



**IMU Board of Trustees of the
Electric, Water and Communications Utilities
November 23, 2020
City Hall Council Chambers
5:30 p.m.**

Agenda

1. Call to Order
2. Roll Call
3. Public Comments
4. Consent Agenda
 - A. Claims for November 23, 2020
 - B. November 9, 2020 minutes
5. Electric Utility Action Items
 - A. Approval of Genesis Environmental Solutions to perform the inspections of diesel fuel storage tanks.
6. Electric Utility Informational Items
7. Water Utility Action Items
 - A. Resolution approving the substantial completion of the 2020 Vehicle Storage Building Project.
 - B. Resolution approving an engineering agreement with Veenstra and Kimm, Inc for a community water system risk & resilience assessment.

8. Water Utility Informational Items
9. Communications Utility Informational Items
10. Combined Electric, Water and Communications Utilities Informational Items
11. Other Business
12. Adjourn

IMU Regular Downstairs

4. A.

Meeting Date: 11/23/2020

Information

Subject

Claims for November 23, 2020

Information

Fiscal Impact

Attachments

112320 Claims

112320 Refunds

AP Check Preview

Date Range: All Dates

Indianola Municipal Utilities

Friday, November 20, 2020

11:58:47 AM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
Account To Be Paid From 0000-10120-999										
ACCO UNLIMITED CORP. - VEND-2810										
	11/1/2020	Liquid chlorinating	Open Terms	1,591.40	0.00	0.00	1,591.40	1,591.40	0206182-IN	BL-4116
							1,591.40	1,591.40		
Bear Communications - VEND-1098										
	11/17/2020	Service installs	Net 30	7,679.90	0.00	15.00	7,679.90	7,679.90	10242020	BL-4195
	12/18/2020	Service installs	Net 30	8,939.12	0.00	15.00	8,939.12	8,939.12	11072020	BL-4196
	12/18/2020	Service installs	Net 30	10,642.22	0.00	15.00	10,642.22	10,642.22	10312020	BL-4197
							27,261.24	27,261.24		
Big Ten Network - VEND-1096										
	11/16/2020	EXP Basic	Net 30	1,640.25	0.00	15.00	1,640.25	1,640.25	S21759	BL-4215
							1,640.25	1,640.25		
Bobs Custom Trophies - VEND-1153										
	12/5/2020	BOT recognition	Net 30	44.41	0.00	15.00	44.41	44.41	27631	BL-4111
							44.41	44.41		
Calix Inc - VEND-1028										
	12/3/2020	GPON	Net 30	8,576.02	0.00	15.00	8,576.02	8,576.02	240265	BL-4217
	12/9/2020	803 G Gigapoint	Net 30	4,876.40	0.00	15.00	4,876.40	4,876.40	240902	BL-4208
							13,452.42	13,452.42		
Cappel's Ace Hardware - VEND-1204										
	12/17/2020	Pipes and adapter	Net 30	56.56	0.00	15.00	56.56	56.56	000423	BL-4181
							56.56	56.56		
Cedar Falls Utilities - VEND-1045 - BL-4198										
	12/2/2020	Labor and rack space	Net 30	6,227.81	0.00	15.00	6,227.81	6,227.81	91066	BL-4198
							6,227.81	6,227.81		
Cedar Falls Utilities - VEND-1045 - BL-4199										
	12/5/2020	1020 Bandwidth and 5G	Net 30	6,190.00	0.00	15.00	6,190.00	6,190.00	1020 Bandwidth and 5G	BL-4199
							6,190.00	6,190.00		
Cedar Falls Utilities - VEND-1045 - BL-4200										

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Indianola Municipal Utilities

Friday, November 20, 2020

11:58:47 AM

Vendor	Due Date	Notes	Terms	Bill Total	Discount	Interest	Amount Due	Payment	Invoice Number	Bill Number
	7/5/2020	0520 Bandwidth and 5G	Net 30	7,360.00	0.00	15.00	7,360.00	7,360.00	0520 Bandwidth and 5G	BL-4200
							7,360.00	7,360.00		
Cintas Corporation - VEND-1007										
	12/6/2020	1st Aid supplies	Net 30	136.59	0.00	15.00	136.59	136.59	5040346564	BL-4201
	12/6/2020	1st Aid supplies	Net 30	66.59	0.00	15.00	66.59	66.59	8404882252	BL-4156
	12/18/2020	1st Aid supplies	Net 30	73.00	0.00	15.00	73.00	73.00	5042433437	BL-4191
							276.18	276.18		
CIRCLE B CASHWAY - VEND-8615										
	11/13/2020	4x8-23/32 OSB	Open Terms	99.00	0.00	0.00	99.00	99.00	818792	BL-4135
	11/11/2020	Wood and screws	Open Terms	168.90	0.00	0.00	168.90	168.90	818502	BL-4136
	11/4/2020	Wood	Open Terms	49.47	0.00	0.00	49.47	49.47	817603	BL-4127
							317.37	317.37		
City Of Indianola - VEND-1008 - BL-4123										
	12/5/2020	Professional services	Net 30	90,189.83	0.00	15.00	90,189.83	90,189.83	2656	BL-4123
							90,189.83	90,189.83		
CNM OUTDOOR EQUIPMENT - VEND-9110										
	11/7/2020	Cutting wheel	Open Terms	279.95	0.00	0.00	279.95	279.95	190596	BL-4113
							279.95	279.95		
Construction By Cambron, LLC - VEND-1171 - BL-4139										
	12/6/2020	Pay estimate #2 for 2020 vehicle storage buildi	Net 30	104,922.75	0.00	15.00	104,922.75	104,922.75	Estimate 2	BL-4139
							104,922.75	104,922.75		
Construction By Cambron, LLC - VEND-1171 - BL-4140										
	12/6/2020	Retainage For 2020 Vehicle Storage Building	Net 30	14,997.50	0.00	15.00	14,997.50	14,997.50	Retainage	BL-4140
							14,997.50	14,997.50		
CR SERVICES - VEND-9247										
	11/12/2020	Masks/gloves	Open Terms	81.17	0.00	0.00	81.17	81.17	287421	BL-4159
	11/10/2020	Locate flags	Open Terms	529.65	0.00	0.00	529.65	529.65	287388	BL-4160
	11/10/2020	Blue marking flags	Open Terms	495.00	0.00	0.00	495.00	495.00	287389	BL-4112
							1,105.82	1,105.82		
Crystal Clear - VEND-1205										
	12/13/2020	Website refresh	Net 30	1,625.00	0.00	15.00	1,625.00	1,625.00	CCC-0206	BL-4188

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							1,625.00	1,625.00		
Des Moines Register Media - VEND-1010										
11/20/2020	Board of trustee minutes	Net 30	261.91	0.00	15.00	261.91	261.91	0003569308	BL-4168	
							261.91	261.91		
Dust Pros Janitorial - VEND-1011										
12/16/2020	Cleaning supplies-Customer service center	Net 30	32.10	0.00	15.00	32.10	32.10	2294	BL-4169	
12/16/2020	1120 Cleaning-Utility Service Center	Net 30	749.00	0.00	15.00	749.00	749.00	2293	BL-4170	
12/3/2020	November scrub and buff	Net 30	180.00	0.00	15.00	180.00	180.00	2290	BL-4124	
12/3/2020	Supplies	Net 30	230.50	0.00	15.00	230.50	230.50	2291	BL-4125	
12/16/2020	1020 Fiber cleaning	Net 30	856.00	0.00	15.00	856.00	856.00	2295	BL-4193	
							2,047.60	2,047.60		
ECHO Group, Inc - VEND-1061										
12/16/2020	Conduit	Net 30	5,502.24	0.00	15.00	5,502.24	5,502.24	S8738774.001	BL-4204	
							5,502.24	5,502.24		
Fox Sports Midwest - VEND-1097										
11/27/2020	EXP Basic	Net 30	3,936.60	0.00	15.00	3,936.60	3,936.60	S18742	BL-4212	
							3,936.60	3,936.60		
Hearst Television Inc - VEND-1131										
12/18/2020	KCCI	Net 30	4,689.37	0.00	15.00	4,689.37	4,689.37	355476	BL-4209	
							4,689.37	4,689.37		
IMU - VEND-8629										
11/2/2020	1020 Utilities-Admin bldg	Open Terms	338.66	0.00	0.00	338.66	338.66	10063805	BL-4141	
11/2/2020	Utilities - EL	Open Terms	2,136.69	0.00	0.00	2,136.69	2,136.69	10064092	BL-4158	
							2,475.35	2,475.35		
Independent Advocate - VEND-1136										
12/7/2020	Digital advertising	Net 30	200.00	0.00	15.00	200.00	200.00	630	BL-4202	
							200.00	200.00		
Indianola Chamber Of Commerce - VEND-1073										
12/18/2020	Chamber business investment	Net 30	644.00	0.00	15.00	644.00	644.00	4734	BL-4175	
							644.00	644.00		
Innovative Systems - VEND-1048 - BL-4118										

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	12/6/2020	Software and maint fee	Net 30	13,755.00	0.00	15.00	13,755.00	13,755.00	51680	BL-4118
							13,755.00	13,755.00		
Innovative Systems - VEND-1048 - BL-4119										
	12/5/2020	1020 Utility bills	Net 30	5,254.81	0.00	15.00	5,254.81	5,254.81	51654	BL-4119
							5,254.81	5,254.81		
Innovative Systems - VEND-1048 - BL-4120										
	12/6/2020	Deferred utility billing and financials use softwa	Net 30	8,680.56	0.00	15.00	8,680.56	8,680.56	51681	BL-4120
							8,680.56	8,680.56		
Iowa Dept Of Revenue - VEND-1117										
	12/17/2020	Excise and sales taxes	Net 30	45,298.37	0.00	15.00	45,298.37	45,298.37	0321000818	BL-4184
							45,298.37	45,298.37		
Iowa One Call - VEND-1015										
	12/12/2020	Locates	Net 30	450.00	0.00	15.00	450.00	450.00	227354	BL-4182
	12/12/2020	Locates	Net 30	228.60	0.00	15.00	228.60	228.60	227353	BL-4203
	12/12/2020	Locates	Net 30	437.40	0.00	15.00	437.40	437.40	226624	BL-4173
							1,116.00	1,116.00		
Iowa Utilities Board - VEND-1016										
	8/29/2019	OCA Fiscal year 2019 fourth quarter direct ass	Net 30	629.94	0.00	15.00	629.94	629.94	48641	BL-4176
	12/13/2020	OCA Fiscal year 2020 remainder and industry	Net 30	6,466.00	0.00	15.00	6,466.00	6,466.00	51940	BL-4177
	12/13/2020	OCA FY2020 Industry direct	Net 30	11.00	0.00	15.00	11.00	11.00	52204	BL-4194
							7,106.94	7,106.94		
John Deere Financial - VEND-1106										
	12/17/2020	Multi use acct #36105-20385	Net 30	63.99	0.00	15.00	63.99	63.99	3027895	BL-4179
	12/2/2020	Multi use acct #36105-20385	Net 30	17.98	0.00	15.00	17.98	17.98	3018929	BL-4171
							81.97	81.97		
Kerri Przybylski - VEND-1141 - BL-4186										
	12/19/2020	CreditRefund	Net 30	119.74	0.00	15.00	119.74	119.74	00058896-3	BL-4186
							119.74	119.74		
Marquee Sports Network - VEND-1165										
	12/18/2020	1020 Expanded Basic	Net 30	2,340.09	0.00	15.00	2,340.09	2,340.09	1020 Expanded Basic	BL-4206
							2,340.09	2,340.09		

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McCoy Hardware Inc - VEND-1035										
	12/17/2020	Pipes, elbows, cement	Net 30	116.61	0.00	15.00	116.61	116.61	A467777	BL-4178
							116.61	116.61		
MCMaster-CARR SUPPLY CO - VEND-34108										
	11/12/2020	Cable marker tape	Open Terms	152.77	0.00	0.00	152.77	152.77	48591517	BL-4172
	11/6/2020	Lockout/Tagout tags	Open Terms	25.78	0.00	0.00	25.78	25.78	48296838	BL-4167
							178.55	178.55		
MENARDS - VEND-34173										
	11/13/2020	UR482488BLK	Open Terms	319.96	0.00	0.00	319.96	319.96	74060	BL-4132
							319.96	319.96		
Metlife - Group Benefits - VEND-1109										
	12/1/2020	1120 Dental	Net 30	1,883.29	0.00	15.00	1,883.29	1,883.29	1120 Dental	BL-4130
							1,883.29	1,883.29		
Mid American Energy Co - VEND-1018										
	11/20/2020	Gas for 111 S Buxton	Net 30	477.03	0.00	15.00	477.03	477.03	505246988	BL-4166
	12/12/2020	Gas for 11634 R63 Hwy, Muni Plt Substation	Net 30	10.10	0.00	15.00	10.10	10.10	506036890	BL-4174
							487.13	487.13		
Midwest Alarm Services - VEND-1116										
	10/8/2020	Fire inspection-1602 S K	Net 30	235.80	0.00	15.00	235.80	235.80	330507	BL-4180
							235.80	235.80		
MUNICIPAL ENERGY AGENCY OF NEBRASKA - VEND-35805										
	11/12/2020	Purchased power - Oct 20	Open Terms	714,841.56	0.00	0.00	714,841.56	714,841.56	301335	BL-4142
	11/21/2020	1020 Capacity Payment	Open Terms	49,434.00	0.00	0.00	49,434.00	49,434.00	1020 Capacity Payment	BL-4192
							764,275.56	764,275.56		
MUNICIPAL SUPPLY INC - VEND-35810										
	11/13/2020	Pipe and coup	Open Terms	174.40	0.00	0.00	174.40	174.40	0781648-IN	BL-4183
							174.40	174.40		
Mutual Of Omaha - VEND-1107										
	11/20/2020	1120 Premiums	Net 30	1,399.48	0.00	15.00	1,399.48	1,399.48	001135047870	BL-4121
							1,399.48	1,399.48		

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Indianola Municipal Utilities

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National Cable Television Cooperative, Inc. - VEND-1095										
	12/20/2020	November 2020	Net 30	37,282.35	0.00	15.00	37,282.35	37,282.35	20100736	BL-4211
							37,282.35	37,282.35		
Nexstar Broadcasting, Inc - VEND-1092										
	12/18/2020	WGN	Net 30	269.73	0.00	15.00	269.73	269.73	354692	BL-4213
	12/18/2020	WHO	Net 30	4,133.27	0.00	15.00	4,133.27	4,133.27	354691	BL-4214
							4,403.00	4,403.00		
Norwalk Ready Mix Concrete, Inc. - VEND-1119										
	11/28/2020	M-4 Limestone	Net 30	634.00	0.00	15.00	634.00	634.00	268562	BL-4114
	12/5/2020	M-4 Limestone/5th and Ashland	Net 30	568.00	0.00	15.00	568.00	568.00	269323	BL-4133
	12/5/2020	M-4 Limestone/C & Lincoln	Net 30	456.00	0.00	15.00	456.00	456.00	269324	BL-4134
							1,658.00	1,658.00		
Pella Printing Co, Inc - VEND-1062										
	11/29/2020	Receipt Booklets	Net 30	213.14	0.00	15.00	213.14	213.14	60581	BL-4190
							213.14	213.14		
Power & Tel - VEND-1037										
	12/9/2020	Clamp	Net 30	197.04	0.00	15.00	197.04	197.04	7102707-00	BL-4205
							197.04	197.04		
SD MYERS LLC - VEND-49682										
	10/31/2020	Transformer oil testing	Open Terms	2,909.18	0.00	0.00	2,909.18	2,909.18	814002	BL-4157
							2,909.18	2,909.18		
STATE HYGIENIC LABORATORY - VEND-23245										
	11/1/2020	Testing	Open Terms	397.50	0.00	0.00	397.50	397.50	197985	BL-4115
							397.50	397.50		
TEGNA - VEND-1148										
	12/18/2020	KCWI and WOI	Net 30	4,997.48	0.00	15.00	4,997.48	4,997.48	356700	BL-4210
							4,997.48	4,997.48		
Terry-Durin Co - VEND-1038										
	12/11/2020	SDR orange with tape	Net 30	6,666.10	0.00	15.00	6,666.10	6,666.10	68256-00	BL-4185
							6,666.10	6,666.10		
The Extinguisher Company - VEND-1071										

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Indianola Municipal Utilities

Friday, November 20, 2020

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	12/11/2020	Annual fire extinguisher inspection	Net 30	116.00	0.00	15.00	116.00	116.00	000479	BL-4137
	12/17/2020	Annual fire extinguisher inspection	Net 30	122.25	0.00	15.00	122.25	122.25	000453	BL-4216
							238.25	238.25		
U.S. Cellular - VEND-1104										
	12/12/2020	1120 Cel phone	Net 30	606.79	0.00	15.00	606.79	606.79	406115648	BL-4189
							606.79	606.79		
UMB BANK N.A. - VEND-103242										
	11/7/2020	2017C Paying Agent Fees	Open Terms	250.00	0.00	0.00	250.00	250.00	796951	BL-4155
							250.00	250.00		
VAN WERT INC - VEND-101069										
	10/29/2020	Mach	Open Terms	977.00	0.00	0.00	977.00	977.00	228026	BL-4129
	11/4/2020	5/8 x 3/4 mach 10 gallon meter	Open Terms	256.57	0.00	0.00	256.57	256.57	228032	BL-4117
							1,233.57	1,233.57		
VERIZON WIRELESS - VEND-3535										
	10/23/2020	1020 Cel phone bill	Open Terms	411.67	0.00	0.00	411.67	411.67	9865999600	BL-4104
							411.67	411.67		
Warren County Engineer - VEND-1102										
	12/4/2020	1020 Fuel Distribution	Net 30	1,757.36	0.00	15.00	1,757.36	1,757.36	1020 Fuel Distribution	BL-4131
							1,757.36	1,757.36		
WESCO - VEND-60220										
	11/3/2020	Safety Vests	Open Terms	181.58	0.00	0.00	181.58	181.58	449176	BL-4161
	11/4/2020	Photo Controls	Open Terms	255.73	0.00	0.00	255.73	255.73	451834	BL-4162
	11/13/2020	Hard Hats	Open Terms	494.34	0.00	0.00	494.34	494.34	467168	BL-4163
	11/14/2020	Ground Rods, Transformer Basements, Cable	Open Terms	1,520.63	0.00	0.00	1,520.63	1,520.63	468843	BL-4164
	11/14/2020	#12 THHN White	Open Terms	243.10	0.00	0.00	243.10	243.10	469281	BL-4165
							2,695.38	2,695.38		
WESTSIDE MUFFLER & REPAIR - VEND-60310										
	11/5/2020	2016 Chevy Silverado wheel alignment	Open Terms	75.59	0.00	0.00	75.59	75.59	23678	BL-4126
							75.59	75.59		
Check Count: 60				Totals:			\$1,216,112.22	\$1,216,112.22		

AP Check Register - Board

Date Range: 11/11/2020 to 11/20/2020

Indianola Municipal Utilities

Friday, November 20, 2020

12:03:30 PM

Check Number	Date		Payment	Method	Status	Description
0000-10120-999 - Cash - IMU Checking						
211278	11/12/2020	Tennergy Controls Solutions - VEND-1192	-2,720.00	Check	VOID	Check lost in mail ** VOIDED ON 2020-11-12 **
211552	11/11/2020	G & G Lawn Care - VEND-1135	48.15	Check	Outstanding	Burn down/razor burn
211553	11/12/2020	Tennergy Controls Solutions - VEND-1192	2,720.00	Check	Outstanding	Turbine 8 Mark V
211554	11/13/2020	Elmer Foxx - VEND-1141 - BL-4098	76.07	Check	Outstanding	CreditRefund
211555	11/13/2020	G&L Real Estate - VEND-1141 - BL-4077	38.28	Check	Outstanding	CreditRefund
211556	11/13/2020	Theresa Davis - VEND-1141 - BL-4097	5.20	Check	Outstanding	CreditRefund
Total Payments made from Cash - IMU Checking			167.70	Count from Cash - IMU Checking		6
Total All Payments			<u>\$167.70</u>			

IMU Regular Downstairs
Meeting Date: 11/23/2020

4. B.

Information

Subject

November 9, 2020 minutes

Information

Fiscal Impact

Attachments

110920 Minutes

IMU BOARD OF TRUSTEES MINUTES - REGULAR SESSION – November 9, 2020

The IMU Board of Trustees met in regular session on November 9, 2020 in the City Hall Council Chambers. Chairperson Mike Rozga called the meeting to order at 5:30 pm and on roll call the following members were present: Mike Rozga, Adam Voigts, and Jim McClymond. Absent: Lesley Forbush and Deb Richardson.

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

Claims list for October 29, and November 9 and customer refund for November 3, 2020.
Minutes from October 26, 2020.

Electric Superintendent Mike Metcalf stated the Turbine 8 ratcheting issue has been resolved.

General Manager Chris Des Planques let the Board know that the upcoming resolution for the purchase of a pickup truck is budgeted for this fiscal year but was to be purchased later in the year; a previous truck that was purchased has not come in yet so this new purchase is being done sooner.

It was moved by Voigts and seconded by McClymond to approve Resolution 2020-39 authorizing the purchase of a 2020 Dodge Ram 2500 Pickup for the Water Department. On roll call, the vote was AYES: Rozga, Voigts, and McClymond. NAYS: None. Whereas the chairperson declared the motion passed unanimously.

Superintendent Elbert reported the Water Department has been working on the repair and replacement of fire hydrants. A water operator retired leaving an opening in the department.

McClymond moved and Voigts seconded to approve resolution 2020-40 approving a proposal from NewCom Technologies, Inc for the Square Streetscape Fiber Underground Conversion Project. In discussion, Fiber Superintendent Kurt Ripperger stated this project was not part of the original budget. On roll call, the vote was AYES: Rozga, Voigts, and McClymond. NAYS: None. Whereas the chairperson declared the motion passed unanimously.

The Fiber department has been working on completing outdoor projects before winter, reported Superintendent Ripperger.

In Other Business, General Manager Des Planques discussed financial information with the Board, stated interviews have begun for the Utility Billing Supervisor position, and he has been working with a marketing company in order to distribute utility information to customers.

Meeting adjourned at 5:55 p.m. on a motion by McClymond and seconded by Voigts.

Mike Rozga, Chairperson

ATTEST:

Jackie Raffety, Deputy City Clerk

IMU Regular Downstairs**5. A.****Meeting Date:** 11/23/2020

Information**Subject**

Approval of Genesis Environmental Solutions to perform the inspections of diesel fuel storage tanks.

Information

IMU staff received quotes for inspecting two 500,000 gallon diesel fuel storage tanks. Tanks are required to be internally inspected once every 20-years. The west tank was inspected on 8/7/2001 and the east tank was inspected on 5/2/2003. As part of the quote, IMU requested that vendors include the cost of inspecting the east tank at the same time as the west tank. This could potentially save IMU mobilization fees and it would put both tanks on the same inspection schedule. The inspection would take place in the Spring of 2021. Quotes do not include repairs that might need to take place as a result of the inspections. There's \$50,000 in the 2020/2021 budget for this project.

Quotes

Vendor	West Tank	East Tank	Total
Genesis Environmental Solutions	\$15,635	\$16,725	\$32,360
Acuren Inspection Inc.	\$17,052	\$17,052	\$34,104
Enviromental Works	\$21,175	\$18,965	\$40,140

Staff's recommendation is to have Genesis inspect both tanks at the same time. Simple motion is in order.

Fiscal Impact**Attachments**

Genesis Quote

Acuren Inspection Quote

Enviromental Works Quote

PROPOSAL

Transfer, Clean and Inspect (1) 500,000 Gallon Fuel Storage Tank Indianola, IA



Submitted to:

Indianola Municipal Utilities
Mike Metcalf
1300 E. Iowa Ave.
Indianola, IA 50125.

Submitted by:

Bob McChan

Genesis Environmental Solutions, Inc.

8422 South State Route 7 Highway
Blue Springs, Missouri 64014

Email: bmcchan@genesisenviron.com

Phone - 816.229.5900 / Fax 816.229.4495



Genesis Environmental Solutions, Inc. is certified SBA 8(a) and MBE/DBE by MRCC, KCMO, MODOT.

Bid #20-635

Base Quote per RFP - Internal Cleaning and API 653 Out of Service Inspections on (1) 500,000 Gallon Fuel Storage Tank: \$15,635.00 (Fifteen Thousand Six Hundred Thirty-Five Dollars and Zero Cents)

Option #1 – Transfer Fuel from East Tank to West Tank

Once the inspection is complete and the tanks are allowed to equalize. Transfer approximately 215,000 gallons from East to West tank in preparation for inspection: **\$5,790.00** (Five Thousand Seven Hundred Ninety Dollars and Zero Cents)

Option #2 – Clean and Inspect East Tank After Fuel Transfer: \$10,935.00 (Ten Thousand Nine Hundred Thirty-Five Dollars and Zero Cents)

Option #3 – API 653 Similar Service Tank Inspection of the East Tank in Lieu of Out of Service Internal Inspection: \$5, 550.00 (Five Thousand Five Hundred Fifty Dollars and Zero Cents)

Option #4 – Biocide Treatment

Genesis will not be quoting for this option

Proposal Submission Date: 3 November 2020

STATEMENT OF WORK:

Thank you for allowing Genesis Environmental Solutions, Inc. (Genesis) the opportunity to submit a bid for your project. The scope of work below provides for the fuel transfer between tanks and the American Petroleum Institute (API) Out-of-Service inspection on (1) 500,000 gallon above ground fuel storage tank required in determining the suitability for continued service for the aboveground storage tank (AST) located at the above referenced storage sites.

Tank Fuel Transfer and Internal Cleaning

- Genesis personnel will supply pumps and associated equipment to remove the remaining product from the West tank to the East tank utilizing a 2" nozzle on the East tank.
- The man way of the West tank will be removed, and the tank will then be ventilated and monitored to ensure a safe environment for entry.
- The remaining viable fuel will then be transferred through the manway from the West tank to the East tank.
- All non-viable fuel will be pumped out utilizing a vac truck service for disposal;
- Once complete, the tank interior bottom and first shell course will be pressure washed and the residual product and rinsate will be pumped out by a Vac Truck for disposal;
- The floor will then be squeegeed to remove any remaining product from the weld seams and corners in preparation for the inspection process to proceed;
- An API 653 Out of Service Inspection will be conducted on the tank.

NOTE:

Genesis does not conduct tank repairs. If tank repairs are required and Genesis personnel are required to stand by while repairs are made, stand by labor charges will be assessed. Or, if repairs are to take several days, Genesis personnel will demobilize and return after repairs are complete. The client will be charged an additional mobilization charge.

API 653 Out of Service Inspection (Internal and External)

The scope provides inspection in accordance with the American Petroleum Institute (API) API 653 "Tank Inspection, Repair, Alteration and Reconstruction" required in determining the suitability for continued service for the aboveground storage tanks (AST) located at the above referenced storage site.

GES shall perform tank facility validation and inspections which shall be carried out according to the requirements of Standard API-653, latest edition, Tank Inspection, Repair, Alteration and Reconstruction, including:

- API-653 C-1 & C-2 Checklists and all amendments, as supplemented by this statement of work; The inspection shall be performed in a safe and professional manner by a certified API 653 Inspector and the inspection, field report, and tank evaluation shall be completed in accordance with applicable federal, state and local regulations;
- The API 653 inspection is limited to the secondary tank containment, tank structure, roof, lining and attached appurtenances (nozzles to the face of the first flange, high level alarms, and water draw-off);
- This inspection shall include a visual inspection of the tank's exterior surfaces including evidence of leaks; shell distortions; settlement; corrosion; and condition of the foundation, paint coatings, insulation systems, and appurtenances;
- Conduct Ultrasonic Thickness Testing (UTT) on the tank floor approximately 10 readings per floor plate and approximately every foot around the tank edge internal circumference. Shell

course UT's will be conducted vertically on the first shell course next to all vertical welds. Readings for upper shell courses will be taken in areas assessable from the access ladder. Roof readings will be conducted the same as the floor;

- Tank grounding system components such as shunts or mechanical connections of cables shall be visually checked;
- A report of findings will be generated and submitted within a reasonable amount of time after completion.

An AST subjected to damage caused by fire, natural disaster, excessive settlement, overpressure, or damage from cracking, the tank must be repaired, replaced, or closed and removed from service in accordance with good engineering practice.

EXCLUSIONS:

1. No Exclusions.

ASSUMPTIONS:

1. All work to be performed during "Normal Working Hours"
2. This estimate is all-inclusive. All travel, per diem, labor, equipment, and materials.
3. Delays and stand by time not attributed to our crew shall be compensated for in accordance GES standard cost schedule.
4. Customer will provide water source for pressure washer.
5. Report to be issued within two weeks after the field inspection is complete. A verbal assessment can be given on site at the time of the inspection.
6. Customer will provide any prior inspection reports if available.
7. Customer will ensure areas around tanks will be accessible for the inspector.
8. An invoice will be submitted at the end of field work and will be payable within 30 days.

PERIOD OF PERFORMANCE:

Estimated project timeline: (2 days)

- **Day One** – Mobilize to site and set up to transfer remaining fuel from West Tank to East Tank removing the manway and finish transfer process;
- **Day Two** – Mobilize to site, enter West Tank to clean and conduct inspection. After inspection, replace man way cover on tank. Customer will then open appropriate valves and allow the tanks to equalize if required.

On-Site Worker - Safety Qualifications:

- All Genesis Environmental Solutions, Inc. employees have received training as mandated by Federal Labor (Occupational Safety and Health Administration – (OSHA)) requirements. All employees on-site at a minimum have been trained in 29 CFR 1910.120 – Hazardous Waste Operations and Emergency Response, 29 CFR 1910.146 – Permit Required Confined Spaces, 29 CFR 1910.134 Respiratory Protection and General Site Safety Accident Awareness.
- ISNetworld is a Review and Verification Services (RAVS) which verifies and evaluates our health and safety information to ensure record keeping and minimum OSHA/regulatory requirements are met. We have centralized our safety compliance data within ISNetworld and streamlined our reporting processes. Through ISNetworld, we are able to complete the following functions:
 - ✓ Comply with regulatory and Owner Client requirements
 - ✓ Centralize all compliance information, contact information and marketing information
 - ✓ Create searchable company profile (types of work performed, office locations, etc.)

- ✓ Manage our company's safety and procurement information available to Owner/Clients
- ✓ Management System Questionnaire (MSQ)
- ✓ Insurance
- ✓ Contracts/Agreements
- ✓ OSHA Logs
- ✓ EMR Letters
- ✓ Safety Programs
- ✓ Supplier Diversity Certificates
- ✓ Receive e-mail reminders prior to expiration of insurance and other compliance info.
- ✓ Manage employee training, job history and performance evaluations

NOTICE TO OWNERS: FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANICS LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIAL TWICE.

PRICES AND TERMS

CUSTOMER agrees to pay for the services and performance of work under this Agreement in accordance with terms set forth herein, unless specifically modified in writing by the language contained in the Proposal for Work referenced and incorporated herein.

Payment for services and performance of work under this Agreement shall be made within thirty (30) days of date of invoice by **CUSTOMER**. Failure to make payment within the thirty (30) day period shall cause interest to commence accruing at a rate of one and one-half percent (1 ½%) per month from date of invoice until payment in full is rendered, in addition to any other remedies available at law, in equity or hereunder.

All federal, state and municipal excise, occupation, sales, use of service fees and surcharges, and other similar taxes shall be paid by **CUSTOMER** to **CONTRACTOR**, in addition to the price for the services and performance of work agreed to herein. **CUSTOMER** shall reimburse the **CONTRACTOR** for any such taxes, fees and surcharges if the latter pays the same, together with any interest and penalties assessed by the taxing authority.

CUSTOMER shall have five (5) days from the date of notification by **CONTRACTOR** to accept or reject any cost or price increase tendered by **CONTRACTOR**. If **CUSTOMER** rejects any increase, **CONTRACTOR** shall have the right to terminate this Agreement.

INDEMNIFICATION

CONTRACTOR hereby agrees to indemnify and hold **CUSTOMER** harmless from any and all losses, damages, suits, penalties, costs, liabilities and expenses (including reasonable attorneys' fees) arising out of any claim for loss or damage to property or the environment and injuries to or death of persons, including **CONTRACTOR'S** employees and agents, caused by or arising from **CONTRACTOR'S** negligence, breach of this Agreement or violations of laws, ordinances, rules, regulations or governmental actions, orders or permits.



Acuren Inspection Inc.

2460 Towerview Dr.

Neenah, WI 54956

Phone: 920.722.3115

www.acuren.com

Materials Engineering & Testing

A Rockwood Company

**Mike Metcalf
Indianola Municipal Utilities
1300 E Iowa Ave
Indianola IA 50125**

Dear Mike,

Acuren Inspection is pleased to provide you with the following proposal for the referenced inquiry.

Project Name: RFP 20 Year Tank Inspections

Scope of Work:

Acuren will perform 20 Year out of-service inspections on (2) ~500,000 gallon tanks in accordance with API 653 and Acuren procedure EIP-003. Each tank is approximately 37' Tall x 50' Diameter. The tanks both are assumed to have no internal floor coating.

Pricing Proposal:

Prices include all consumables, equipment, required safety training, mileage, travel, per diem and field & formal reporting. The pricing provided is contingent on Acuren being able to work continuously without interruption from start of inspection to finish during the week. Weekends & Holidays are billed OT & DT Rates. Delays and consequential extra work not due to the fault of Acuren will be billed at standby or T&M rates, whichever is applicable. Price given includes prove ups of floor plates up to 5 per plate. Prove ups beyond that will be billed at T&M.

West Tank Inspection.....\$17,052

East Tank Inspection.....\$17,052

Sincerely,

Jared Gall
Division Manager
C 715.617.2833
E jared.gall@acuren.com
4250 N. 126th St. Brookfield, WI 53005
2460 Towerview Dr. Neenah, WI 54956



ENVIRONMENTAL WORKS

November 5, 2020

Mike Metcalf
Nate Edwards
Indianola Municipal Utilities
111 South Buxton Street
Indianola, IA 50125

Re: West Tank Cleaning and API 653 Tank Inspection with Biocide and East Tank Options

Dear Sirs,

Thank you for the opportunity to be of service. Environmental Works, Inc. (EWI) is pleased to submit the following proposal for performing an internal API 653 inspection on IMU West Tank with biocide and East Tank inspection options

Scope of Work

West Tank Cleaning and Fuel Filtering:

Bulk fuel (approximately 19,567 gallons) will be transferred to the East Tank. During the transfer the fuel will be filtered through a 5-micron filter. Crew will remove residual fuel and pressure wash the interior of the tank. The crew will need to work within in the tank, which is considered a confined space requiring specialized personnel, training and equipment.

Fuel-contaminated rinse water will be removed via a vacuum truck and disposed in accordance with federal, state and local laws and regulations.

West Tank API-653 Off Stream Inspection:

The inspections will be performed by or Supervised by a certified API-653 inspector in accordance with the API-653 specifications. The inspection will include, but not limited to, the following:

Visual (VT)

- External Components, such as, tank structure, shell, roof, dike, stairs, coating, attached appurtenances (alarms, flanges, piping, etc.)
- Internal Components, such as, shell, nozzles and floor and roof.
- Tilt Survey

Ultrasound Thickness (UTT)

- Ultrasonic Testing Thickness (UTT) performed by ASNT Level II – includes floor, roof, shell and nozzles

Tank Floor Inspection.

- Magnetic Flux Examination will be performed on all accessible floor plates.



ENVIRONMENTAL WORKS

EWI will:

- Provide all reasonably necessary manpower and equipment to perform the scope of work as outlined above; and,
- Adhere to all applicable job site safety laws and regulations, as well as any site-specific safety protocol requirements provided by Company in writing prior to work commencing; and,
- Provide the equipment and personnel for safe confined space entry into the tank. Prior to entry EWI will perform an audit of the lock out tag out for the tank and place entry personnel locks on the lock box.

Client

- Assign a designated representative to interface with EWI personnel on a daily basis; and,
- Provide any data or information relating to the job site or the work that is necessary to facilitate the work or to ensure the safety of all applicable personnel; and,
- Ensure that the tank has a proper lockout tag out and tank has been emptied performed on it prior to entry prior to EWI arriving on site.

Report

- Computerized report will be provided within 3 weeks upon completion of Inspection. Report is completed by API-653 Inspector and reviewed by at 2 EWI people prior to release to client. Any indication that will keep the tank from being returned to service will be reported to client immediately.

Option West Tank Biocide Treatment:

Immediately following transfer and filtering of fuel back into the tank, the crew can introduce Bio Kleen biocide additive as per manufacturer recommended amounts and circulate it into the tank utilizing diaphragm pump.

Lab analysis of fuel – following treatment - samples can be sent to certified laboratory for analysis of stability, water content and flash point

Cost

The cost as per the above scope of work is as follows:

- West Tank Cleaning and Fuel Filtering.....\$15,475
- West Tank API-653 Inspection.....\$5700.00

Option #1 West Tank Biocide and Fuel Testing Option:

- West Tank Biocide and Circulation for up to 20,000 gallons diesel fuel.....\$5,556
 - For more than 20,000 gallons EWI can treat fuel for 3.60/gallon



ENVIRONMENTAL WORKS

Option #2 East Tank (Based on 20,000 Gallons of Fuel Remaining in Tank)

- East Tank Cleaning and Fuel Filtering.....\$13,265
- East Tank API-653 Inspection.....\$5700.00

Option #3 East Tank Biocide and Fuel Testing Option:

- East Tank Biocide and Circulation for up to 20,000 gallons diesel fuel.....\$5,556
 - For more than 20,000 gallons EWI can treat fuel for 3.60/gallon

Assumptions/Exceptions

This quotation was prepared with the following assumptions/exceptions:

- Indianola Municipal Utilities will provide unencumbered access to diesel tanks.
- EWI and Indianola Municipal Utilities will coordinate on Lock out/Tag out procedures.
- EWI assumes that IMU can pump fuel down to 20,000 gallons in each tank prior to fuel filtering.
- Biocide treatment is based on Bio Kleen product rate of 1,750 gallons of fuel per one gallon of biocide.
- Quote is valid 30 days from date received

If you have any questions or comments regarding this proposal, feel free to contact me at

Sincerely,

Barry Hamilton

Barry Hamilton
Environmental Works, Inc.

Steve Fitzgerald

Steve Fitzgerald
Environmental Works, Inc.

IMU Regular Downstairs

7. A.

Meeting Date: 11/23/2020

Information

Subject

Resolution approving the substantial completion of the 2020 Vehicle Storage Building Project.

Information

Roll call is in order.

Fiscal Impact

Attachments

Vehicle Storage Letter

Vehicle Storage Final Executed

Vehicle Storage Completion Certificate

Resolution - Completion of Storage Building



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

November 6, 2020

Lou Elbert
Water Superintendent
Indianola Municipal Utilities
210 West 2nd Avenue
Indianola, Iowa 50125

INDIANOLA MUNICIPAL UTILITIES
INDIANOLA, IOWA
2020 VEHICLE STORAGE BUILDING PROJECT
PAYMENT ESTIMATE NO. 2 (FINAL)
CERTIFICATE OF COMPLETION

Enclosed are three copies of Partial Payment Estimate No. 2 (Final) for work on the 2020 Vehicle Storage Building Project, under the contract between the Indianola Municipal Utilities and Construction by Cambron, LLC dated March 9, 2020. The partial payment estimate is for the period June 17, 2020 to November 6, 2020.

We have checked the estimate and recommend payment to Construction by Cambron, LLC in the amount of \$104,922.75.

It is Veenstra & Kimm, Inc.'s recommendation to pay the 5% retainage amount of \$14,997.50 payable 31 days after final acceptance of the project.

Please sign all copies of Partial Payment Estimate No. 2 (Final) in the space provided and return one signed copy of the partial payment estimate to our office. Please return one signed copy of Partial Payment Estimate No. 2 (Final) to Construction by Cambron, LLC.

Enclosed are two copies of the Certificate of Completion. This certificate should be executed after the Board has approved acceptance of the project. Please sign both copies in the spaces provided and return one signed copy to our office.

Lou Elbert
November 6, 2020
Page 2

If you have any questions or comments concerning the project, please contact us at 225-8000.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

FSA:dml
285101
Enclosures

cc: Construction by Cambron, LLC (e-mail)
Chris DesPlanques, General Manager (e-mail)
Jackie Raffety, City of Indianola (e-mail)

**VEENSTRA & KIMM, INC.**

3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-255-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

PAY ESTIMATE NO. 2 FINAL

Date: November 6, 2020

Project Title		2020 Vehicle Storage Building Project Indianola Municipal Utilities Indianola, Iowa			Contractor		Construction by Cambron, LLC 821 S G Street Indianola, Iowa 50125		
Orig. Contract Amount & Date		\$299,950.00	March 9, 2020			Pay Period		June 17, 2020 to November 6, 2020	
BID ITEMS									
	Description		Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed	
1.1	Sitework		LS	xxx	xxx	\$ 43,900.00	100%	\$43,900.00	
1.2	Concrete		LS	xxx	xxx	\$ 54,200.00	100%	\$54,200.00	
1.3	Plumbing		LS	xxx	xxx	\$ 19,200.00	100%	\$19,200.00	
1.4	Electrical		LS	xxx	xxx	\$ 42,000.00	100%	\$42,000.00	
1.5	Building Erection		LS	xxx	xxx	\$ 71,400.00	100%	\$71,400.00	
1.6	Doors		LS	xxx	xxx	\$ 11,650.00	100%	\$11,650.00	
1.7	HVAC		LS	xxx	xxx	\$ 14,750.00	100%	\$14,750.00	
1.8	Painting		LS	xxx	xxx	\$ 1,150.00	100%	\$1,150.00	
1.9	Project Management		LS	xxx	xxx	\$ 41,700.00	100%	\$41,700.00	
	TOTAL					\$ 299,950.00		\$299,950.00	

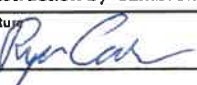
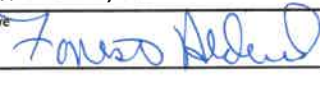
Materials Stored Summary				
		Number of Units	Unit Price	Extended Cost
None				\$0.00
TOTAL				

PC

SUMMARY						
				Contract Price		Value Completed
Original Contract Price				\$299,950.00		\$299,950.00
Approved Change Order (list each)		No. 1				
		No.2				
		No. 3				
		No. 4				
		Revised Contract Price		\$299,950.00		\$299,950.00
Materials Stored					\$0.00	
Value of Completed Work and Materials Stored					\$299,950.00	
Less Retained Percentage (5%)					\$14,997.50	
Net Amount Due This Estimate					\$284,952.50	
Less Estimate(s) Previously Approved		No. 1	\$180,029.75			
		No. 2				
		No. 3				
		No. 4				
		No. 5				
		No. 6				
		No. 7				
		No. 8				
Total Previously Approved					\$180,029.75	
Percent Complete	100%	Amount Due This Estimate			\$104,922.75	

The amount **\$104,922.75** is recommended for approval for payment in accordance with the terms of the Contract.

The amount **\$14,997.50** is payable 31 days after final acceptance of the project.

Prepared By: Construction by Cambron, LLC		Recommended By: Veenstra & Kimm, Inc.		Approved By: Indianola Municipal Utilities	
Signature 		Signature 		Signature	
Title Project Manager		Title Project Engineer		Title Water Superintendent	
Date 11-6-20		Date 11/6/2020		Date	

CERTIFICATE OF COMPLETION

**2020 VEHICLE STORAGE BUILDING PROJECT
INDIANOLA MUNICIPAL UTILITIES
INDIANOLA, IOWA**

We hereby certify that we have made an on-site review of the completed construction of the 2020 Vehicle Storage Building Project as performed by Construction by Cambron, LLC.

As Engineers for the project, it is our opinion the work performed is in substantial accordance with the plans and specifications, and that the final amount of the Contract is Two Hundred Ninety-nine Thousand Nine Hundred Fifty and 00/100 Dollars (\$299,950.00).

VEENSTRA & KIMM, INC.

Accepted:
INDIANOLA MUNICIPAL UTILITIES

By	<u>James Alldrich</u>	By	_____
Title	<u>Project Engineer</u>	Title	_____
Date	<u>11/6/2020</u>	Date	_____

RESOLUTION NO 2020 - _____

RESOLUTION APPROVING THE SUBSTANTIAL COMPLETION OF THE 2020 VEHICLE STORAGE BUILDING PROJECT

WHEREAS, on March 9, 2020, the Indianola Municipal Utilities Board of Trustees authorized a contract with the construction contractor, Construction by Cambron LLC for the 2020 Vehicle Storage Building Project (hereafter referred to as "Project"); and

WHEREAS, the scope of the said project included construction of a vehicle storage building at the Indianola water plant located at 1602 South K Street; and

WHEREAS, the work has been substantially completed on this project in compliance with the plans, specifications, and contract documents; and

WHEREAS, the consultant engineer for this project, Veenstra & Kimm, has recommended approval of the substantial completion of this project by the construction contractor; and

WHEREAS, during the construction phase, certain changes to the project scope were required, which has resulted in a final contract price of \$299,950.00

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Indianola Municipal Utilities as follows:

Section 1. That it is hereby found and determined that the work of said project, been duly and substantially completed by the Contractor in accordance with the terms of the contract and the same, is hereby accepted and approved.

Section 2. That it is hereby found and determined that the total of said project is in the amount of \$299,950, which includes pay estimate number 2 of \$104,922.75. Retainage, in the amount of \$14,997.50, should be released to the Contractor after 31 days of acceptance of this project, if no claims have been filed.

Section 3. That all amounts due to the Contractor are hereby ordered to be paid in accordance with the contract procedures prescribed by the Code of Iowa.

Section 4. That all resolutions or parts of resolutions in conflict here with be, and the same, are hereby repealed to the extent of such conflict.

Passed and approved on this 23rd day of November 2020.

Mike Rozga, Chairperson

ATTEST:

Jackie Raffety, Deputy City Clerk

IMU Regular Downstairs

7. B.

Meeting Date: 11/23/2020

Information

Subject

Resolution approving an engineering agreement with Veenstra and Kimm, Inc for a community water system risk & resilience assessment.

Information

Roll call is in order.

Fiscal Impact

Attachments

Resolution - Water System

Water System Risk & Resilience Assessment

Indianola Municipal Utilities

RESOLUTION NO 2020-

**RESOLUTION APPROVING AN ENGINEERING AGREEMENT WITH VEENSTRA AND KIMM, INC FOR A
COMMUNITY WATER SYSTEM RISK & RESILIENCE ASSESSEMENT**

WHEREAS, Indianola Municipal Utilities is required under the America's Water Infrastructure Act of 2018 for the drinking water system to compile a Risk and Resilience Assessment; and

WHEREAS, America's Water Infrastructure Act of 2018 creates requirements for assessing risks for malevolent acts and an assessment of risks to, and resilience of, its systems; and

WHEREAS, each community shall submit to the EPA (Environmental Protection Agency) a Certification that the system has been conducted prior to June 30, 2021; and

WHEREAS, IMU has an engineering agreement with Veenstra and Kimm, Inc of West Des Moines, Iowa; and Veenstra and Kimm, Inc has prepared a proposal for engineering services for said Assessment in an amount not to exceed \$38,500; and

WHEREAS, it is the determination of the Board of Trustees that IMU should enter into an agreement with Veenstra and Kimm, Inc in the form attached.

NOW, THEREFORE, BE IT RESOLVED by the IMU Board of Trustees that:

1. The engineering agreement proposal with Veenstra and Kimm, Inc as attached is hereby approved; and
2. The IMU staff is authorized and directed to execute the agreement on behalf of Indianola Municipal Utilities.

PASSED this 23rd day of November 2020.

Mike Rozga, Chairperson

ATTEST:

Jackie Raffety, Deputy City Clerk



November 16, 2020

Lou Elbert
Indianola Municipal Utilities
210 West 2nd Avenue
Indianola, Iowa 50125

**INDIANOLA MUNICIPAL UTILITIES
ENGINEERING AGREEMENT
COMMUNITY WATER SYSTEM RISK & RESILIENCE ASSESSMENT**

This letter agreement is in regard to compiling a Risk & Resilience Assessment required under the America's Water Infrastructure Act of 2018 for the drinking water system. This letter is offered to explain the requirements associated with a general Community Water System Risk & Resilience Assessment, and to outline the proposed Scope of Services to be provided and serve as an agreement between the parties.

This letter includes the following sections:

- Background Information
- Scope of Services
- Services by Others
- Schedule
- Terms and Conditions
- Compensation
- Authorization

Background Information

America's Water Infrastructure Act of 2018 became Public Law No: 115-270 on October 23, 2018. Section 2013 of the act amends Section 1433 of the Safe Drinking Water Act and creates requirements for assessing risks from malevolent acts, including terrorism and natural hazards for Community Water Systems serving more than 3,300 persons.

In general, Section 2013 of America's Water Infrastructure Act of 2018 requires each community water system serving a population greater than 3,300 persons to conduct an assessment of risks to, and resilience of, its system. The Risk & Resilience Assessment shall include an assessment of:

1. The risk to the system from malevolent acts and natural hazards;
2. The resilience of the pipes and constructed conveyances, physical barriers, source of water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including security of such systems) which are utilized by the water system;
3. The monitoring practices of the system;
4. The financial infrastructure of the system;
5. The use, storage, or handling of various chemicals by the system
6. The operation and maintenance of the system.

The assessment may also include an evaluation of capital and operational needs for risk and resilience management for the system.

Each community water system shall submit to the EPA Administrator a Certification that the system has conducted an assessment. For systems serving a population of more than 3,300 but less than 50,000 people the Certification shall be made prior to June 30, 2021.

Each community water system is to review the assessment of the water system conducted at least once every five (5) years after the deadline for submission of the Certification and to submit another Certification that the assessment has been reviewed and, if applicable, has revised said assessment.

Each community water system serving a population greater than 3,300 shall also prepare an Emergency Response Plan that incorporates the findings of the assessment conducted. Each community water system shall certify to the EPA Administrator as soon as possible, but no later than 6 months after completion of the Risk & Resilience Assessment that the system has prepared an Emergency Response Plan. Community water systems shall, to the best extent possible, coordinate with existing local emergency planning committees established pursuant to the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising the Risk & Resilience Assessment or Emergency Response Plan.

A key component of the Risk & Resilience Assessment and the Emergency Response Plan is cybersecurity. The National Institute of Standards and Technology (NIST) has developed a "Cybersecurity Framework" which is intended to help organizations better understand and improve their management of cybersecurity risk. This framework lays out a 7 Step process for Establishing or Improving a Cybersecurity Program. As previously noted, the Risk Assessment is one step in the process of Establishing or Improving a Cybersecurity Program.

Scope of Services

Veenstra & Kimm, Inc. proposes to provide the following Scope of Services to help the Community Water System conduct a Risk & Resilience Assessment and prepare an Emergency Response Plan.

Risk & Resilience Assessment

1. Work with the Utility to investigate and analyze risk to the Utility's community water system from malevolent acts and natural hazards.
2. Evaluate the resilience of the pipes and constructed conveyances, physical barriers, source of water, water collection and intake, pretreatment, treatment, storage and distribution facilities.
3. Evaluate the resilience of electronic, computer, or other automated systems, including security for such systems, which are used by the water department.
4. Assess the water departments monitoring practices.
5. Assess the financial infrastructure of the system.
6. Evaluate the use, storage, and handling of various chemicals by the water department.
7. Assess the operation and maintenance of the water system.
8. Evaluation of capital and operational needs for risk and resilience management of the system.

Veenstra & Kimm, Inc. will follow the AWWA standard J100-10 (R13) Risk Analysis and Management for Critical Asset Protection (RAMCAP) for Risk & Resilience Management of Water and Wastewater Systems. This standard sets the requirements for all-hazards risk and resilience analysis and management for water supply systems. This standard also prescribes the methods that can be used for addressing these requirements. Veenstra & Kimm, Inc. will also use AWWA publication G430-14 – Security Practices for Operations and Management, AWWA publication G300-14 – Source Water Protection in conducting the Risk & Resilience Assessment, and AWWA document "Process Control System Security Guidance for the Water Sector."

Veenstra & Kimm, Inc. will also utilize the AWWA Cybersecurity Tool to generate a Cybersecurity Report which will assess and make recommendations for added controls to help protect the Utility Water Department's Process Control System.

Utilizing the AWWA Cybersecurity Tool, Veenstra & Kimm, Inc. will assess the following components of the water departments Process Control System:

- Architecture (Dedicated Network, Shared WAN, Shared LAN, Unlicensed Wireless Wide-Area Network, etc.)
- Network Management & System Support
- Program Access

- PLC Programming and Maintenance
- User Access

Three (3) hard copies and one electronic copy of the Risk & Resilience Assessment will be provided to the Water System for review and use. The Risk & Resilience Assessment can be reviewed with the Utility Board at one meeting if so desired.

Veenstra & Kimm, Inc. will also prepare and submit on the Utility's behalf the Certification to the EPA Administrator that the Utility has conducted and reviewed the assessment.

Emergency Response Plan

Veenstra & Kimm, Inc. will assist the Utility in coordinating with local emergency planning committees as may be applicable and will assist the Utility Water Department with appropriate records maintenance.

Veenstra & Kimm, Inc. will follow the EPA Office of Water document "Community Water System Emergency Response Plan Template and Instructions" as the framework for developing the Emergency Response Plan.

Three (3) hard copies and one electronic copy of the Emergency Response Plan will be provided to the Utility for review and use. The Emergency Response Plan can be reviewed with the Utility Board at one meeting of if so desired.

Veenstra & Kimm, Inc. will also prepare and submit on the Utility's behalf the Certification to the EPA Administrator that the Utility has prepared and has on file an Emergency Response Plan for the Utility's community water system.

Grant Funding Assistance

1. Following the Risk & Resilience Assessment and preparation of the Emergency Response Plan, Veenstra & Kimm, Inc. will assist the Utility in identifying equipment, facilities, and / or projects which are eligible for grant funding under the Drinking Water Infrastructure Risk & Resilience Program.
2. Veenstra & Kimm, Inc. will assist in preparation of and submittal of grant funding application(s) to the EPA including supporting cost estimates, drawings, records and other documentation as may be needed.

Services by Others

Utility and Water Department staff will be responsible for providing access to existing records and systems. Water Department staff will also need to be available to review the departments existing monitoring practices, operations and maintenance of the water system. Utility staff will also need to assist in assessing the financial infrastructure of the water system as well as capital and operational needs.

Utility staff will also need to be available to review and identify strategies, resources, equipment and the various options identified to improve the resilience of the water system. Likewise, Utility staff will need to participate in identifying strategies, actions, procedures and equipment which can lessen the impact of a malevolent act or natural hazard and help detect said acts or hazards.

Specific system details required to complete a cybersecurity analysis for the assessment shall be made available by the Community Water System's IT internal or external specialists, system integrators, and other third-party entities contracted by the utility to supply computer and system hardware, software, and security.

Schedule

The Certification that the Risk & Resilience Assessment has been conducted will be submitted by no later than the **June 30, 2021** deadline.

The Emergency Response Plan will be completed, and Certification will be submitted within six (6) months after the completion of the Risk & Resilience Assessment.

Compensation

The Utility will compensate Veenstra & Kimm, Inc. for engineering services described below determined on the basis of our actual hourly fees plus expenses of personnel actually engaged in performance of the services. The hourly fees for our personnel by employee classification will not exceed those shown in Exhibit A attached hereto and made part of this formal agreement. The fee for services will be billed and payable monthly during the time frame in which the services are performed.

- | | |
|----------------------------------|-------------------------------|
| • Risk & Resilience Assessment – | Hourly not to exceed \$27,500 |
| • Emergency Response Plan – | Hourly not to exceed \$8,000 |
| • Grant Funding Assistance – | Hourly not to exceed \$3,000 |

Lou Elbert
November 16, 2020
Page 6

Authorization

The undersigned do hereby covenant and state that this instrument is executed in duplicate as though each were an original and that there are no agreements that have not been reduced to writing in this agreement. It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this instrument nor have any of the above been implied by or for any party to this agreement.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

0-03
Attachment

Accepted this _____ day of _____, 20____.

INDIANOLA MUNICIPAL UTILITIES

ATTEST:

By _____

By _____

EXHIBIT A
VEENSTRA & KIMM, INC.
HOURLY RATES BY EMPLOYEE CLASSIFICATION
(Effective July 2020)

Management I.....	\$181.00
Management II.....	175.00
Process Engineer I.....	199.00
Client Services I	175.00
Client Services V	66.00
Engineer I-A.....	181.00
Engineer I-B	172.00
Engineer I-C.....	163.00
Engineer I-D.....	156.00
Engineer II-A	147.00
Engineer II-B	138.00
Engineer III-A	130.00
Engineer III-B	124.00
Engineer III-C	121.00
Engineer IV.....	117.00
Engineer V.....	109.00
Engineer VI.....	102.00
Engineer VII.....	98.00
Engineer VIII.....	95.00
Engineer IX.....	88.00
Engineer X.....	78.00
Engineer XI.....	72.00
Engineer XII	63.00
Design Technician I.....	104.00
Design Technician II	92.00
Architect.....	110.00
Planner I.....	113.00
Planner II	75.00
Planner III	69.00
Drafter IA.....	103.00
Drafter IB.....	96.00
Drafter II	90.00
Drafter III	84.00
Drafter IV.....	75.00
Drafter V.....	65.00
Drafter VI.....	60.00
Drafter VII.....	47.00
Clerical I.....	93.00
Clerical II.....	66.00
Clerical III.....	57.00
Clerical IV.....	50.00
Clerical V.....	42.00
Construction Manager.....	175.00
Surveyor I	123.00
Surveyor II	105.00

Technician I.....	90.00
Technician II.....	83.00
Technician III.....	76.00
Technician IV	74.00
Technician V	67.00
Technician VI	62.00
Technician VII	51.00
Technician VIII	45.00
Technician IX.....	37.00
Building Inspector I.....	172.00
Building Inspector I-A	115.00
Building Inspector II.....	90.00
Building Inspector III.....	68.00
Robotics	30.00/Hour
GPS	30.00/Hour
Leica Total Station.....	20.00/Hour
Total Station Robotics	15.00/Hour
Tablet	45.00/Hour
Fluoroscope.....	50.00/Hour
4-Wheeler.....	45.00/Hour
Drone.....	75.00/Hour
Mileage	IRS Rate