



Special Board of Directors Meeting

9:30 AM, January 16, 2020
5195 Waterbury-Stowe Road, Waterbury Center, Vermont

CALL IN NUMBER: 1-773-231-9226

MEETING ID: 148 171 7423#

Directors

Vacant, Barton	Jonathan Elwell, Enosburg	Mike Sullivan, Hardwick
Pamela Moore, Jacksonville	Meredith Birkett, Johnson	Thomas Petraska, Ludlow
Bill Humphrey, Lyndonville	Craig Myotte, Morrisville	Steve Fitzhugh, Northfield
John Morley III, Orleans	Reg Beliveau, Swanton	

Agenda

Allotted number of minutes set forth in bold type after each item

1. Call to Order
2. Consideration of changes/modifications to agenda **(3)**
3. Public Comment **(2)**

Action Items

4. Strategic Plan Initiative -GIS - Proposed Budget Amendment **(60)**
5. Strategic Plan Initiative - Field Services - Proposed Budget Amendment **(60)**

Discussion Items

6. NONE

Reports

7. NONE

Executive Session

8. None

Other

9. Other Business **(5)**

CC:

Tin Barton-Caplin, Barton	Clayton O. Bailey, Lyndonville
Gary Denton, Enosburg	Penny Jones, Morrisville
Mac Butova, Jacksonville	Jeff Schulz, Northfield
Phil Wilson, Johnson	Marilyn Prue, Orleans
Debra Keller, Ludlow	Lynn Paradis, Swanton

Memorandum

To: Board of Directors
From: Ken Nolan, General Manager
Date: January 16, 2020
Subject: FY20 Operating Budgets – Strategic Plan Initiatives

Since the December Board meeting Crystal and I have been reworking and refining the proposals for a Field Services Manager and a GIS mapping function. Several changes were made to respond to the Board discussion. Before describing the changes though, I would like to frame these proposals in the larger context of the Board Strategic Retreat in September and both state and national trends since that time.

At the September Board Retreat there was a general recognition that greater collaboration between members would be needed to address the changing landscape of regulations, technology, and customer expectations. That reality continues to be reinforced by legislative actions (several energy Bills are under discussion again this year) and national discussions. At the APPA annual Joint Action Workshop last week most of the agenda was taken up with discussions about APPA's suggestion that a "Super Joint Action Agency" be created at the national level to help with cyber security (HomeTown Connections is looking to fill that role) and with lessons learned discussions around the potential sale of Jacksonville, FL Electric (JEA) and the proposed move of PG&E in California to a public power entity. In both cases questions have been raised about whether the public power model is viable in the 21st century.

I view the proposed staff additions, and resulting reorganization of VPPSA, to be a first step in our addressing this changing environment. The positions will both begin to give VPPSA the operational tools it needs to address the coming staffing and technology challenges and begin to put the analytical framework in place that will be needed to operate in the future.

As for the specific proposals:

Manager of Field Services

The position has been modified to increase the focus on utility management and superintendent capabilities and decrease the focus on engineering. While we will be looking for an EE background the more important skillset will be some senior level utility management experience.

I see this position managing VPPSA's field services, including providing greater focus to Project 10 operations around capital projects. With the renewal of our insurance on the project for the last 2-years carriers have cited the need for an overhaul as a concern. We have also found it difficult to manage Project 10's permits, with Crystal and myself needing to follow due dates for various reports.

I also see the position providing utility management services. Barton clearly needs at least a part-time manager, and we are preparing a detailed proposal to provide that function. In addition, Ashland, NH has asked VPPSA to consider providing part-time superintendent support for their department. Other members have also expressed interest in temporary or part-time support on an as needed basis.

We have also discussed having VPPSA manage generator interconnections and I see this position as a good fit for taking over that effort. Each member could direct applications to VPPSA, have this position do fast track reviews, and if needed manage the various studies using outside engineers.

Recently we have also found a need for engineering support in vetting commercial/industrial projects for Tier 3. Efficiency Vermont has provided basic support, but more VPPSA-centric analyses would be valuable.

To change this focus we have included projected cashflows from these various activities to better reflect the amount that would need to be charged generally through the operating budget. We have also reduced the year 1 expense by removing the purchase of specialized engineering software, which would not be needed if the position was not performing engineering studies.

GIS Technician

This position remains largely unchanged; however, the job description was crafted to explicitly note that the position is not intended to displace existing member activities unless requested to do so. The position would manage member access to the software, be responsible for insuring that maps are kept up to date, and be available to provide support in collecting field data as desired. It would also be responsible for preparing analytical support for members and beginning to build out VPPSA visual data analysis capabilities.

The software agreement with mPower has been modified to include the first year of maintenance and hosting fees with the license. This reduces to year 1 cost by roughly \$55,000. These revisions also open the door to existing mPower users to continue to operate separately for at least the first year. In that structure, the GIS Technician would be available to those members for support, but the mPower system would be stood up for new users in year 1 with the existing users continuing to operate independently. In year 2 we would focus on bringing the existing users into the centralized system.

Synergies

I also believe that these two positions would put VPPSA in a much stronger position as we begin AMI deployment by having a centralized staff member capable of managing the project from a field perspective, and also having the tools in place to begin using the interval meter data to provide greater analytical capability.

With reductions occurring elsewhere in the budget this is an opportune time to make the transition and do so in a way that supports continued municipal operation.

We look for to the continued dialogue.



**Special Board Meeting
January 16, 2020**

Strategic Plan Initiative Budgets

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and Roles**

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Summary of Proposal

Create a new "Field Services" Department:

- Two new positions

Manager Position:

- Seek utility management experience
- Make available to Barton and Ashland
- Utilize for Project Management
 - AMI Deployment
 - P10 Capital Projects
 - RES Tier 3 Commercial/Industrial
- Utilize to manage Engineering work
 - Interconnection Studies

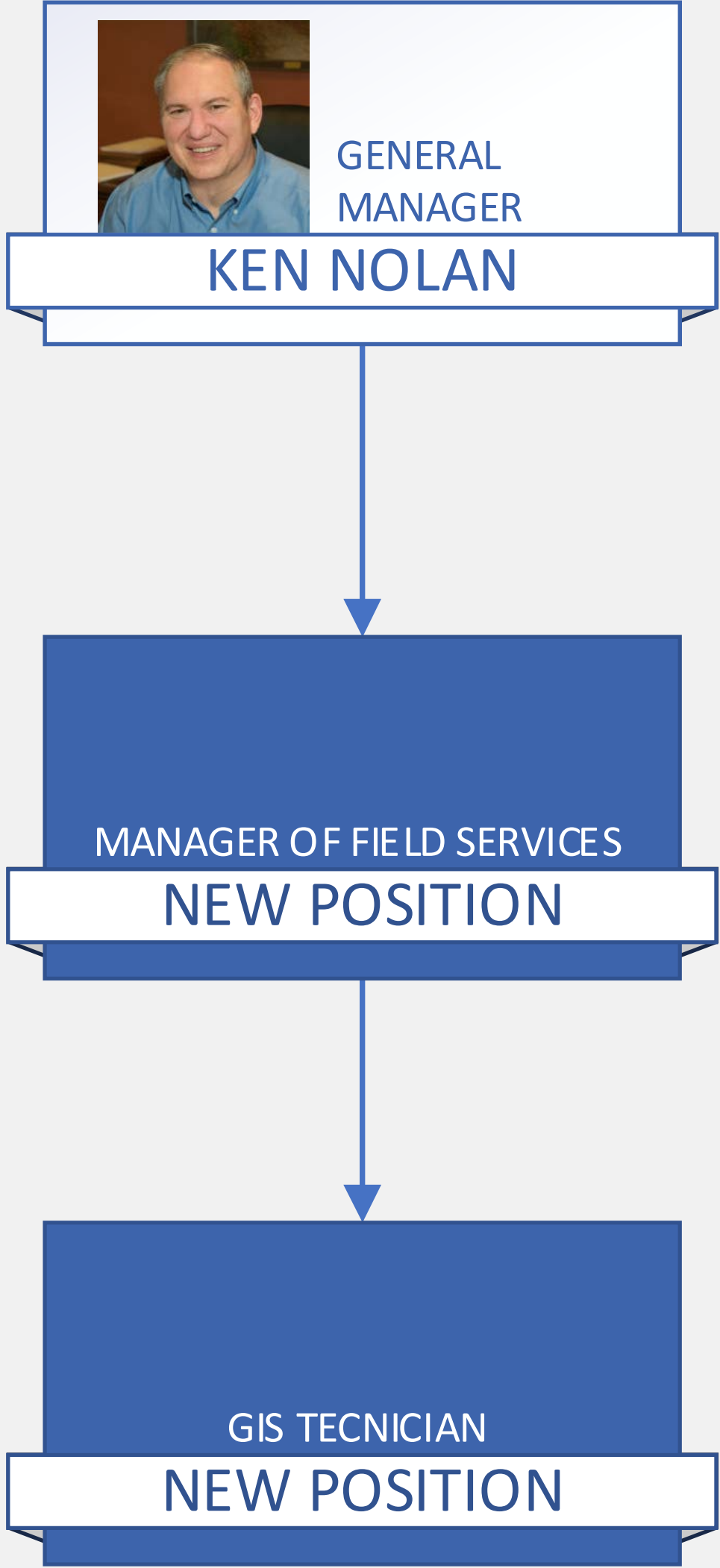
GIS Position:

- Technician level hourly position
- Purchase mPower license through VPPSA
- Provide field support, manage software, perform analytics

Reorganize VPPSA as previously shared



PROPOSED FY20 VPPSA NEW POSITIONS – 1/16/2020



Field Services

Is responsible for managing VPPSA generation assets for optimal performance and for providing field support to VPPSA members including:

- Utility Management Services
- AMI Meter Deployment/Operation
- Project 10 Operations & Capital Projects
- Managing Engineering Activities
 - Design Engineering
 - Load Flow Analyses
 - Interconnection Studies
- GIS mapping and analytics
- Hydro maintenance support
- Project management
- RES Tier 3 Commercial/Industrial support

Summary of Changes Since 12/11/19 Discussion

GIS:

- Hosting Fees for 1st year now included with license
 - Decrease: \$55K
- Assume existing mPower customers keep separate systems for 1st year

Manager (previously Engineer):

- Changed focus away from engineer capabilities
 - Focus on utility and project management expertise
- Removed Engineering Software Cost
 - Decrease: 20k
- Provided projected revenue
 - Project 10 covers 20%
 - Barton covers 20%
 - Ashland, NH covers 20%
 - Developer Fees provide \$9,000



Budget Impacts

	2019 Consolidated Budget	2020 Consolidated Budget	GIS Adder	Manager Adder	Non- Member Revenue	Reallocated Admin Costs	Total FY20 Budget Proposal	Incr/(Decr) from Base FY20 Budget	Incr/(Decr) from FY19 Budget
Barton Village	\$ 160,430	\$ 170,547	\$ 15,833	\$ 40,462	\$ (1,765)	\$ (3,815)	\$ 221,262	\$ 50,715	\$ 60,832
Enosburg Falls	\$ 660,408	\$ 615,710	\$ 22,471	\$ 8,689	\$ (3,127)	\$ (6,759)	\$ 636,984	\$ 21,274	\$ (23,424)
Town of Hardwick	\$ 939,573	\$ 916,875	\$ 37,610	\$ 12,656	\$ (4,208)	\$ (9,095)	\$ 953,839	\$ 36,964	\$ 14,266
Village of Hyde Park	\$ 54,674	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ (54,674)
Village of Jacksonville	\$ 113,511	\$ 108,809	\$ 5,676	\$ 2,145	\$ (621)	\$ (1,343)	\$ 114,666	\$ 5,857	\$ 1,155
Village of Johnson	\$ 312,625	\$ 306,809	\$ 11,195	\$ 5,578	\$ (1,499)	\$ (3,240)	\$ 318,843	\$ 12,034	\$ 6,218
Village of Ludlow	\$ 1,163,979	\$ 1,217,576	\$ 44,900	\$ 17,021	\$ (6,029)	\$ (13,032)	\$ 1,260,436	\$ 42,860	\$ 96,457
Village of Lyndonville	\$ 1,867,241	\$ 1,807,466	\$ 38,715	\$ 22,583	\$ (7,230)	\$ (15,626)	\$ 1,845,908	\$ 38,442	\$ (21,333)
Village of Morrisville	\$ 1,379,650	\$ 1,314,600	\$ 29,614	\$ 15,563	\$ (5,530)	\$ (11,953)	\$ 1,342,294	\$ 27,694	\$ (37,356)
Village of Northfield	\$ 1,117,138	\$ 1,069,400	\$ 25,364	\$ 11,071	\$ (3,254)	\$ (7,032)	\$ 1,095,549	\$ 26,149	\$ (21,589)
Village of Orleans	\$ 313,060	\$ 310,434	\$ 10,733	\$ 5,751	\$ (1,585)	\$ (3,426)	\$ 321,908	\$ 11,474	\$ 8,848
Village of Swanton	\$ 1,610,850	\$ 1,540,886	\$ 34,114	\$ 17,051	\$ (6,371)	\$ (13,769)	\$ 1,571,912	\$ 31,026	\$ (38,938)
Total Member	\$ 9,693,139	\$ 9,379,112	\$ 276,227	\$ 158,570	\$ (41,219)	\$ (89,088)	\$ 9,683,602	\$ 304,490	\$ (9,537)
Town of Stowe	\$ 852,296	\$ 800,784	\$ -	\$ -		\$ -	\$ 800,784	\$ -	\$ (51,512)
VEC	\$ 285,871	\$ 287,569	\$ -	\$ 2,525		\$ -	\$ 290,094	\$ 2,525	\$ 4,223
Ashland, NH	\$ -	\$ -	\$ -		\$ 32,219	\$ -	\$ -	\$ -	\$ -
Developers	\$ -	\$ -	\$ -		\$ 9,000	\$ -	\$ -	\$ -	\$ -
Total Non-Member	\$ 1,138,167	\$ 1,088,353	\$ -	\$ 2,525	\$ 41,219	\$ -	\$ 1,090,878	\$ 2,525	\$ (47,289)
Overall Total	\$ 10,831,306	\$ 10,467,465	\$ 276,227	\$ 161,094	\$ -	\$ (89,088)	\$ 10,774,479	\$ 307,014	\$ (56,827)

Benefits

Operational

- Ability to address member staffing needs
- Better management of capital projects
- More capability to maintain accurate system maps
- Ability to centralize interconnection study efforts
- Positions VPPSA to react more quickly to changing conditions

Analytical

- Sets framework for increased analytical capability
- Begins building centralized data integrations
- Provides visual analysis capabilities

Ancillary

- Provides better succession planning capability
- Strengthens VPPSA's ability to address technology questions/policies
- Strengthens municipal position regarding regulatory/legislative "consolidation" proposals

Contact Info

Kenneth A Nolan

General Manager

Phone: (802) 882-8500

P.O. Box 126

5195 Waterbury-Stowe Road

Waterbury Center, VT 05677



www.vppsa.com

Vermont Public Power Supply Authority

Job Description

Position Title:	GIS Technician	Department:	Field Services
Reports To:	Manager of Field Services	Date:	January 15, 2020

GENERAL SUMMARY:

Under direction of the Manager of Field Services, the GIS Technician is responsible for managing the administration of ESRI based mPower GIS mapping software, assisting in data collection related to member utility electric and water system maps, performing map data confirmation and input, and performing mapping related analytical functions.

ESSENTIAL JOB FUNCTIONS:

The essential job functions of the GIS Technician are non-manual work in general and directly relate to the collection of field data, management of GIS related databases, and performance of SQL based analytical services including the exercise of discretion and independent judgment with respect to matters of significance. These include but are not limited to:

- Act as the administrator for the GIS mapping system including managing member accounts.
- Collect, or work with member staff to collect, field data as needed to maintain accurate maps.
- Assist members in developing and maintaining adequate policies and procedures related to mapping data collection, transfer, and validation.
- Perform map updates using mPower ESRI based GIS software.
- Perform validation of data input by member field staff as needed.
- Produce hardcopy maps upon request.
- Effectively coordinate and communicate with member utility management and staff to gather and update relevant data.
- Maintain integrations between the GIS system and other electronic data sets.
- Develop map data related analytical queries to provide member utilities with insights into their systems.
- Develop and maintain reports related GIS analytics results.
- Responsible for developing and maintaining positive working relationship with outside stakeholders.
- Provide analysis and support for negotiations with regulators and other stakeholders.

- Participates and makes recommendations in the formation and design of database development and maintenance.
- Recommend new approaches, policies, procedures to effect continual improvement of efficiency of the Authority and services provided.
- Perform other related duties as required.

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

Duties require knowledge of Geographic Information Systems, utility field operations and database management equivalent to completion of two years of college and one to three years of progressively responsible related experience preferably in a utility operating in a fully regulated environment.

Excellent organizational and communication skills.

Strong computer skills including software administration, database management, and SQL.

Detail oriented with ability to work independently, handle multiple tasks, and meet project deadlines.

Ability to work in a fast-paced environment.

Ability to form strong coalitions with internal and external constituencies

Ability to recognize organization-wide priorities, provide leadership and work cooperatively to support their accomplishment.

Ability to communicate effectively both verbally and in writing; to establish positive public relations for the organization, and to interact effectively with a wide variety of stakeholders.

SUPERVISORY RESPONSIBILITY:

None

WORKING CONDITIONS/PHYSICAL DEMANDS:

The position is subject to the variations in temperature, noise, odors, etc. attendant to work both inside and outside of enclosed spaces.

Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.

More than half of time spent in normal office setting.

Position entails in-state travel to member systems, regulatory meetings and other places, as well as occasional out of state travel often related to training purposes.

POSITION CLASSIFICATION:

This position qualifies for ***Non-Exempt*** status as described in the FLSA's Professional or Administrative Exemptions.

The above statements are intended to describe the general level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval:

Date:

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Vermont Public Power Supply Authority

Job Description

Position Title:	Manager of Field Services	Department:	Field Services
Reports To:	General Manager	Date:	January 16, 2020

GENERAL SUMMARY:

Under direction of the General Manager, the Manager of Field Services is responsible for providing support to the Authority's member electric utilities in the areas of engineering, project management, and supervision of all functions related to the design, purchasing, operation, construction, and maintenance of members' electrical systems up to and including acting in a system manager or superintendent role as required. The Manager of Field Services also oversees the operation of VPPSA's Project 10 peaking plant and GIS mapping program, in addition to providing technical support for other departments.

ESSENTIAL JOB FUNCTIONS:

The essential job functions of the Manager of Field Services are non-manual work in general and directly relate to the management of the Authority's policies or general business operations and includes exercise of discretion and independent judgment with respect to matters of significance. These include but are not limited to:

- Provide management services to member utilities on both a temporary and ongoing basis where the member has contracted for VPPSA support in managing its operations, including supervision of office, field, and generation functions for members as required.
- Manage operation of VPPSA's Project 10 generating station to ensure adequate capital investment, and compliance with all permit conditions.
- Oversee VPPSA's GIS mapping function to both facilitate maintenance of accurate member system maps and the use of those maps for analytical activities.
- Manage VPPSA's safety program and safety offerings for members as appropriate.
- Provide project management support for both VPPSA and member capital projects.
- Manage engineering contracts for the completion of system studies, line extension and substation designs, interconnection studies, and other engineering needs as required.
- Provide legislative and regulatory support on topics of relevance to areas of expertise.
- Testify before regulatory and legislative bodies.
- Responsible for developing and maintaining positive working relationship with regulators and other outside stakeholders; provide analysis and support for negotiations with regulators and other stakeholders.

- Participates and makes recommendations in the formation and design of database development and maintenance.
- Recommend new approaches, policies, procedures to effect continual improvement of efficiency of the Authority and services provided.
- Perform other related duties as required.

PREPARATION, KNOWLEDGE, SKILLS, & ABILITIES:

Duties require knowledge of utility management, field operations and safety practices, project management, and engineering practices equivalent to completion of four years of college and ten or more years of progressively responsible related experience preferably in a utility operating in a fully regulated environment. Senior level municipal utility management experience preferred.

Leadership, planning, managerial, and excellent organizational skills.

Detail oriented with ability to work independently, handle multiple tasks, and meet project deadlines.

Ability to work in a fast-paced environment.

Ability to form strong coalitions with internal and external constituencies

Ability to recognize organization-wide priorities, provide leadership and work cooperatively to support their accomplishment.

Ability to communicate effectively both verbally and in writing; to establish positive public relations for the organization, and to interact effectively with a wide variety of stakeholders.

SUPERVISORY RESPONSIBILITY:

GIS Technician

P10 Plant Maintenance Technician/Operator

WORKING CONDITIONS/PHYSICAL DEMANDS:

The position is subject to the variations in temperature, noise, odors, etc. attendant to work both inside and outside of the enclosed spaces.

Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.

More than half of time spent in normal office setting.

Position entails some in-state travel to member systems, regulatory meetings and other places, as well as occasional out of state travel often related to training purposes.

POSITION CLASSIFICATION:

This position qualifies for ***Exempt*** status as described in the FLSA's Professional or Administrative Exemptions.

The above statements are intended to describe the general level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval:

Date:

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2020 Strategic Planning Initiatives

Summary of Position Costs

	GIS Mapping			Field Services	
Personnel	Y1	Y2		Y1	Y2
Salary	\$ 70,000	\$ 72,100		\$ 100,000	\$ 103,000
Overheads	\$ 30,839	\$ 31,764		\$ 42,794	\$ 44,078
Travel/Training	\$ 8,000	\$ 8,000		\$ 8,000	\$ 8,000
Local Mileage	\$ 500	\$ 500		\$ 500	\$ 500
Conference Fees					
Lodging/Air/Ground					
Total Personnel	\$ 109,339	\$ 112,364		\$ 151,294	\$ 155,578
Supplies					
Desk	\$ 1,000	\$ -		\$ 1,000	\$ -
Chair	\$ 250	\$ -		\$ 250	\$ -
Other	\$ 250	\$ 250		\$ 250	\$ -
Total Supplies	\$ 1,500	\$ 250		\$ 1,500	\$ -
IT					
Computer/Laptop	\$ 2,500	\$ -		\$ 2,500	\$ -
Equipment	\$ 2,500	\$ -		\$ -	\$ -
Computer Equipment	\$ 10,000	\$ -		\$ -	\$ -
General IT Software	\$ 1,000	\$ -		\$ 1,000	\$ -
Specialized Software	\$ 48,000			\$ -	\$ 4,000
	\$ -	\$ 46,500		\$ -	\$ -
	\$ -	\$ 8,500		\$ -	\$ -
Desk Phone	\$ 250	\$ -		\$ 250	\$ -
RingCentral (add'l line)	\$ 900	\$ 900		\$ 900	\$ 900
Cell Phone	\$ 850	\$ -		\$ 850	\$ -
AT&T (add'l line)	\$ 600	\$ 600		\$ 600	\$ 600
Total IT	\$ 66,600	\$ 56,500		\$ 6,100	\$ 5,500
Outside Services					
Consultants	\$ 7,500	\$ -		\$ -	\$ -
Legal	\$ -	\$ -		\$ -	\$ -
Total O.S. Services	\$ 7,500	\$ -		\$ -	\$ -
Other					
Advertising					
Employment	\$ 2,000	\$ -		\$ 2,000	\$ -
Business Cards	\$ 50	\$ -		\$ 50	\$ -
Swag	\$ 150	\$ -		\$ 150	\$ -
Total Other	\$ 2,200	\$ -		\$ 2,200	\$ -
Total Budget Increase	\$ 187,139	\$ 169,114		\$ 161,094	\$ 161,078
Admin ReAllocated	\$ 89,088				
Total Project Cost	\$ 276,227				