

REGULAR MEETING OF KISSIMMEE UTILITY AUTHORITY HELD WEDNESDAY, APRIL 2, 2025
AT 3:30 P.M., BRINSON BOARD ROOM, JAMES C. WELSH ADMINISTRATION BUILDING, 1701
WEST CARROLL STREET, KISSIMMEE, FLORIDA

Present were Director Rae Hemphill, Director Melissa Thacker, Director Reginald Hardee, Director Ethel Urbina, President & General Manager, Brian Horton, General Counsel, Grant Lacerte and Recording Secretary, Margie Boles. Director Manny Ortega and Mayor Jackie Espinosa were not present.

A. MEETING CALLED TO ORDER

Director Hemphill called the meeting to order at 3:30 p.m.

B. PLEDGE OF ALLEGIANCE TO THE FLAG

The Board members and staff recited the Pledge of Allegiance.

C. APPROVAL OF AGENDA

ACTION: Director Urbina motioned, seconded by Director Hardee to approve the agenda. Vice Chairman Hemphill advised the question was moved and seconded to approve the agenda.

MOTION PASSED 4 - 0

D. AWARDS AND PRESENTATIONS

1. FLORIDA MUNICIPAL ELECTRIC ASSOCIATION (FMEA) SAFETY AWARD

Brad McKown, Safety Administrator, shared that KUA was among 17 Florida public power utilities to receive the Florida Municipal Electric Association Safety Award, which recognizes utilities' commitment to safety, earning second place in the category with other similar-sized utilities.

2. AMERICAN PUBLIC POWER ASSOCIATION (APPA) DIAMOND LEVEL SAFETY AWARD

Mr. McKown, shared with the Board that KUA earned the American Public Power Association's Diamond Level Safety Award of Excellence for safe operating practices in 2024. The Diamond Level Safety Award is the highest safety award that APPA bestows and this is the second year in a row that KUA has earned it.

3. 5-YEAR SERVICE AWARD – CHASE FULLER, APPRENTICE LINEMAN II, OPERATIONS

4. EMPLOYEE OF THE MONTH FOR APRIL 2025 – PAIGE HOLLOWAY, INFORMATION SECURITY SPECIALIST, INFORMATION TECHNOLOGY

Mr. Horton congratulated Paige for being selected employee of the month for April 2025.

E. HEAR THE AUDIENCE

Director Hemphill asked if anyone from the public would like to address the Board. In hearing none, the Board moved forward.

F. CONSENT AGENDA

ACTION: Director Thacker motioned, seconded by Director Hardee. Vice Chairman Hemphill advised the question was moved and seconded to approve the three items on the consent agenda.

MOTION PASSED 4 - 0

1. APPROVAL OF MINUTES FOR MARCH 5, 2025 BOARD WORKSHOP MEETING

2. APPROVAL OF MINUTES FOR MARCH 5, 2025 BOARD MEETING

3. APPROVAL OF CONTRACT AMENDMENT NO. 2 WITH 24 HOURS, INCORPORATED (AR# 21-044-CV) FOR JANITORIAL SERVICES

RECOMMENDATION: Approve the Second Amendment of Contract AR-21-044-CV for janitorial services with 24 Hours, Incorporated to extend the contract for an additional 1 year, June 2, 2025 through June 1, 2026, at a not to exceed cost of \$110,451.24 and authorize the President & General Manager to execute the necessary contract documents.

G. PUBLIC HEARING - None

H. INFORMATIONAL PRESENTATIONS (REQUIRING NO ACTION)

1. CITY OF KISSIMMEE PARKS & RECREATION DEPARTMENT

Ms. Tiffany Henderson, Director of Corporate Communications, introduced Veronica Frank, Events & Venues Manager with the City of Kissimmee Parks & Recreation Department. Ms. Frank expressed her gratitude for the support and commitment KUA has shown to the community and thanked the Board for their continued support.

The Board thanked Ms. Frank for her presentation.

I. OLD BUSINESS - None

J. NEW BUSINESS - None

K. STAFF REPORTS

1. OPERATIONS SEMI ANNUAL REPORT

Larry Mattern, Vice President of Operations, presented an overview on various projects within the Operations department.

Mr. Mattern displayed a graph on SAIFI. Director Urbina asked if KUA is part of the dotted line in the graph. Mr. Horton advised KUA is part of the FMPA cities included in the dotted lines shown; however, the bar graph portion is KUA alone.

L. PRELIMINARY BUDGET

1. INTRODUCTION - BRIAN HORTON, PRESIDENT & GENERAL MANAGER

Mr. Horton provided highlights on the preliminary budget including: staff's recommendations for capital and staffing requirements for FY 2026 through FY 2030; customer and electric growth; funding for electric substation addition; transmission facility upgrades and other major capital improvements across the distribution system.

a. FINANCIAL OVERVIEW - KEVIN CRAWFORD, VICE PRESIDENT, FINANCE & ADMINISTRATION

Kevin Crawford, Vice President of Finance & Administration, provided a quick review and summarized the data in the budget document that was previously provided to the Board.

Director Hardee asked Mr. Horton if the slide that shows A, B, C is a metric system that only applies to KUA. Mr. Horton advised it is a metric that was deployed several years ago to help staff and the Board identify and understand the projects and their priority. Mr. Hardee asked if FMPA or any other municipalities have a similar metric. Mr. Horton advised he is certain they do.

b. HUMAN RESOURCES OVERVIEW - CINDY HERRERA, VICE PRESIDENT, HUMAN RESOURCES

Cindy Herrera, Vice President of Human Resources, presented an overview of the staffing for the organization. Ms. Herrera advised that staff at this time is recommending, for planning purposes only, a 4% market level adjustment for fiscal year 2026 annual budget.

Director Urbina asked if this MLA is for all employees. Ms. Herrera advised yes.

ACTION: Director Urbina made a motion, seconded by Director Thacker to approve a market level adjustment (MLA) of 4% for the Fiscal Year 2026 Annual Budget for planning purposes only.

MOTION PASSED 4- 0

c. DEPARTMENTAL OVERVIEW – PERSONNEL & CAPITAL

i. OPERATIONS – LARRY MATTERN

Larry Mattern, Vice President of Operations, presented an overview of his department's personnel and capital budget.

ii. POWER SUPPLY – JASON TERRY

Jason Terry, Vice President of Power Supply, presented an overview of his department's personnel and capital budget.

Director Urbina asked what would happen if ARP does not approve the budget. Mr. Terry advised KUA would work with ARP members. Mr. Terry advised that KUA is one of the 13 members on the Board.

iii. INFORMATION TECHNOLOGY – JEF GRAY

Jef Gray, Vice President of Information Technology, presented an overview of his department's personnel and capital budget.

Director Hardee asked if KUA is looking into the use of AI. Mr. Gray advised not currently but possibly in the future.

iv. CUSTOMER SERVICE – RHONDA REAVES-SMITH

Rhonda Reaves-Smith, Vice President of Customer Service, presented an overview of her department's personnel and capital budget.

v. FINANCE & ADMINISTRATION AND GENERAL MANAGEMENT – KEVIN CRAWFORD

Kevin Crawford, Vice President of Finance & Administration, presented an overview of his department's personnel and capital budget.

vi. CORPORATE COMMUNICATIONS – TIFFANY HENDERSON

Tiffany Henderson, Director of Corporate Communications, presented an overview of the sponsorship program.

Director Hemphill asked how much do sponsorships increase yearly. Ms. Henderson advised that most sponsorships do not typically increase.

Director Urbina asked if an organization has an outstanding balance with KUA, would it affect their home utility bill. Ms. Henderson advised no, just the organizations' office/building where they are operating.

vii. HUMAN RESOURCES – CINDY HERRERA

Cindy Herrera, Vice President of Human Resources, presented an overview of her department's personnel and capital budget.

Director Hardee inquired if KUA tracks trainings on NEOGOV. Ms. Herrera advised HR tracks all of the training that is completed within KUA.

M. HEAR ATTORNEY, GENERAL MANAGER, DIRECTORS

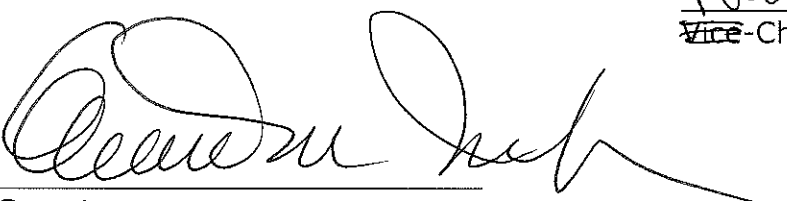
Grant Lacerte, General Counsel, advised the Board that the entire staff of the LIHEAP program has been placed on administrative leave.

Mr. Lacerte provided updates on legislative bills.

Mr. Horton shared upcoming events and reminded the Board of the upcoming Community Connect event scheduled for April 16 @ 6pm.

N. ADJOURNMENT

Director Hemphill adjourned the meeting at 4:35 p.m.


Secretary


Vice-Chairman