GEN MGR UTIL	630-8290-65070	CASUAL RAGS - SCHREIER BABY 10/12/16	12/27/2016	25.67
PETTY CASH-GEN MGR UTIL	630-8290-65070	WALGREENS - SCHREIER BABY 10/14/16	12/27/2016	6.40
SHULL, DOUG	630-8290-64990	TREASURER CONTRACT	12/21/2016	60.00
SKARSHAUG TESTING LABORA	630-8250-64200	SECONDARY GLOVES FOR RASKO AND BOOZELL	12/09/2016	510.88
SKARSHAUG TESTING LABORA	630-8210-65500	SECONDARY GLOVES FOR BOWLIN	12/09/2016	255.43
T & R AUTOMOTIVE	630-8260-63320	REPAIRS TO 09 RANGER	10/26/2016	87.69
U.S. CELLULAR	630-8240-63730	CELL PHONES - 10	12/12/2016	419.72
Total ELECTRIC OPERATING FUND:				7,645.22
FIBER/COMMUNICATIONS FUND				
INFOMAX OFFICE SYSTEMS IN	640-8590-64990	SAVIN - IMAGING UNIT CONTRACT/NS	12/21/2016	8.34
MAHASKA COMMUNICATION G	640-8550-63464	FIBER MAINTENANCE	12/01/2016	522.00
NOLASOFT DEVELOPMENT	640-8590-64990	2017 1ST QTR WEBSITE HOSTING	12/17/2016	10.80
PETTY CASH-GEN MGR UTIL	640-8590-65080	POSTAGE - ROLL OF STAMPS 10/11/16	12/27/2016	4.23

Vendor Name	GL Account Number	Description	Invoice Date	Net Invoice Amount
PETTY CASH-GEN MGR UTIL	640-8590-65070	WAL-MART - FIBER RECEIPT PADS 10/24/16	12/27/2016	15.92
SHULL, DOUG	640-8590-64990	TREASURER CONTRACT	12/21/2016	7.50
U.S. CELLULAR	640-8590-63730	CELL PHONE	12/12/2016	75.46
Total FIBER/COMMUNICATIONS FUND:				644.25
ELECTRIC CAPITAL PROJECTS FUND				
CALIX NETWORKS INC	730-8200-67906	ONT'S	10/12/2016	13,630.47
CALIX NETWORKS INC	730-8200-67906	ONT'S RETURNED	11/25/2016	8,675.04-
ELECTRICAL ENG & EQUIP	730-8200-67906	45 DEGREE ELBOWS FOR FIBER	12/07/2016	4.82
KRIZ-DAVIS COMPANY	730-8200-67906	C-NECK INSULATORS	12/02/2016	115.03
KRIZ-DAVIS COMPANY	730-8200-67906	PHOTO CONTROLS	12/09/2016	219.35
KRIZ-DAVIS COMPANY	730-8200-67906	C-NECK INSULATORS	12/16/2016	115.03
MAHASKA COMMUNICATION G	730-8200-67603	SERVICE DROPS	12/01/2016	3,587.50
METERING & TECHNOLOGY SO	730-8200-67906	METER FORM 12S	12/21/2016	12,288.36
WESCO	730-8200-67906	100 AMP CUTOUT	12/13/2016	1,799.63
Total ELECTRIC CAPITAL PROJECTS FUND:				23,085.15
CASH ALLOCATION FUND				
IMPACT COMMUNITY ACTION P	999-0000-11005	REFUND EA - JACQUELINE DEARMAN	12/29/2016	349.77
MARTSCHING, CHYRL	999-0000-11005	REFUND CREDIT ON ACCT	12/20/2016	144.89
Total CASH ALLOCATION FUND:				494.66
Grand Totals:				34,810.60

Board of Trustees: _____

IMU Regular Downstairs

4. B.

Meeting Date: 01/09/2017

Information

Subject

Minutes from December 27, 2016

Information

Fiscal Impact

Attachments

Minutes

BOARD OF TRUSTEE MINUTES
REGULAR SESSION – DECEMBER 27, 2016

The Board of Trustees met in regular session at 5:30 p.m. on December 27, 2016 in the City Hall Council Chambers. Chairperson Deb White called the meeting to order and on roll call the following members were present: Lesley Forbush, Jim McClymond (via phone), Mike Rozga, Adam Voigts and Deb White.

There was no public comment.

The consent agenda consisting of the following was approved on a motion by Rozga and seconded by Forbush. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

December 5 and 19, 2016 claims

November 28, 2016 minutes

December 5, 2016 joint session minutes with City Council

The November 2016 Treasurer's report and budget variance report

Resolution No. 2016-272 approving the annual awards banquet recognizing the employees of the Indianola Municipal Utilities (the complete resolution may be viewed at the City Clerk's Office)

Electric Utility Informational Items

Rob Stangel, General Manager, updated the Board on the December 2016 Municipal Energy Agency of Nebraska (MEAN) and Finance Committee meeting.

Water Utility Informational Items – no items were presented

Communications Utility Informational Items – General Manager Rob Stangel presented the updated fiber schedule leading up to securing financing.

Combined Electric, Water and Communications Utilities Action Items

It was moved by Forbush and seconded by Voigts to approved Resolution No. 2016-273 entitled, "RESOLUTION APPROVING ADMINISTRATIVE STAFF CONSOLIDATION AND RESTRUCTURE". On roll call the vote was, AYES: Voigts, White, Rozga, McClymond and Forbush. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously and the following resolution duly adopted.

RESOLUTION NO. 2016-273
RESOLUTION APPROVING ADMINISTRATIVE STAFF CONSOLIDATION AND RESTRUCTURE

(The complete resolution may be viewed at the City Clerk's Office)

A motion was made by McClymond and seconded by Forbush to approve the following as the 2017 officers. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Board Chair – Adam Voigts
Vice Chair – Mike Rozga

Combined Electric, Water and Communications Utilities Informational Items – Electric Superintendent Mike Metcalf reported on the combined electric, water and communications utility informational items.

General Manager Rob Stangel recommended holding two meetings per month again beginning January 9 and 23, 2017. A motion was made by Rozga and seconded by Voigts to adopt the new meeting schedule. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Board member Voigts moved and Forbush seconded to enter into closed session in accordance with Iowa Code Section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. On roll call the vote was, AYES; White, Rozga, McClymond, Forbush and Voigts. NAYS: None. Whereupon the Chairperson declared the motion carried unanimously.

It was moved by Voigts and seconded by Rozga to return to regular session. Question was called for and on voice vote the Chairperson declared the motion carried unanimously.

Meeting adjourned at 7:37 p.m. on a motion by Voigts and seconded by Rozga.

Deb White, Chair

Diana Bowlin, City Clerk

Information

Subject

Salaries

Information

Stephen Clingman has successfully met the requirements of a third year Line Apprentice and IMU Apprenticeship Committee is recommending that he be moved from Range 26-3 \$52,392/year to \$54,893/year (includes longevity), effective December 25, 2016.

Eric Schreier has successfully met the requirements of a third year Line Apprentice and IMU Apprenticeship Committee is recommending that he be moved from Range 26-3 \$52,044/year to Range 26-4 \$54,643/year effective December 25, 2016.

Tyler Offenburger, from Lineman to temporary Crew Chief. From Range 26-6 \$60,495/year to Range 27-6 \$66,312/year (includes longevity) effective December 25, 2016.

Chris Longer, from IMU Program Coordinator to Utility Services Supervisor. From CE 9-7 \$67,697/year to CE 10-4 \$68,251/year effective January 8, 2017.

Mary Zimmerman, from Cashier to Utility Services Rep. From Range 18-4+ \$45,937/year to CE 4-10 \$46,935/year (includes longevity) effective January 8, 2017. Mary will also be receiving a temporary 5% increase while helping out with additional duties (utility billing). Her salary will be \$49,260/year (includes longevity) effective January 8, 2017.

Michelle Klootwyk, from IMU Office Manager to Utility Services Rep. From CE 3-8 \$39,774/year to CE 4-5 \$40,891/year (includes longevity) effective January 8, 2017.

Cassandra Mosher, from Clerk 1 to Utility Services Rep. From CE 3-1 \$15,532/hour to CE 4-1 \$35,895/year effective January 8, 2017.

Financial Impact

Staff Recommendation

Attachments

PCN Clingman, Schreier, Offenburger
PCN Utility Service Supervisor & Reps



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Stephen Clingman

Effective Date (must be at beginning of a pay period, except new hires): 12/25/2016

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☒
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Line Apprentice	Line Apprentice
STATUS	FT	FT
PAY RANGE	R 26 - 3	R 26 - 4
PAY RATE W/OUT LONGEVITY	\$25.02/hr	26.27/hr
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	25.141/52,203 (25000)	26.39/54,893 (25000)
EXEMPT/NONEXEMPT	Non-exempt	Non-exempt
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER	630-8250-60150	630-8250-60150
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Completed year 3 of apprenticeship

APPROVALS:

Dept Head: _____

Date: 12-29-2016

Human Resources: _____

Date: 12/29/16

Finance (pay changes only): _____

Date: 1/5/17

City Manager or GM: _____

Date: _____

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Eric Schreier

Effective Date (must be at beginning of a pay period, except new hires): 12/25/2016

New Hire: ☐ Rehired: ☐ Status Change: ☐ Step Increase: ☒

Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐

Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Line Apprentice	Line Apprentice
STATUS	FT	FT
PAY RANGE	R 26 - 3	R 26 - 4
PAY RATE W/OUT LONGEVITY	25.021/hr	26.271/hr
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	N/A	N/A
EXEMPT/NONEXEMPT	Non-exempt	Non-exempt
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER	630-8250-60150	630-8250-60150
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: completed year 3 of apprenticeship

APPROVALS:

Dept Head: [Signature]

Date: 12-29-2016

Human Resources: [Signature]

Date: 12/29/16

Finance (pay changes only): [Signature]

Date: 1/5/17

City Manager or GM: _____

Date: _____

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Tyler Offenburger

Effective Date (must be at beginning of a pay period, except new hires): 12/25/2016

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: Temporary

	FROM	TO
JOB TITLE	Lineman	Crew Chief
STATUS	FT	FT
PAY RANGE	26 - 6	27 - 6
PAY RATE W/OUT LONGEVITY	28.964 Per Hour	31.761 Per Hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	29.084/hr (250 long)	31.88/hr (250 long)
EXEMPT/NONEXEMPT	Non-exempt	Non-exempt
DEPARTMENT NAME	Electric	Electric
ACCOUNT NUMBER	630-8250-60150	630-8250-60150
FTE		
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒	City Non Union ☐ City Union ☐ IMU Non Union ☐ IMU Union ☒

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: This is on a temporary base until the other Crew Chief returns from medical leave.

APPROVALS:

Dept Head: [Signature] Date: 1-5-2017

Human Resources: [Signature] Date: 1/5/17

Finance (pay changes only): [Signature] Date: 1/5/17

City Manager or GM: [Signature] Date: 1-5-17

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Chris Longer

Effective Date (must be at beginning of a pay period, except new hires): 1/8/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☒ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	IMU Program Coordinator	Utility Services Supervisor
STATUS	FT	FT
PAY RANGE	CE9-7	CE10-4
PAY RATE W/OUT LONGEVITY	67,697	68,251
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	N/A	N/A
EXEMPT/NONEXEMPT	Exempt	Exempt
DEPARTMENT NAME	IMU	Utility Services
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____ Date: _____

Human Resources: [Signature] Date: 1/6/17

Finance (pay changes only): [Signature] Date: 1/6/17

City Manager or GM: [Signature] Date: 1/6/17

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Mary Zimmerman

Effective Date (must be at beginning of a pay period, except new hires): 1/8/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☒ Job Title Change: ☒ Department Change: ☒ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Cashier	Utility Services Rep
STATUS	FT	FT
PAY RANGE	R18-4+	CE4-10
PAY RATE W/OUT LONGEVITY	21.89/hour	22.373
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	22.085/hour (\$400 long)	22.565/hour (\$400 long)
EXEMPT/NONEXEMPT	Non Exempt	Non Exempt
DEPARTMENT NAME	City Clerk Office	Utility Services
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☒ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____

Date: _____

Human Resources: Melissa Kelly

Date: 1/6/17

Finance (pay changes only): CLD

Date: 1/6/17

City Manager or GM: [Signature]

Date: 1/6/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Mary Zimmerman

Effective Date (must be at beginning of a pay period, except new hires): 1/8/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☒ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Utility Services Rep	Utility Services Rep
STATUS	FT	FT
PAY RANGE	CE4-10	CE4-10
PAY RATE W/OUT LONGEVITY	22.373	23.491
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	22.565/hour (\$400 long)	23.683/hour (\$400 long)
EXEMPT/NONEXEMPT	Non Exempt	Non Exempt
DEPARTMENT NAME	Utility Services	Utility Services
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: Temporary 5% increase while helping out with additional duties (utility billing). Increase will be removed once the new utility billing process is in place.

APPROVALS:

Dept Head: _____

Date: _____

Human Resources: Melissa Miley

Date: 1/6/17

Finance (pay changes only): [Signature]

Date: 1/6/17

City Manager or GM: [Signature]

Date: 1/6/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Michelle Klotwyk

Effective Date (must be at beginning of a pay period, except new hires): 1/8/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☒ Job Title Change: ☒ Department Change: ☒ FTE Change: ☐
Promotion: ☐ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	IMU Office Manager	Utility Services Rep
STATUS	FT	FT
PAY RANGE	CE3-8	CE4-5
PAY RATE W/OUT LONGEVITY	18.978/hour	19.515/hour
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	19.122/hour (\$300 long)	19.659 (\$300 long)
EXEMPT/NONEXEMPT	Non Exempt	Non Exempt
DEPARTMENT NAME	IMU	Utility Services
ACCOUNT NUMBER		
FTE	1.0	1.0
UNION STATUS	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____ Date: _____

Human Resources: [Signature] Date: 1/6/17

Finance (pay changes only): [Signature] Date: 1/6/17

City Manager or GM: [Signature] Date: 1/6/17

City Council or Board of Trustee: ☐ Yes ☐ No Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____



PERSONNEL CHANGE NOTICE (PCN)

Employee Name: Cassandra Mosher

Effective Date (must be at beginning of a pay period, except new hires): 1/8/17

New Hire: ☐ Rehire: ☐ Status Change: ☐ Step Increase: ☐
Other Pay Change: ☐ Job Title Change: ☐ Department Change: ☐ FTE Change: ☐
Promotion: ☒ Transfer: ☐ Other Change: _____

	FROM	TO
JOB TITLE	Clerk I	Utility Services Rep
STATUS	PT	FT
PAY RANGE	CE3-1	CE4-1
PAY RATE W/OUT LONGEVITY	15.532/hr	17.257/hr
PAY RATE W/ LONGEVITY (if not eligible, put N/A)	N/A	N/A
EXEMPT/NONEXEMPT	Non Exempt	Non Exempt
DEPARTMENT NAME	Clerk Office	Utility Services
ACCOUNT NUMBER		
FTE	.5	1.0
UNION STATUS	City Non Union ☒ City Union ☐ IMU Non Union ☐ IMU Union ☐	City Non Union ☐ City Union ☐ IMU Non Union ☒ IMU Union ☐

Termination: Voluntary: ☐ Involuntary: ☐ Retirement: ☐ Eligible for Rehire: Yes ☐ No ☐

Reason for Termination: _____ Vaca/Pers Payout: Yes ☐ No ☐

Last Day Worked: _____ Termination Effective Date: _____

COMMENTS: _____

APPROVALS:

Dept Head: _____

Date: _____

Human Resources: Melissa Moley

Date: 1/6/17

Finance (pay changes only): CL DSK

Date: 1/6/17

City Manager or GM: Phil Stig

Date: 1/6/17

City Council or Board of Trustee: ☐ Yes ☐ No

Date: _____

FOR OFFICE USE: HR Entered: Initial: _____ Date: _____ Payroll Reviewed: Initial: _____ Date: _____

Meeting Date: 01/09/2017

Information

Subject

Electric SCADA System and Relay Replacement Project

Information

The electric capital improvement budget contains a \$200,000 line item for this year as well as next year for a total of \$400,000 to replace the electric SCADA (Electronic Supervisory Control and Data Acquisition) equipment and related software. The Trustees approved P&E Engineering as our engineer for this project on 9/26/2016 in an amount not to exceed \$182,300.

P&E along with IMU staff solicited proposals for replacing this system and conducted interviews with three of the SCADA vendors. After the interviews were conducted vendors had the opportunity to update their proposal to better fit IMU's current needs. The following are the revised proposals.

- OSI – Open Systems International, Inc. – Minneapolis, MN - \$175,952.00
- QEI, LLC – Springfield, NJ - \$149,707.00
- Survalent Technology Corporation – Brampton, ON, Canada - \$187,866.00

OSI was the only vendor with the capabilities to communicate with our current C3-ilex SCADA system protocols. This would allow us to operate under one SCADA system. If we would go with QEI or Survalent, we would operate under two systems and need to convert our RTUs which P&E estimates would add an additional \$237,000 on top of their proposal. With the OSI system we would not have to convert the RTUs right away and could do this sometime in the next five years. OSI has proposed a reduction in the revised proposal in the amount of \$12,732.56 to bring the new total to \$163,219.56. This would only be applied if we agreed to use OSI's terms and conditions as well as not requiring performance and payment bonds. We have asked Amy Beattie with Brick Gentry to review. P&E plans on being at the meeting Monday.

P&E and IMU Staff is recommending OSI's proposal.

Simple motion is in order.

Fiscal Impact

Attachments

SCADA Information

**INDIANOLA MUNICIPAL UTILITIES
SCADA REPLACEMENT PROJECT****SUMMARY AND RECOMMENDATIONS****Introduction**

IMU, like many utilities, uses a Supervisory Control and Data Acquisition (SCADA) system to monitor and control substation equipment. This system allows personnel at the Plant Control Room to remotely operate circuit breakers, monitor the status of substation equipment, receive notifications when equipment operates correctly, receive alarms when equipment requires attention or fails to operate properly, and monitor power flows on the IMU transmission and distribution systems. The system also operates the combustion turbines.

The SCADA system consists of two major parts. The SCADA master station is a specialized software system that resides on computers located in the Plant Control Room. A remote terminal unit (RTU) is located at each substation and generator site. The RTUs monitor substation and generating equipment and communicate power flow information, equipment statuses, and alarm conditions to the master station. The master station receives and processes the information from the RTUs and notifies IMU personnel in the event of serious problems. The SCADA system helps IMU reduce outage durations, manage power flows, and monitor equipment for problems that can affect system reliability.

The existing SCADA system, including the master station and RTUs, were manufactured by C3-ilex and were installed in 1998. Several years ago, C3-ilex ceased providing any support for either the master station or the RTUs and C3-ilex no longer sells SCADA systems. Since the demise of C3-ilex, the system has not been updated to accommodate newer computer operating systems. If the computer where the SCADA master station software resides should fail, it may not be possible to obtain a replacement computer compatible with the software. The existing system has reached end of life and should be replaced on a planned basis. If the system experiences catastrophic failure, it may require nine months or more to obtain and install a replacement system. If such failure did occur, IMU personnel would not be able to monitor or control any of the substation equipment without traveling to each individual site. This would have a very negative effect on electric system reliability and service to IMU customers.

One important aspect of the existing system is the computer language, or communications protocol, the system uses to pass status, alarm, and load flow information between the RTUs and the master station. The protocol presently in use was designed by C3-ilex and is not an industry standard protocol. The existing RTUs can only communicate with a master station equipped with the C3-ilex protocol. At the time the existing system was installed, use of non-standard protocols was commonplace. The industry has changed during the ensuing years to incorporate standard communications protocols to allow seamless communication between devices from different manufacturers. In IMU's situation, changing to a different communications protocol will require replacing every RTU with new equipment capable of using the different protocol. Only one SCADA master manufacturer, Open Systems

International Inc. (OSI), is able to communicate with the existing RTUs via the existing C3-ilex protocol. This capability will be discussed in more detail later in this document.

Bids and Bid Evaluations

IMU solicited proposals from four vendors for a replacement SCADA master station and all four provided proposals. The proposal from BTE Corporation was non-responsive in that it did not provide the information required by the request for proposal that was necessary to allow evaluation of the proposal. Initial bids are summarized in Table 1 below.

PROPOSER	INITIAL LUMP SUM BID
BTE Corporation, Huntington, NY, USA	Non-responsive
Open Systems International, Inc., Medina, MN, USA	\$ 193,585.00
QEI, LLC, Springfield, NJ, USA	\$ 149,707.00
Survalent Technology Corporation, Brampton, ON, Canada	\$ 185,950.00

Table 1. Summary of initial bid prices by proposer.

Individual meetings were held in Indianola with each of the three vendors who submitted responsive bids to discuss their proposals. These meetings allowed IMU, City of Indianola IT, and P&E personnel to work with the vendor to minimize the amount of computer hardware and software necessary for the system, clarify the proposal, and exchange system design concepts. As a result of these meetings, revised proposals were received from two of the vendors, OSI Inc. and Survalent Technology. The revised proposals are summarized in Table 2 below.

PROPOSER	REVISED PROPOSAL	COMMENTS
Open Systems International, Inc.	\$ 163,219.44	
QEI, LLC	\$ 149,707.00	No change from initial
Survalent Technology Corporation	\$ 187,866.00	

Table 2. Summary of revised bid prices by proposer.

Through the course of the vendor meetings it became apparent that master station systems offered by OSI and Survalent would adequately satisfy IMU's needs and that the QEI system would be less functional and flexible.

Additional Project Costs

As mentioned previously, existing RTUs at IMU must communicate to the SCADA master station using C3-ilex protocol. Installing a master station from QEI or Survalent will require significant substation modifications and equipment replacements to change to an industry-standard protocol for communications between the master station and the RTUs. The columns labeled Option 1 and Option 2 in Table 3 below summarize costs associated with two methods to allow the QEI or Survalent master stations to be used at IMU.

Option 1 is to replace all protective relay devices at each of the RTU locations. The new devices would allow existing RTUs to be removed and retired from service. This requires extensive installation work at each site by a contractor. This work would significantly upgrade the protective equipment at each station and would remove many older devices from service. As shown in the table, the cost of this work is estimated at \$453,000. The total project cost would include the cost to replace the master station plus the cost of Option 1.

Option 2 is to replace only the minimum amount of equipment necessary to allow the new master station and substation equipment to communicate using a modern industry-standard protocol. This work would only replace the existing RTUs and would not significantly change any other existing protective equipment. The cost of this work is estimated at \$237,000. Again, the total project cost would include the cost to replace the master station plus the cost of Option 2.

RTU LOCATION	WORK REQUIRED TO MAKE QEI OR SURVALENT MASTER STATIONS OPERABLE			WORK REQUIRED TO MAKE OSI MASTER STATION OPERABLE OPTION 3. WESTSIDE ONLY
	OPTION 1. REPLACE ALL RELAY DEVICES		OPTION 2. REPLACE RTUS ONLY	
East Iowa 1 & 2	\$ 164,000		\$ 57,000	\$ 0
Unit 7	\$ 41,000		\$ 28,000	\$ 0
Unit 8	\$ 27,000		\$ 28,000	\$ 0
Plant	\$ 146,000		\$ 59,000	\$ 0
West Iowa	\$ 51,000		\$ 41,000	\$ 0
Westside	\$ 24,000		\$ 24,000	\$ 24,000
TOTALS	\$ 453,000		\$ 237,000	\$ 24,000

Table 3. Equipment replacements necessary to implement each SCADA master station.

It was previously mentioned that OSI can provide a SCADA master station that will communicate with the existing C3-ilex RTUs using the C3-ilex protocol. The cost shown as Option 3 in Table 3 summarizes the cost of work necessary at the Westside Substation to remove the existing C3-ilex RTU from service. This RTU would then become spare parts to maintain the existing C3-ilex RTUs at the other five locations. As the spare parts supply dwindles, then work could be undertaken on a planned basis to retire additional RTUs and replenish the spare parts inventory. The work at Westside Substation would implement a modern industry-standard protocol. The cost of the work at Westside is less than at the other locations because that substation is much newer and it was designed to facilitate future removal of the RTU. The total cost of the work necessary to install an OSI master station would be \$24,000 plus the OSI bid price, \$163,219.44, for a total project cost of \$187,219.44. This is substantially less than the total project cost if either of the other vendors is selected. This option provides an effective method to fully implement the new SCADA master station while deferring capital expenditures.

OSI is a recognized supplier of SCADA systems and they are the largest of the four proposers both in terms of employees and quantity of systems in service. They have provided SCADA systems to customers ranging from the largest investor-owned and municipal utilities to smaller companies. Iowa clients include municipal utilities in Ames, Atlantic, Cedar Falls, and Muscatine as well as a number of electric cooperatives and investor-owned utilities. MEAN, IMU's energy supplier, is an OSI client. They have replaced C3-ilex systems for 16 utilities. Their customers speak very favorably about their support and service after the installation.

The OSI system is scalable to serve all ranges of system sizes. They are the only SCADA vendor that serves small, medium, and large utilities. They invest in R&D and continuously upgrade and modernize their product. As possible future enhancements to the proposed system, OSI offers distribution management and outage management systems with capabilities for distribution power flow, distribution system real-time mapping, outage analysis,

fault location, storm management, and feeder reconfiguration, among other features. OSI offers comprehensive training in operation of their system. On-site training is included in their proposal and training classes are held at their Medina, Minnesota location on a regular basis.

Selecting OSI leaves the existing RTUs and existing protective devices in service everywhere except at Westside. The RTUs and certain protective devices are approaching end of life. It is recommended that IMU plan and budget for replacement of these devices.

Accepting the OSI master station proposal provides the lowest cost to replace the existing master station. Replacement of the master station is the highest priority regarding the SCADA system and replacement of the RTUs can be delayed, although not indefinitely.

Recommendations

1. Accept the OSI proposal to provide, install, test, and commission a replacement master station.
2. Retire the RTU at Westside Substation and use it for spare parts to maintain the other existing RTUs.
3. Prioritize, plan and budget a multi-year project to replace the remaining RTUs and the protective relay devices determined to be the highest priority in terms of age, condition, and possible effect on system reliability and customer service.

Respectfully submitted,



Richard Kline, P.E.