

**RESOLUTION NO. 2022-266R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS AUTHORIZING CHANGE IN SERVICE NO. 3 TO THE CONTRACT WITH SCHNEIDER ENGINEERING, LLC FOR ENGINEERING SERVICES FOR REGULATORY TRACKING AND COMPLIANCE THAT PROVIDES FOR A ONE YEAR EXTENSION OF THE CONTRACT, PLUS ADMINISTRATIVELY APPROVED ONE YEAR EXTENSIONS FOR A TERM UP TO SIX YEARS IN THE ESTIMATED ANNUAL AMOUNT OF \$18,000.00 AND ESTIMATED CUMULATIVE AMOUNT OF \$102,000.00; AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO EXECUTE THE APPROPRIATE DOCUMENTS TO IMPLEMENT THE CHANGE IN SERVICE ON BEHALF OF THE CITY; AND DECLARING AN EFFECTIVE DATE.**


**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN MARCOS, TEXAS:**

**PART 1.** Change in Service No. 3 to the agreement for engineering services with Schneider Engineering, LLC for Engineering Services (Contract No. 220-199) is approved.


**PART 2.** The City Manager, or her designee, is authorized to execute the appropriate documents to implement the Change in Service.

**PART 3.** This resolution will be in full force and effect immediately from and after its passage.

**ADOPTED** on December 6, 2022.

  
Jane Hughson  
Mayor

Attest:

  
Elizabeth Trevino  
City Clerk

**EXHIBIT B**  
**AUTHORIZATION OF CHANGE IN SERVICE**

<b>CONTRACT NAME:</b>	Regulatory Tracking & Compliance Engineering Services	<b>NUMBER:</b>	220-199
<b>CONTRACTOR:</b>	Schneider Engineering, LLC		
<b>ORIG. CONTRACT DATE:</b>	May 1, 2020	<b>RESOLUTION NO:</b>	2023-XXX
<b>CITY REPRESENTATIVE:</b>	Tyler Hjorth	<b>DEPT:</b>	Utilities
<b>DATE:</b>	December 6, 2022	<b>ACIS NO.:</b>	3

**DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES:**

Pursuant to the terms of the Agreement the City of San Marcos chooses to extend this contract for the third renewal option for the period January 1, 2023, through December 31, 2023, in the estimated annual amount of \$18,000 including reimbursable expenses. All remaining terms and conditions of the original contract will remain in full force and effect for the duration of this agreement.

This Agreement is renewed for an additional three (3) years to be administered annually and at the option of the Parties. With the additional annual renewal options, this Agreement will not exceed eight (8) years.

Schneider Engineering LLC agrees to maintain insurance for the duration of the renewal period in compliance with the requirements of the original contract and will email a current Certificate of Insurance to: [tmoreno@sanmarcostx.gov](mailto:tmoreno@sanmarcostx.gov) to complete renewal process.

Original Contract Amount:		\$15,000.00
Previous <b>Increases</b> in Contract Amount:	Annual renewals 1, 2	\$33,000.00
CURRENT CONTRACT AMOUNT:		\$48,000.00
This <b>Increase</b> in Contract Amount:	Annual renewal 3	\$18,000.00
REVISED CONTRACT AMOUNT:		\$66,000.00

**CONTRACTOR: Schneider Engineering LLC**


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name / Title (if not in individual capacity)

**CITY?**

  
Signature

  
Date

Stephanie Reyes, Interim City Manager  
\_\_\_\_\_  
Print Name / Title

*City Department Use Only Below This Line (PM, POC, etc.).*

Account Number(s):	Amount	Date
#	\$	

SCHNEIDER ENGINEERING, LLC



**PROPOSAL**  
**AGENCY TRACKING AND COMPLIANCE SUPPORT SERVICE**

PREPARED FOR  
CITY OF SAN MARCOS / SMTX UTILITIES

NOVEMBER 17, 2022

**CLIENT:** City of San Marcos / SMTX Utilities (COSM/SMTX Utilities)

**PROPOSAL:** Agency Tracking and Compliance Service – CY2023-CY2025

**SCOPE OF WORK:** Schneider Engineering, LLC (SE) will provide ongoing Regulatory Tracking and Compliance Support services to COSM/SMTX Utilities designed to support and maintain regulatory compliance related to electric utility operations and planning-based reliability standards, issues, and tasks.

**Services and deliverables include the following:**

- **Agency Tracking** for PUC, ERCOT, NERC, TRE, FERC, EPA, and other relevant regulatory agencies. Tracking tasks and activities include:
  - Monitor agency websites and other information sources to track current standards and requirements along with any emerging / developing regulations;
  - Attend relevant meetings, workshops, training sessions and provide meeting summaries and issue papers/written briefs as needed;
  - Review emerging issues with COSM/SMTX Utilities staff. Jointly determine whether individual issues require further monitoring, or immediate action including filing comments as needed.
- **Prepare and submit all applicable reports** to PUC, ERCOT, NERC, TRE and other agencies as needed. Standard reporting includes:
  - ERCOT Distributed Generation Quarterly reports;
  - PUC HB150 annual reports;
  - PUC Emergency Operations Plan annual reports and documentation;
  - NERC Alert responses and other RFIs from NERC;
  - ERCOT Winter and Summer Weatherization Preparedness annual reports;
  - Support reporting and submittals to LCRA TSC;
  - Assist / coordinate the non-standard Requests for Information (RFI).
- **Develop and maintain NERC Compliance Program (NCP) for DP-UFLS registration**
  - Maintain and update COSM/SMTX Utilities NCP and related Protection Maintenance and Testing Program (PSMP).
    - The annual NCP reviews all mandatory NERC Distribution Provider (DP-UFLS) standards and requirements and establishes compliance positions and evidence and provides the overall reliability compliance policies and procedures along with roles and responsibilities for reliability compliance at COSM/SMTX Utilities.
    - PSMP documents the inventory of Bulk Electric System (BES) transmission protections system elements and tracks the testing dates and reports associated with the protection system components owned by COSM/SMTX Utilities.
- **Conduct compliance review meeting and/or a one-day training session.** SE will provide an annual list of available training modules related to compliance training for operations personnel.

**ASSUMPTIONS / CLARIFICATIONS**

1. SE offers a variety of training related to compliance with ERCOT; PUCT and other regulatory agencies. Additional training modules can be provided on a “time and materials” basis (in addition to the one-day training included in the annual ATCS service).

**TERM AND COST PROPOSAL:**

Schneider Engineering, LLC will perform services under this agreement related to the above referenced Scope of Work for a fixed fee of \$1,500 per month (\$18,000 per year) for the period CY2023 – CY2025. The total cost for the service for the 3-year period is \$54,000.

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_