City of Bentonville
Bentonville Utility Board Meeting
Tuesday, June 22, 2021 – 11:00 am
Bentonville City Hall 305 SW "A" St.
City Council Chambers

AGENDA

Call to Order
Pledge of Allegiance
Attendance
Approval of Minutes: May 25, 2021

Old Business

1. Tour of Water/Electric Facilities

New Business

1. PSE Agreement – Travis Matlock, PE (pages 2-7)
2. Budget Adjustment – PSE Agreement – Travis Matlock, PE (pages 8-9)
3. Revision to Water/Sewer/WRRF Pay Plan – Mike Bender, PE (pages 10-14)
4. Update on water line repair costs – Mike Bender, PE
5. Adjournment

THE CITY OF BENTONVILLE

Agenda Item Form

Date of City Council Meeting	**7/13/2021**
Department	**Electric**
Submitted by	**Travis Matlock, PE**
Phone	**479-271-5941**

Item Type: (*Check Applicable Item Type)*

☐ Budget Adjustment	☐ Change Order	☐ Informational	☐ Ordinance	☑ Resolution	☐ Bid Award

Recommendation/Suggested Action *(Enter recommendation in space below):*

Resolution to enter into an agreement with Power System Engineering for AMI procurement consulting for the Bentonville electric system for $52,500. PSE was selected using the City's standard SOQ selection process for professional services in accordance with state law.

Estimated Cost	**$52,500.00**
Is this Item Budgeted?	☐ Yes ☑ No

If no, please explain how item will be funded *(briefly explain in space below)* :

Expenses will be paid for from Reserves.

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PLEASE RECYCLE

M E M O R A N D U M

DATE: July 13, 2021

TO: **City Council, Mayor Orman**

FROM: Travis Matlock, Electric Utility Director

RE: **PSE Agreement for AMI Procurement Scoping**

BEUD recommends entering into an agreement with Power System Engineering (PSE) to provide a strategic AMI procurement scoping plan for $52,500.

In 2019, BEUD discovered that its current AMI vendor, Muller Systems, Inc., would begin phasing out support of any of its electric infrastructure (meters, collectors, repeaters, U/I). PSE was hired at that time to perform a Request for Information (RFI) concerning the various AMI systems on the market that would meet BEUD's (and Utility Billing) needs. BEUD was provided with a synopsis and ranking of the various systems and very high level budgetary costs (approximately $4.5M).

BEUD would now like to enter into an agreement with PSE to go to the next step, preparing a solicitation so that BEUD can choose an AMI system that will suit our needs (now and into the future) and work with Bentonville's billing system. PSE would take all the information submitted, summarize, and formally recommend a system. Once a system is chosen, PSE would (via a separate agreement) assist with oversight of the implementation.

This is a non-budgeted item and would be paid for from Electric Department reserves.

TO: Mr. Travis Matlock, Electric Utility Director

FROM: Kyle Kopczyk, Power System Engineering

DATE: May 21st, 2021

SUBJECT: ***PSE's AMI Procurement Consulting Scope***

Power System Engineering (PSE) is pleased to propose the completion of a strategic AMI Procurement Plan for Bentonville Electric Utility Department (BEUD). The fundamental basis of our proposed approach is to leverage the responses to the AMI RFI, experience PSE has gained on many other projects, engage your staff, and develop an AMI procurement strategy that reflects the collective insights and experience of both teams. And finds the best fit solution for the most economical benefit.

Our project deliverables will help ensure that BEUD makes valuable technology investments, increases member satisfaction, maintains and increases reliability, maximizes system integrations, improves business processes, and avoids possible technology selection missteps.

The goal of PSE's process is to provide guidance throughout the RFP process. To do this, we work with your team to document, assess, and report on each step. The project is completed in a manner that builds consensus among the members of your team so the plan can be executed effectively. Our proposed process includes:

1. **Initiate the Project and Development**
    a. PowerPoint presentation
    b. Meeting notes (throughout the project)
    c. Written information request
    d. Review perceptions and insights gained from the RFI responses
        i. Likes and dislikes
        ii. Strengths and weaknesses of responses

2. **Conduct communications backhaul review**
    a. Leverage existing fiber
    b. Impact to AMI minimum requirements
    c. High level cost estimates and reviews of current information/data points
    d. Distribution automation impact

3. **Discuss and include installation services requirements**
    a. Outline meter exchange requirements
        i. By meter type
            1. Single phase
            2. Poly-phase socket
            3. Poly-phase transformer
    b. Site recording requirements (photos, GIS coordinates, other)
    c. Integration files for AMI and CIS
    d. Inventory coordination

4. **Refine AMI system requirements and scoring expansion**
    a. Will consider items like:
        i. Software as a Service vs. Own and Operate
        ii. Data rates and meter information available
        iii. Vendor integration strengths and weaknesses
        iv. Nice to haves vs. deal breakers
        v. Meter manufacturers and compatibility
        vi. Coverage commitment and read rates
        vii. Demand response capabilities
        viii. Current and future integration points to other software

5. **Prepare draft contract for inclusion in RFP**
    a. Obtain feedback from BEUD legal
    b. Prepare Initial and Final Acceptance Test Plans

6. **Prepare full AMI RFP Bid Package**
    a. Construct so response to RFP becomes the foundation to AMI contract
        i. Compliance with BEUD and the City's procurement rules
        ii. Setup documents and score AMI and installation system requirements
    b. Bidder instructions
    c. Bidder contact information and RFP distribution
    d. System requirements (must haves vs. wants)
        i. Distribution Automation considerations
        ii. Demand Response considerations
        iii. Distributed Generation
    e. Integration considerations and requirements
    f. AMI equipment mounting locations
    g. Vendor responsibility matrices
    h. Include contract terms and conditions (CRITICAL)

7. **Provide RFP support**
    a. Main point of contact for the vendors
    b. Answering vendor questions
    c. Issuing addenda
    d. Eliminating vendor sales pitches

8. **Prepare side by side vendor response analysis**
    a. Up-front costs
    b. Recurring fees
    c. Estimated costs (maintenance, leased sites, communications, etc.)
    d. Total cost of ownership comparison
    e. Requirements scoring

9. **Conduct vetting of vendors systems and responses**
    a. Review all bids for compliance and completeness
    b. Score and Short-List top candidates

   c. Review process and responses
   d. Work with BEUD to prepare vendor short-list

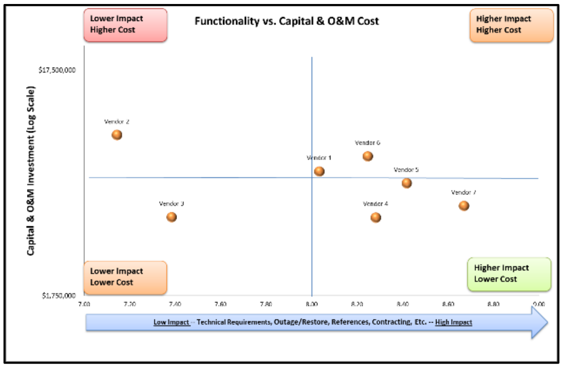
10. Conduct short-list Vendor Interviews
   a. Conduct top vendor (short-list) interviews
   b. Prepare agenda and schedule (uniform approach) and fact checking
   c. Review and score presentation
   d. Perform additional follow up questions and clarifications
   e. Update evaluations

11. Prepare summary results and best fit recommendation
   a. Support collaboration on the decision process and final AMI vendor of choice

12. Present recommendations to the board or stakeholders on the 'why' of moving to the next generation of AMI
   a. RFP process review and highlights
   b. Capital, on-going, and total cost of ownership breakdown
   c. Explanation of the 'Why' an AMI vendor of choice was made
   d. Benefits and risks of AMI
   e. Year-over-year cost
   f. Other discussion points and topics as needed

13. Support contracting negotiations (time and material basis)
   a. Lead negotiations on key technical terms
   b. Negotiate favorable terms and conditions for the AMI project (requirements included in RFP documents)
      i. 15-year life expectancy
      ii. Coverage and read rate performance
      iii. Equipment and meter warranties
      iv. Failure rate limits and consequences
   c. Schedule for project
   d. System acceptance testing

The AMI process will identify the technology and efforts which best position BEUD to meet your goals for reliability, technology, customer service, and data sharing. As illustrated below, the recommended programs will be ranked based on a comparison of cost and impact of meeting the established goals.



Best | Medium | Worst

Rank: Lower Number = Best Vendor	Weight	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7
Meets existing functional and technical req. (req. from ex	15%	5	7	6	3	1	2	4
Pricing	11%	5	7	1	2	4	6	3
Simplicity of the system and ease of use (maintenance an	6%	3	7	4	1	6	5	2
Coverage/read success commitment	18%	2	3	7	6	5	3	1
Integration fit with existing systems (MultiSpeak, other in	15%	1	7	6	3	1	3	3
Contracting REDLINES, SOW, SAT, and References	1%	3	3	1	6	1	7	3
Project Management, Training, Ongoing System Support	6%	1	3	3	7	2	3	3
Gas products, support, maturity, and functionality	20%	5	5	7	4	1	1	1
Outage/Restore reporting and capability	6%	3	1	6	4	4	6	1
Future system life expectancy and additional features (Ot	3%	6	4	2	2	7	1	4
	100%							
Raw Total		8.03	7.14	7.38	8.28	8.42	8.25	8.67
Total Rank		5	7	6	3	2	4	1
Short List for Vendor Days		No	No	No	Maybe	Yes	No	Yes

Additionally, PSE will provide budgetary costs for expected capital investments as well as ongoing O&M costs. The budgetary cost will give a total cost of ownership.

The cost for the scope of services will be a not-to-exceed cost of $52,500.

Please do not hesitate to contact myself or Tom Asp if you have any questions about our qualifications or our experience. I can be reached at kopczykk@powersystem.org, 608-268-3539 (direct line), or 810-923-3276 (mobile). Tom can be reached at aspt@powersystem.org or at 847-922-3978. We look forward to the opportunity to support BEUD.

Sincerely,

Kyle Kopczyk
Manager of Utility Automation

Agenda Item Form

Date of City Council Meeting	**7/13/2021**
Department	**Electric**
Submitted by	**Travis Matlock, PE**
Phone	**479-271-5941**

Item Type: (*Check Applicable Item Type)*

☑ Budget Adjustment	☐ Change Order	☐ Informational	☐ Ordinance	☐ Resolution	☐ Bid Award

Recommendation/Suggested Action *(Enter recommendation in space below):*

Budget adjustment using $52,500 from Reserves to pay for agreement with Power System Engineering.

Estimated Cost	**$52,500.00**
Is this Item Budgeted?	☐ Yes ☑ No

If no, please explain how item will be funded *(briefly explain in space below)* :

Expenses will be paid for from Reserves.

Budget Adjustment Request

Date of City Council Meeting	7/13/2021
Department	Electric
Submitted by	Travis Matlock, PE
Phone	479-271-5941

Purpose of Budget Adjustment *(Enter purpose in space below):*

Reserves will be used to pay for Power System Engineering to perform AMI Procurement Scoping.

General Ledger Account Information*				
Org (Department)	Object	Account Description	Revenue + (-)	Expense + (-)
503010	43210	Legal and Professional Services		$ 52,500.00
		Totals	$ -	$ 52,500.00
		Net Impact on Fund Balance	$ (52,500.00)	

*Final Account Number will be determined by Accounting Department after approval and purchase

THE CITY OF BENTONVILLE

Agenda Item Form

Date of City Council Meeting	**7/13/2021**
Department	**Water, Sewer & Wastewater**
Submitted by	**Mike Bender, Preston Newbill**
Phone	**(479) 271-3143**

Item Type: (*Check Applicable Item Type)*

☐ Budget Adjustment	☐ Change Order	☑ Informational	☐ Ordinance	☐ Resolution	☐ Bid Award

Recommendation/Suggested Action *(Enter recommendation in space below):*

Staff is requesting review and approval for a revised pay plan for the water, sewer rehab and wastewater (WRRF) departments. The City has hired a consultant to review the City's existing pay plan to make sure that we are staying competitive. The consultant working with City staff has determined that an adjustment is necessary to attract and retain employees. They have reviewed and agree with the proposed pay ranges for the three Water Utilities Departments. Due to the Water Utilities pay plan being funded from water and wastewater rates it has also been decided it's time to separate the pay plan from the General Fund Departments by seeking the Utility Boards approval.

Estimated Cost	**$95,000**
Is this Item Budgeted?	☐ Yes ☑ No

If no, please explain how item will be funded *(briefly explain in space below)* :

Based on the number of open positions and the length of time those positions have been open the existing full time salary budget can absorb the cost associated with the new pay plan.

Memo

To: Utility Board

From: Mike Bender, Preston Newbill

CC:

Date: June 18, 2021

Re: Water Utilities Revised Pay Plan

Staff is requesting review and approval for a revised pay plan for the water, sewer rehab and wastewater (WRRF) departments. The City has hired a consultant to review the City's existing pay plan to make sure that we are staying competitive. The consultant working with City staff has determined that an adjustment is necessary to attract and retain employees. They have reviewed and agree with the proposed pay ranges for the three Water Utilities Departments. Due to the Water Utilities pay plan being funded from water and wastewater rates it has also been decided it's time to separate the pay plan from the General Fund Departments by seeking the Utility Boards approval.

The revised pay plan will require hourly wage adjustment for certain employees to meet the new minimum in each pay grade. Although this is not a budgeted expense the number of open positions we have does allow the existing full time salary budgets to absorb this approximate $95,000 expense.

This agenda item will be presented to the City Council by the Human Resource Department if the Utility Board approves this request.

Thank you for your consideration.

CITY OF BENTONVILLE
2022 WATER UTILITIES PAY RANGES

GRADE	STATUS	JOB TITLE		MIN	MID	MAX
101	N	WATER DISTRIBUTION OPERATOR I (ASSOCIATE)	HOURLY	17.79	21.80	25.80
101	N	WASTEWATER COLLECTION OPERATOR I (ASSOCIATE)	ANNUAL	37,003	45,334	53,664
101	N	WWRF OPERATIONS TECHNICIAN I				
101	N	WWRF LAB TECHNICIAN I				
101	N	WWRF COMPOST TECHNICIAN I				
101	N	WWRF MAINTENANCE TECHNICIAN I				
102	N	WATER DISTRIBUTION OPERATOR II (INTERMEDIATE)	HOURLY	19.07	23.28	27.48
102	N	WASTEWATER COLLECTION OPERATOR II (INTERMEDIATE)	ANNUAL	39,666	48,412	57,158
102	N	WWRF OPERATIONS TECHNICIAN II				
102	N	WWRF LAB TECHNICIAN II				
102	N	WWRF COMPOST TECHNICIAN II				
102	N	WWRF MAINTENANCE TECHNICIAN II				
103	N	WATER DISTRIBUTION OPERATOR III (SENIOR)	HOURLY	20.42	24.80	29.17
103	N	WASTEWATER COLLECTION OPERATOR III (SENIOR)	ANNUAL	42,474	51,574	60,674
103	N	WWRF MAINTENANCE TECHNICIAN III				
103	N	WWRF LAB TECHNICIAN III				
103	N	WWRF OPERATIONS TECHNICIAN III				
103	N	WWRF COMPOST TECHNICIAN III				
104	N	WATER DISTRIBUTION CONTROLLER	HOURLY	20.57	25.71	30.85
104	N	WATER UTILITIES METER TECHNICIAN	ANNUAL	42,786	53,477	64,168
104	N	WATER UTILITIES DAMAGE PREVENTION SPECIALIST				
105	N	WATER DISTRIBUTION CREW LEADER	HOURLY	21.69	27.12	32.54
105	N	WW COLLECTION CREW LEADER	ANNUAL	45,115	56,399	67,683
105	N	WWRF COMPOST CREW LEADER				

CITY OF BENTONVILLE
2022 WATER UTILITIES PAY RANGES

GRADE	STATUS	JOB TITLE		MIN	MID	MAX
106	N	WATER NEW SERVICE COORDINATOR	HOURLY	22.81	28.52	34.22
106	N	WATER CROSS-CONNECTION CONTROL COORDINATOR	ANNUAL	47,445	59,311	71,178
106	N	WATER PRE-TREATMENT COORDINATOR				
107	N	WWRF COMPOST FOREMAN	HOURLY	23.94	29.93	35.91
107	N	WWRF MAINTENANCE FOREMAN	ANNUAL	49,795	62,244	74,693
107	N					
107	N					
108	N		HOURLY	25.06	31.33	37.59
108	N		ANNUAL	52,125	65,156	78,187
109	N	WATER UTILITIES SYSTEMS TECHNICIAN	HOURLY	26.75	33.44	40.12
109	N	WATER CONSTRUCTION INSPECTOR	ANNUAL	55,640	69,545	83,450
109	N					
109	N					
110	N	WATER UTILITY TECHNICAL SUPERVISOR	HOURLY	28.99	36.24	43.49
110	N	WATER UTILITY OPERATIONS SUPERVISOR	ANNUAL	60,299	75,379	90,459
110	N	WATER DISTRIBUTION SUPERVISOR				
110	N	WASTEWATER COLLECTIONS SUPERVISOR				
110	N	WWRF OPERATIONS SUPERVISOR				
110	N	WWRF LAB SUPERVISOR				

CITY OF BENTONVILLE
2022 WATER UTILITIES PAY RANGES

NEW GRADE	FLSA STATUS	JOB TITLE		MIN	MID	MAX
201	E	WWRF ASST MANAGER	HOURLY	26.98	36.46	45.94
			ANNUAL	56,118	75,837	95,555
202	E	WWRF MANAGER	HOURLY	30.12	40.70	51.28
202	E	WATER UTILITY TECHNICAL MANAGER	ANNUAL	62,650	84,656	106,662
202	E	WATER UTILITY CONSTRUCTION MANAGER				
203	E	DEPUTY DIRECTOR WATER UTILITY	HOURLY	36.40	49.19	61.98
			ANNUAL	75,712	102,315	128,918
204	E	DIRECTOR WATER UTILITY	HOURLY	45.82	61.92	78.02
			ANNUAL	95,306	128,794	162,282

ADD-PAY TITLE	AMOUNT	CODE
Associates Degree	$35.00/PP	DA
Bachelors Degree	$100.00/PP	DB
Masters/PE/CPA	$150.00/PP	DM
Bi-lingual	$100.00/PP	BL