



**READING MUNICIPAL
LIGHT DEPARTMENT**

BOARD OF COMMISSIONERS MEETING

REGULAR SESSION

Thursday, June 3, 2021

PRESENTATION OF 2020 FINANCIAL AUDIT FINDINGS

ATTACHMENT 1 | AGENDA ITEM 3
(Please refer to separate attachment)

GENERAL MANAGER'S REPORT

ATTACHMENT 2 | AGENDA ITEM 6

NEPPA's 2021 Annual Conference

Dates: Sunday August 22 – Wednesday August 25, 2021

Website Link: [Annual Conference | NEPPA](#)

Conference Location: **Westin Portland Harborview**
Address: 157 High Street, Portland, Maine 04101
Phone Number: (207) 775-5411

Lodging: **Westin Portland Harborview**
Address: 157 High Street, Portland, Maine 04101
Phone number: (207) 775-5411

NEPPA's 2021 Annual Conference Agenda At A Glance

Agenda details are still being finalized and are therefore subject to change.

Sunday, August 22, 2021

- 2:00 pm **Member Value Committee Meeting**
- 2:00 pm **Advocacy & Reporting Committee Meeting**
- 2:00 pm **Registration Opens**

Monday, August 23, 2021

- 7:00 am **Registration, Idea Wall**
- 8:00 am **Keynote Address:**
- 9:45 am **Breakout Sessions**
 - General Session:
 - Roundtable:
 - Advocacy:
- 11:00 am **Breakout Sessions**
 - General Session:
 - Roundtable:
 - Advocacy:
- 1:00 pm **Breakout Sessions**
 - General Session:
 - Roundtable:

Advocacy:

2:30 pm **Breakout Session**

General Session:

3:45 pm **Business Meeting – NEPPA Board of Directors Election**

Tuesday, August 24, 2021

7:00 am **Registration**

8:00 am **General Session:**

Legislative Update by Meguire Whitney, LLC

9:15 am **General Manager’s Roundtable:**

Roundtable

Advocacy

Commissioner’s Roundtable

10:30 am **General Session:**

Wednesday, August 25, 2021

9:00 am **NEPPA Board of Directors Meeting**

11:00 am **Conference Adjourns**

REVIEW OF POLICY 19

ATTACHMENT 3 | AGENDA ITEM 7

RMLD Policy No. 19
BOARD OF COMMISSIONERS

Revision No. 15

Commission Vote Date

General Manager/Date

Next Review Date

I. PURPOSE

- A. To establish procedures and the respective roles and duties of members of the RMLD Board of Commissioners (“Board”).
- B. To establish administrative controls for certain Board activities.

II. GOVERNING LAWS

The role of the Board in the operation and management of RMLD shall be governed by M.G.L. c. 164 and other applicable state statutes and regulations. The conduct of meetings of the Board shall conform to M.G.L. c. 30A, §§ 18-25 – the Massachusetts Open Meetings Law.

III. MEETINGS AND PROCEDURES

Regular Board meetings generally will be held once a month or as otherwise needed. The Board of Commissioners meetings will not hear new topic discussions after 10:45 PM and meetings will be adjourned no later than 11:15 PM. The Chair may call special or emergency meetings, as needed. The Chair shall read the Board’s code of conduct and courtesy at the beginning of each meeting.

All meetings shall be conducted in open session in accordance with M.G.L. c. 30A, § 20, unless the particular matter to be discussed involves an appropriate topic for executive session. No quorum of the Board may engage in any deliberations or otherwise discuss substantive matters involving Board business outside of a duly noticed open session. This restriction includes serial communications, which means any oral or written communication through any medium, including electronic mail, between or among a quorum of the Board on any public business within its jurisdiction. The General Manager, who is not a public body and who is not subject to the Open Meeting Law, may provide oral or written communications, including email, to a quorum of the members of the Board. The Board shall not deliberate on such communications outside of a public meeting. Deliberations include the expression of an opinion on matters within the Board’s jurisdiction to a quorum of the Board, even if no other Board member responds.

The Board may follow rules of order as established and determined by the Board from time to time.

Unless otherwise specified herein, all actions and approvals require a majority vote of a quorum of the Board. A quorum is a simple majority of the Board members, *i.e.*, three (3) members.

The following procedures shall apply to executive session meetings:

1. The Board must first convene in an open session;
2. The Board has voted to go into Executive Session and the vote of each member is recorded by roll call and entered into the minutes;
3. Before the Executive Session, the Chair shall state the purpose for the executive session, stating

all subjects that may be revealed without compromising the purpose for which the executive session was called;

4. The Chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and
5. In the case of remote participation in an executive session meeting, no person may be present with the participating Board member during such meeting, the participating Board member shall not allow any person to hear or see such meeting and no Board member may record such meeting. Each Board member will be required to state on the record that there is no person present with them during such meeting, the Board member is not allowing any person to hear or see such meeting and the Board member is not recording such meeting.

Additional procedures may apply to specific executive session topics as set forth in M.G.L. c. 30A, § 21. Records of executive sessions shall be kept in accordance with statutory requirements. Audio and/or visual recordings of executive session meetings shall not be taken, except as otherwise required by M.G.L. c. 30A, § 21. All executive session meetings shall comply with any additional requirements or procedures set forth in M.G.L. c. 30A, § 21.

IV. BOARD MEMBER POSITIONS AND DUTIES

The Board shall designate a Chair and Vice Chair with each having a minimum term of one (1) year. The Chair shall serve as the presiding officer of the Board, and a Vice Chair shall serve as the presiding officer in the Chair's absence. A Secretary shall be selected by the Board for each meeting of the Board, and such selection shall be made on a rotating basis to the extent expedient and convenient for the Board. The Secretary shall be responsible for performing certain administrative functions on behalf of the Board. The designations shall be made by majority vote of the Board. The Chair and Vice Chair shall serve for a minimum of a one-year term unless a special restructuring of the Board is needed. A Board member who is up for re-election may not be appointed as Chair in the year that he/she is scheduled for re-election. A majority vote of at least three (3) members of the Board is required to designate a new Chair or Vice Chair prior to the expiration of their terms.

A. Board Chair

1. Chair is responsible for scheduling regular meetings and calling special and/or emergency meetings, as needed. Chair is responsible for determining whether a topic is appropriate for discussion in executive session meetings and shall make all announcements as required in Article II if an executive session meeting is convened.
2. Chair presides over Board meetings, approves the agenda and recognizes all speakers, including other Board members.
3. Chair nominates Board members to represent the Board at appropriate functions, events and outside meetings. Final decision of the appointment is by a majority of the full Board. A majority of the Board is at least three of the five members.
4. Chair nominates Board members to Board Committees. Final appointment is by a majority vote of the Board.
5. In his/her discretion, Chair may waive any procedures or formalities that are not required by law to facilitate the conduct of Board's business.

B. Vice Chair

1. If the Chair is unable to attend a Board meeting, then the Vice Chair will serve as the Chair for that Board Meeting. If the Chair and Vice Chair are unable to attend a Board meeting,

then the Secretary of the Board will assume the duties of the Chair and will appoint a Board Member to serve as Secretary for that meeting.

C. Board Secretary

1. Review draft Board minutes for accuracy, completeness and compliance with Open Meeting Laws.
2. Certifies, as required by law, votes of the Board.
3. Signs, upon direction of a majority of the Board, power supply contracts and legal settlements on behalf of the Board. Alternatively, the General Manager or any Board member may be authorized by a majority Board vote of the Board to execute contracts on behalf of RMLD.

V. BOARD RESPONSIBILITIES

- A. While the Board is elected by the voters of the Town of Reading, the Board shall conduct its business to serve the interests of the customers of the entire RMLD service area.
- B. Responsible for approving overall goals, objectives and policies governing RMLD to be implemented and discharged by the General Manager within the constraints of M.G.L. c. 164 and other applicable statutes and regulations.
- C. Appoints the General Manager and establishes his/her compensation and terms and conditions of employment.

The General Manager has the ultimate authority and responsibility for the operation and the management of the RMLD, under the direction and control of the Board, all as set forth in M.G.L. c. 164.

Prior to the start of each Contract Year (as defined in the General Manager's employment agreement, or at any other time as agreed to by the General Manager), the Board will meet with the General Manager to cooperatively develop goals and tasks ("Performance Review Criteria") to be undertaken and completed by the General Manager in the next Contract Year or such other period of time as agreed to by the General Manager. The General Manager and the Board shall review and sign-off on these Criteria within thirty days of development by Employee and RMLD Board. Before the end of the General Manager's Contract Year or such other time as agreed to by the General Manager, the Board will give the General Manager a performance appraisal based on the General Manager's performance and satisfaction of the goals and tasks agreed upon by the General Manager and the Board during the previous Contract Year or such other period of time as agreed to by the General Manager and adjust the General Manager's salary based on that appraisal.

Except for actions contrary to lawful decisions or lawful written policies made by the Board, the General Manager is authorized to take whatever actions as are required to operate and manage RMLD pursuant to M.G.L. c. 164.

The General Manager is the only designated representative for the Board regarding collective bargaining negotiations. The General Manager may utilize other RMLD management personnel as needed to carry out these responsibilities.

- D. Responsible for approving the annual budgets. The Board will receive a report quarterly at their regularly scheduled meeting concerning variance on the operating budget.

On a quarterly basis, the Board may direct the General Manager to give an update on the expenditures on outside services, which could include legal, engineering, audit, and other consulting services. If any legal issues are being or have been considered in an executive session meeting, then the explanation

of that legal issue will be given in an executive session meeting, unless the subject matter for the execution session meeting no longer meets the requirements for holding an executive session meeting.

On a quarterly basis, the Board may review reports from the General Manager concerning the disposal of scrap and/or surplus material.

- E. When the Director of Business/Finance questions a payment on an invoice or has other concerns relating to the RMLD's finances, the General Manager or his/her designee shall inform the Board of the Director of Business/Finance's concerns for discussion and resolution at the next available Board meeting. The issue will be discussed in an open session meeting unless there is a need to convene an executive session meeting (e.g., invoices concerning legal matters, etc.).
- F. The Board may hear comments from RMLD customers during the public comment portion of the meetings. The Chair, in his/her discretion, may limit comments and/or participation (including canceling the public comment session) as necessary to provide for the orderly and efficient conduct of the meeting, and in the interest of time. This policy does not limit the authority of the Chair to regulate public participation and the conduct of attendees, or the rights of members of the public to observe and record open meetings pursuant to M.G.L. c. 30A, § 20. The Board may set policies or general guidelines to resolve customer complaints and issues consistent with its authority under G.L. c. 164, § 56.
- G. The Board will appoint one Board member to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election. The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility. The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.
- H. Approves, after allowing a 30-day period for input from the Citizens' Advisory Board, as provided for in the Twenty-Year Agreement, on the following topics:
 - 1. Annual Capital and Operating Budgets - Upon approval of an annual operating budget, the General Manager will make an annual presentation to the Town of Reading Annual Town Meeting, the Town of Lynnfield, the Town of North Reading and the Town of Wilmington, which will summarize current year financial highlights and financial audits for the previous calendar year.
 - 2. Significant Expansion or Retirement of the RMLD's Transmission, Distribution, General Plant, or Generation;
 - 3. All power contracts and agreements and their resource mix, unless otherwise voted through a strategic risk mitigation plan, i.e., the Transaction Facilities Agreement ("TFA"), which is based on four-year time and price triggers. The General Manager will report to the Board quarterly on all purchases made under the TFA.
 - 4. Cost-of-service and rate making practices; and
 - 5. Other issues that may come before the Board that are within its jurisdiction.
- I. Approves
 - 1. The annual report (including audited financial statements) of the RMLD.
 - 2. All correspondence on RMLD letterhead written by any Board member or on behalf of the Board.

3. All collective bargaining agreements. Also establishes the goals and objectives for the General Manager to meet in bargaining new or amended collective bargaining agreements.
 4. All presentations made by the RMLD Board or a member of the Board to other elected Boards or Committees.
 5. The appointment of Board members to Board Committees.
 6. Electric rates.
- J. Approves, in conjunction with the General Manager, the payroll and weekly accounts payable warrants.
- K. Attends (consistent with approved RMLD budgets) meetings, conferences, training sessions and similar functions as appropriate for enhancing policymaking skills and functions.
- L. Attends functions sponsored by the Town of Reading, the Commonwealth of Massachusetts for elected officials, APPA national conferences and NEPPA annual conference and annual business meetings, all of which are presumed to be appropriate for Board member attendance. Attendance for all other meetings, conferences, training sessions and similar functions shall be administered in the same manner as for RMLD management employees. In the event a Board member disagrees with the resultant decision(s), he/she may request the Board, by a majority vote, to approve attendance (subject to any conditions deemed appropriate by the Board). Any Board member attending meetings, conferences, training sessions and similar functions as appropriate for enhancing policy-making skills are required to make a full report at the next available Board meeting.
- It is the policy of the Board that no Board member will have a personal or economic interest or benefit, directly or indirectly, from attendance in meetings, conferences, training sessions and similar functions. Further, it is the responsibility of each Board member to make a full public disclosure of any personal interest or benefit in advance and shall otherwise comply with any restrictions imposed by G.L. c. 268A.
- M. Performs the functions relative to the RMLD Other Post Employment Benefits Liability Fund Trust as set forth in Policy No. 8 – Other Post-Employment Benefits (“OPEB”) Liability Trust Fund.

VI. BOARD COMMITTEES:

Board committees serve as a useful mechanism for the Board to review and consider specific issues. Committees may recommend a course of action to the Board. The listing of Board Committees and duties are found on Attachment A of this policy.

VII. GENERAL:

In executing its responsibilities to the RMLD, the Board and its members shall:

- A. Operate in accordance with the spirit, as well as the letter, of all laws affecting the RMLD’s business and its employees.
- B. Act with the highest level of integrity, business ethics and objectivity in all matters involving or pertaining to the RMLD.
- C. Not misuse the authority or influence of his or her Board member position.
- D. Be supportive of a good working relationship between RMLD management and its unions.
- E. Direct all RMLD employee issues, matters and concerns to the General Manager.

- F. Affirmatively and courteously respond to all requests for public information, subject to the constraints of Policy 12, Board Document Dissemination and the Massachusetts Public Records Law. All requests and responses will be arranged through the General Manager.
- G. Not contribute, in any form, to civic, charitable, benevolent or other similar organizations.
- H. Maintain "cost of service" electricity rates as required by law; set policy for the RMLD with the goal of keeping its residential rates lower than any investor owned electric utility in Massachusetts and competitive with any electric utility whose service area is contiguous with the RMLD's service area.
- I. Serve the best interests of all of RMLD's customers.

VIII. INSURANCE AND INDEMNIFICATION

- A. The General Manager or her designee shall cause the RMLD to procure public officials liability insurance to provide liability coverage for the errors and omissions of Board members arising from their role as members of the Board as set forth in such insurance policy. Details of such coverage shall be presented by the General Manager or her designee to the Board for its review and comment as requested or as otherwise requested by the Board.
- B. The RMLD and each Board Member shall enter into an indemnity agreement that indemnifies each Board Member against certain costs and on such terms that are agreed upon by the RMLD and the Board from time to time.

Attachment A

Audit Committee
(Including Town of Reading Audit)

The Board will appoint one Board member and one back-up to serve on the Town of Reading Audit Committee. Reappointment of this position will be done annually and coincide with the Board restructuring, which occurs at the first meeting after the annual Town of Reading election.

The Board member on the Town of Reading's Audit Committee will ensure that the selected auditing firm is qualified to perform a financial audit of a municipal electric utility.

The Board accepts the audited financial statements and management letter and shall require the General Manager to submit a written action report on any item commented on by the auditor's Management Letter.

RMLD Sub-Audit Committee

The appointed Audit Committee Board member and appointed back-up constitute the RMLD Sub-Audit Committee.

Account Payables

Remotely via computer reviews and approves payables on a weekly basis. This position is rotational monthly. Backup is required if primary is not available.

Payroll

Remotely via computer reviews and approves payables on a weekly basis. This position is rotational monthly. Backup is required if primary is not available.

Advisory Joint Committee
Payment to the Town of Reading

Advise the Board concerning the voluntary payment to the Town of Reading from RMLD's unappropriated surplus funds, consistent with RMLD's legal obligations.

Two RMLD Board Members

Two Citizen's Advisory Board Members

One Reading Board of Selectmen Member

INTEGRATED RESOURCES REPORT

ATTACHMENT 4 | AGENDA ITEM 8



Intergraded Resources Report

BOC / CAB Discussion

3 June 2021

Outline

Power Portfolio Addition – third hydro

Renewable Choice - update

Background – key economic drivers

Third Hydro Power Supply Opportunity

Eastern New York, *Plant #4*, located on series of natural waterfalls, 150 ft total drop; hydro site for nearly 200 years

Enormous natural upstream watershed enables uniquely consistent power generation

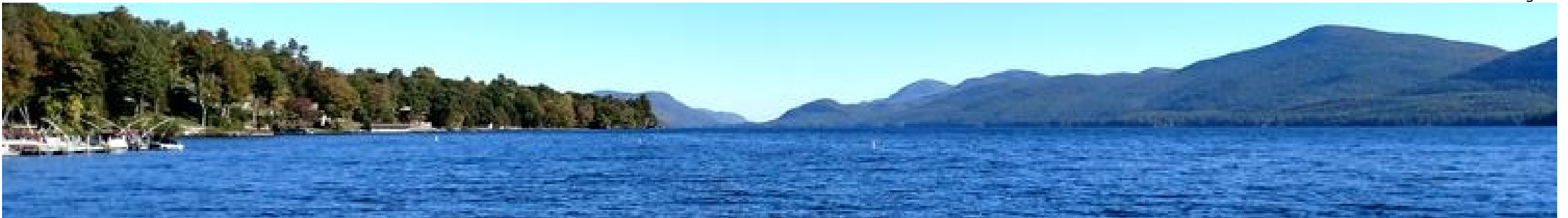
No known environmental issues - regulated by NY DEC and the FERC under Federal Exemption granted in 1980s

Modern powerhouse installed in 1980s, with upgrades in 2000 and again in 2019

Volume ~31,000 MWh/yr (~4.8 % RMLD total load); with MA Class II associated certificates

Pricing slightly below average RMLD hydro prices (volume related discounts)

illustrative image



Renewable Choice at other MLPs

Five MLPs offer renewable choice program

Each **unique** to reflect MLP power portfolio and rate base characterization

<i>MLP Name</i>	<i>Annual Sales</i>	<i>Program Name</i>	<i>Additional Cost</i>	<i>Participation</i>
Belmont	121,521	Green Choice Program	\$3.00 - \$42.00 per month	Opt In
Wellesley	239,768	Voluntary Renewable Energy Program	\$0.044 / kWh (\$24 / month)	Opt In
Shrewsbury	243,529	Green Light Renewable Power	\$5, \$10, \$15, or custom	Opt In
Middleborough	262,843	+ Green Choice	\$0.02 / kWh	Opt In
Taunton	640,323	Go Green 100%	\$0.019 / kWh	Opt In

July 1st – Wellesley replacing their VREP with WECARE

4% increase (~\$4.60 / month)

majority of funds for future local energy projects and 15% of funds to buy RECs

opt out

Renewable Choice - update

Goal

Offer 100% options for rate payers (renewable or non-carbon)

Incremental to annualized non-carbon compliance that all ratepayers pay (example - 23% in 2021)

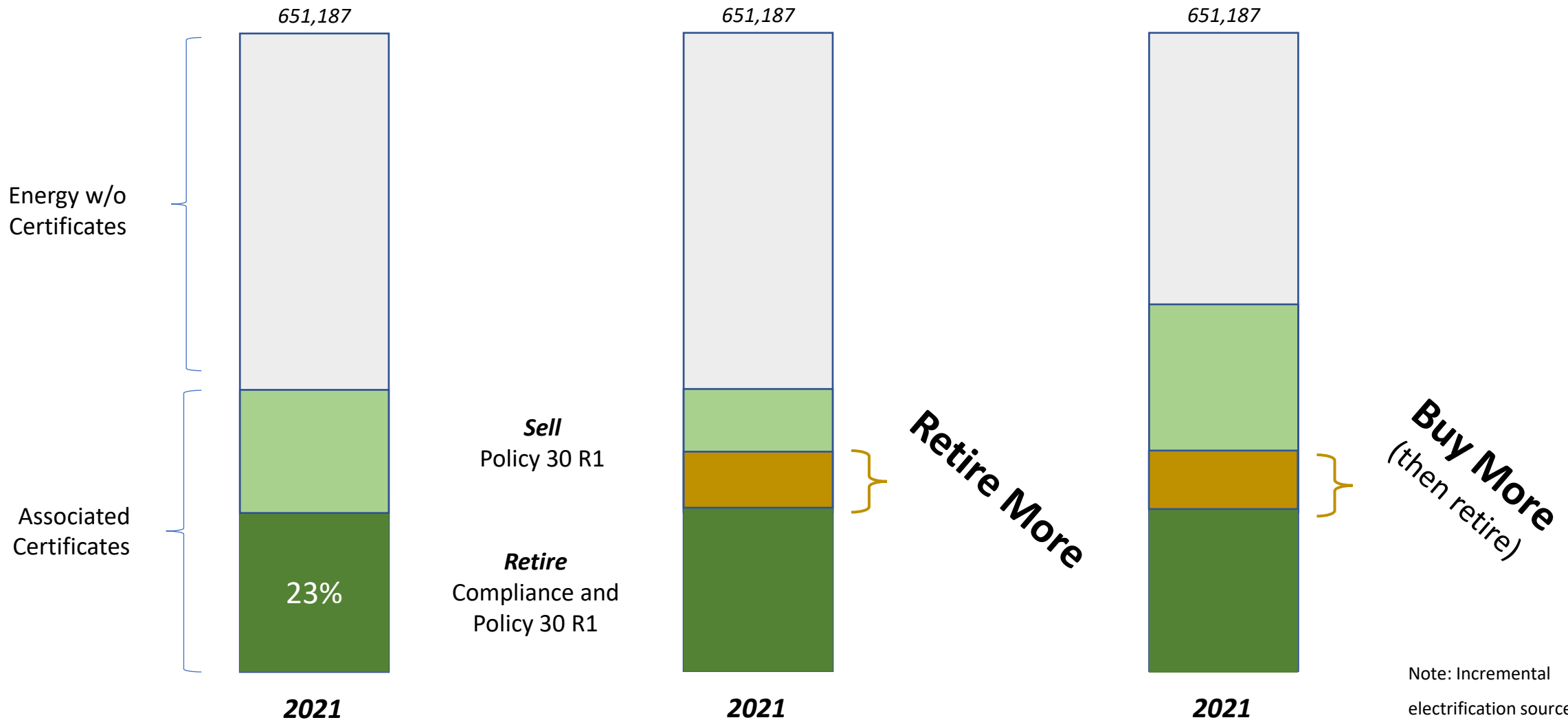
Renewable Choice

- Retire renewable certificates (MA Class 1s)
- Fixed rate (\$ / kWh)
- Or block amount (\$ / month)
- Minimum 1 year commitment

Non-Carbon Choice

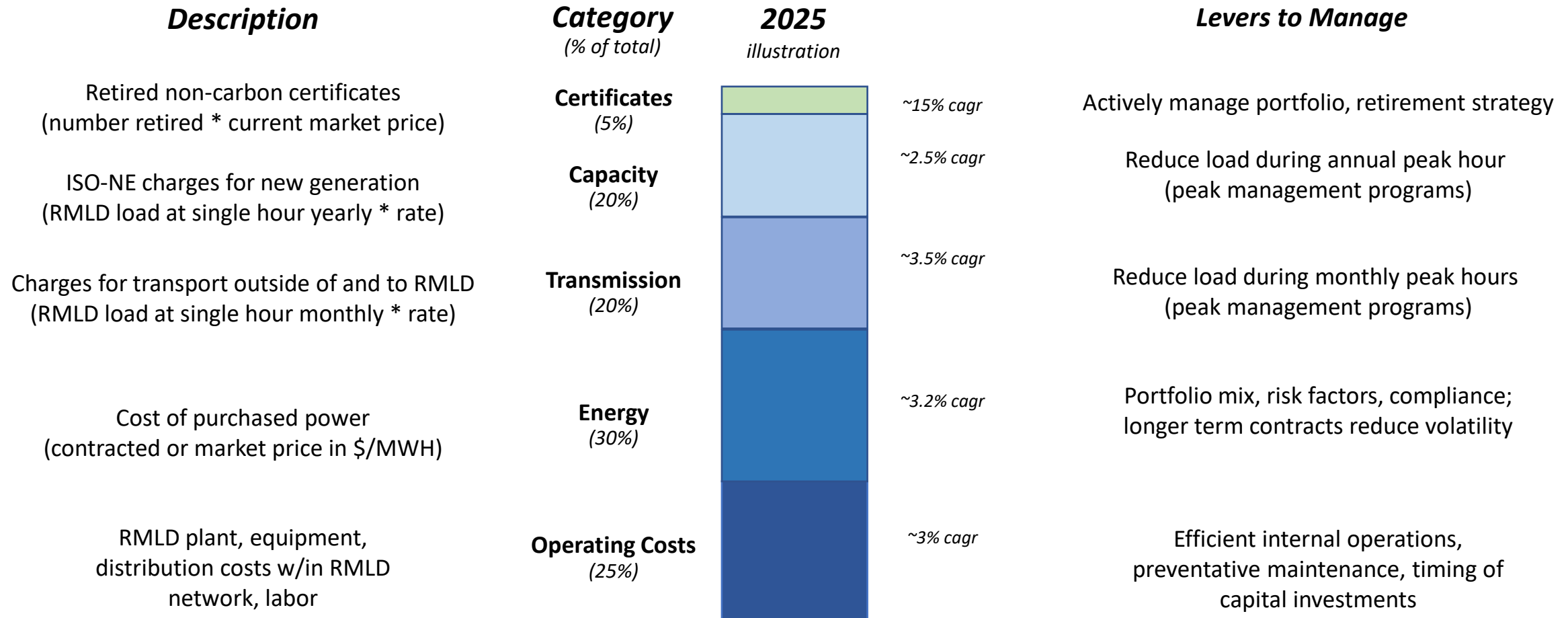
- Retire non-carbon certificates (EFECs → MA Class 1s)
- Fixed rate (\$ / kWh)
- Minimum 1 year commitment
- *TBD* mix of certificates retired
- *TBD* value of certificates retired
- *TBD* demand exceeds availability

Renewable Choice – mechanism illustration



Note: Incremental electrification sourced from non-carbon only

Key Financial (\$) Drivers at RMLD



Thank You

**RMLD PROCUREMENT REQUESTS
REQUIRING BOARD APPROVAL**

ATTACHMENT 5 | AGENDA ITEM 9



April 30, 2021

Town of Reading Municipal Light Board

Subject: IFB 2021-12 Station 3 Generator Replacement

Pursuant to M.G.L., c. 30 § 39M, on March 31, 2021, an invitation for bid was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle, was published in the Central Register, and was posted on COMMBUYS and the RMLD website, requesting sealed bids for Station 3 Generator Replacement.

An invitation for bid was sent to twenty-four (24) companies.

Sealed bids were received from seven (7) companies: D.M.H. Electric, Inc., Dagle Electrical Construction Corp., Jupiter Electric, Inc., McDonald Electrical Corporation, Phillips Electric, Inc., Sparks Company, Inc., and Tilton Electric, Inc.

The sealed bids were opened and read aloud via a video Zoom meeting* at 11:30 a.m., April 14, 2021, in the Town of Reading Municipal Light Department's Engineering and Operations Room, 230 Ash Street, Reading, Massachusetts. After conclusion of the bid opening, the bid results were posted on the RMLD website and sent to all vendors who submitted a bid.

**Due to the COVID-19 restrictions, the RMLD building is closed to the public.*

The bids were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

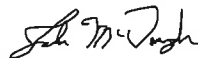
Move that bid 2021-12 for Station 3 Generator Replacement be awarded to: Phillips Electric, Inc., for \$66,000.00, pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.

¹See attached analysis.

The 2021 Capital Budget amount for this item is \$80,000.


Paul McGonagle (Apr 30, 2021 08:46 EDT)


Paul McGonagle



John McDonagh


Hamid Jaffari (May 4, 2021 11:15 EDT)

Hamid Jaffari


Coleen O'Brien (May 4, 2021 17:10 EDT)

Coleen O'Brien

**Station 3 Generator Replacement
IFB 2021-12**

Bidder	<u>Remove Current Generator</u>	<u>Design, Manufacture, Supply & Install</u>	<u>Two Year Preventative Maintenance</u>	<u>Total Price</u>	<u>Delivery Weeks ARO</u>	<u>Met Requirements</u>	<u>Exceptions</u>
D.M.H. Electric, Inc.	\$3,000.00	\$50,199.00	\$1,400.00	\$54,599.00	12	No ¹	No
Dagle Electrical Construction Corp.	\$4,600.00	\$54,595.00	\$600.00	\$59,795.00	8	No ¹	No
Jupiter Electric, Inc.	\$65,754.00	\$65,754.00	Will furnish if awarded bid	Will furnish if awarded bid	Not Included	No ²	No
McDonald Electrical Corporation	\$7,233.00	\$60,596.00	\$1,500.00	\$69,329.00	20-22	***	No
Phillips Electric, Inc.	\$5,000.00	\$59,000.00	\$2,000.00	\$66,000.00	22	Yes	No
Sparks Company, Inc.	\$7,625.00	\$64,439.00	\$2,500.00	\$74,564.00	20-22	***	No
Tilton Electric, Inc.	\$15,100.00	\$58,727.00	included	\$73,827.00	12-14	***	No

¹ Submittal rejected as per telephone conversation. Generator will not be modified to fit existing pad stub up location.

² Submittal rejected as not all required documentation was included.

*** Vendors were not contacted for meeting the requirements as they were not the lowest bidder.



May 28, 2021

Town of Reading Municipal Light Board

Subject: IFB 2021-05 Tree Trimming Services

Pursuant to M.G.L., c. 30 § 39M, on May 5, 2021, an invitation for bid was placed as a legal notice in the Middlesex East Section of the Daily Times Chronicle, was published in the Central Register, and was posted on COMMBUYS and the RMLD website, requesting sealed bids for Tree Trimming Services.

An invitation for bid was sent to eleven (11) companies.

A sealed bid was received from one (1) company: Mayer Tree Service, Inc.

The sealed bid was opened and read aloud via a video Zoom meeting* at 11:30 a.m. on Wednesday, May 19, 2021, in the Town of Reading Municipal Light Department's Engineering and Operations Conference Room, 230 Ash Street, Reading, Massachusetts. Bid results were posted on the RMLD website and sent to all vendors who submitted a bid.

**Due to the COVID-19 restrictions, the RMLD building is closed to the public.*

The bids were reviewed, analyzed, and evaluated by staff and recommended to the General Manager.

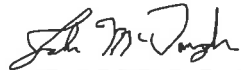
Move that bid 2021-05 for Tree Trimming Services be awarded to: Mayer Tree Service, Inc., pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and eligible bidder, on the recommendation of the General Manager.¹

¹See attached analysis.


The 2021 Operating Budget amount for this item is \$751,951.50.


Leo Keefe (May 28, 2021 07:44 EDT)

Leo Keefe, General Line Foreman



John McDonagh, Assistant Director of E&O


Hamid Jaffari (May 28, 2021 08:02 EDT)

Hamid Jaffari, Director of E&O


Coleen O'Brien, General Manager

FOR COLEEN O'BRIEN

IFB 2021-05 Tree Trimming Services Analysis

MAYER TREE										
		YEAR 1		YEAR 2		YEAR 3				
A. SPANS										
Price per Span (8 foot cut)			267			267			267	
Average Price per Day (8 spans)			2,136			2,136			2,136	
Average Price per week (40 spans)			10,680			10,680			10,680	
Average Annual Total (50 weeks)			534,000			534,000			534,000	
B. (HAZARDOUS) TREE REMOVALS:										
Diameter Class (DBH) Unit Rates										
1.5" <= 6"			49			49			49	
6" <= 12"			199			199			199	
12" <= 18"			335			335			335	
18" <= 24"			632			632			632	
24" <= 32"			1,395			1,395			1,395	
32" >+			1,910			1,910			1,910	
TOTAL			4,520.00			4,520.00			4,520.00	
C. HOURLY RATES-Labor										
	STRAIGHT TIME	OVERTIME		STRAIGHT TIME	OVERTIME		STRAIGHT TIME	OVERTIME		
Foreman	109.00	138.00	247.00	109.00	138.00	247.00	109.00	138.00	247.00	
Climber	109.00	138.00	247.00	109.00	138.00	247.00	109.00	138.00	247.00	
Ground Hand	109.00	138.00	247.00	109.00	138.00	247.00	109.00	138.00	247.00	
General Foreman	109.00	138.00	247.00	109.00	138.00	247.00	109.00	138.00	247.00	
Crane Operator	134.00	169.00	303.00	134.00	169.00	303.00	134.00	169.00	303.00	
Loader Operator	134.00	169.00	303.00	134.00	169.00	303.00	134.00	169.00	303.00	
Mower Operator	134.00	169.00	303.00	134.00	169.00	303.00	134.00	169.00	303.00	
TOTAL	838.00	1,059.00	1,897.00	838.00	1,059.00	1,897.00	838.00	1,059.00	1,897.00	
C. HOURLY RATES-Equipment										
Bucket Truck/Aerial Lift			95.00			95.00			95.00	
Chipper			38.00			38.00			38.00	
Crane			216.00			216.00			216.00	
2019 Log loader (10 tons/55 cu. yds.) (20			116.00			116.00			116.00	
2017 Log loader (10 tons/55 cu. yds.)			116.00			116.00			116.00	
2 X 2 Pickup Truck			25.00			25.00			25.00	
4 X 4 Pickup Truck			35.00			35.00			35.00	
Mower - Brush Hog Type			116.00			116.00			116.00	
Mower - Hydro Axe Type			116.00			116.00			116.00	
Mower - Flail			116.00			116.00			116.00	
Mower - Excavator Flail			216.00			216.00			216.00	
Alpine Lift			105.00			105.00			105.00	
Dump Truck 3 yd.			45.00			45.00			45.00	
Extra Chain Saws			5.00			5.00			5.00	
TOTAL			1,360.00			1,360.00			1,360.00	
ANNUAL ESTIMATED TOTALS:			541,777.00				541,777.00			541,777.00
GRAND TOTAL:			\$1,625,331.00							

NOTE 1: The totals are estimates for bid pricing purposes only. It is not a guarantee of services to be performed. Totals will be higher or lower depending on the type of service and the amount of tree trimming work completed.

NOTE 2: The term of this contract will be for one (1) year, with an option, at the sole discretion of the RMLD, of two (2) additional one-year terms for a maximum of three (3) years.

POLICY 9 PROCUREMENT REQUEST

ATTACHMENT 6 | AGENDA ITEM 10

RMLD New IT Production Environment with Disaster Recovery (DR) Backup Solution

Date: 6/3/2021

Presented by: Brian Hatch

Problem

A comprehensive assessment has been made to upgrade the RMLD Data Backup system including the essential components to align with the Disaster Recovery Plan with objectives shown below and accomplished in 4 phases as discussed on next slides.

- Identify a Disaster Recovery Location with connectivity
- Ability to perform essential backups for required systems
- Implement restoration locations of RMLD data under the new Disaster Recovery Plan
- Incorporate fault tolerant data protection scheme

Solution

Phase 1: Identify an off-Site location to Disaster Recovery (DR) with connectivity

- Identify an off-site DR Location with connectivity \$3,500 per month x12 months = \$42K

Phase 2 - Backup System with off-site replication

- Purchase two backup systems; data protection appliances 2 @ approximately \$80K each = \$160K

Phase 3 - New Production and repurposing our existing servers and storage

- Purchase new Production Servers and Storage 4@ approximate \$45K each = \$180K

Phase 4 - Incorporate fault tolerant data protection scheme

- 20 Servers @ \$0.00 Cost

External Services – To implement the above stated Data protection scheme 160hrs @ \$200 = \$32K

Summary

The above four phases with external services gives RMLD the ability to restore RMLD production data and SCADA server environments. As well as the ability to test Disaster Recovery twice a year which is considered by NIST and NERC an IT best practice.

New IT Production Systems with Backups and Disaster Recovery

2021 Recommended Budget Addition

Description	Cost	Quantity	Total Cost
Phase 1: Disaster Recovery Connectivity and Location	\$3,500	12	\$42,000
Phase 2: Backup System with Off-Site replication	\$80,000	2	\$160,000
Phase 3: New Production (Servers and Storage) and repurposing our existing equipment	\$45,000	4	\$180,000
Phase 4: A minute-by-minute backup with restoration	\$0	20	\$0
External Services for Capital and Operating Services	\$200	160	\$32,000
Total			\$414,000