

REGULAR MEETING OF KISSIMMEE UTILITY AUTHORITY HELD WEDNESDAY,  
MARCH 8, 2017 AT 3:30 PM, BRINSON BOARD ROOM, ADMINISTRATION  
BUILDING, 1701 WEST CARROLL STREET, KISSIMMEE, FLORIDA

Present were Chairman Reginald Hardee, Vice-Chair Jeanne Van Meter, Director Kathleen Thacker, Director Ethel Urbina, Director Manuel Ortega, General Manager, James C. Welsh, General Counsel, Grant Lacerte and Recording Secretary, Leticia Rivera. Mayor Jose Alvarez was not present.

A. MEETING CALLED TO ORDER

Director Hardee called the meeting to order @ 3:30 pm.

B. PLEDGE OF ALLEGIANCE TO THE FLAG

The Board members and staff recited the pledge of allegiance.

C. AWARDS AND PRESENTATIONS

1. PROCLAMATION CELEBRATING THE 75<sup>th</sup> ANNIVERSARY OF FMEA

Director Hardee read the proclamation for all to hear and asked staff to forward to FMEA.

2. APPA HONOR ROLL RECOGNITION

Chris Gent, vice president of Corporate Communications informed the Board that APPA has named three KUA executives to its National honor roll. Director Hardee congratulated, Jef Gray, Wilbur Hill and Grant Lacerte and presented them with an engraved plaque and congratulatory letter from APPA President & CEO, Sue Kelly.

3. 10-YEAR SERVICE AWARD – SHAELLA PEREZ, CUSTOMER SERVICE REPRESENTATIVE II, CUSTOMER SERVICE

4. 10-YEAR SERVICE AWARD – CLARIBEL MARRERO, RECEPTIONIST, CUSTOMER SERVICE

5. 10-YEAR SERVICE AWARD – MARGARITA COSTAS, FINANCIAL ANALYST, FINANCE & ADMINISTRATION

6. 15-YEAR SERVICE AWARD – BARNEY THOMPSON, LINEMAN FIRST CLASS, ENGINEERING & OPERATIONS

7. 35-YEAR SERVICE AWARD – EDITH BUCKMAN, GIS ANALYST, ENGINEERING & OPERATIONS

8. EMPLOYEE OF THE MONTH FOR MARCH 2017 – BARNEY THOMPSON, LINEMAN FIRST CLASS, ENGINEERING & OPERATIONS

Mr. Welsh congratulated Barney for being selected employee of the month for March 2017.

D. HEAR THE AUDIENCE

At this time, Director Hardee asked if there was anyone from the public who would like to address the Board on an item that is not on the agenda to please come forward. In hearing none, the Board moved forward with the agenda.

E. CONSENT AGENDA

**ACTION: Director Urbina made a motion, seconded by Director Ortega to approve item 1 on the Consent Agenda.**

**MOTION PASSED 5 - 0**

1. APPROVAL OF MINUTES FOR FEBRUARY 1, 2017 REGULAR MEETING

F. PUBLIC HEARING - None

G. INFORMATIONAL PRESENTATIONS (REQUIRING NO ACTION)

1. KISSIMMEE VALLEY LIVESTOCK SHOW PRESENTATION

Chris Gent, vice president of Corporate Communications introduced Jayson Lynn, Marketing & Sponsorship Coordinator Osceola County Fair. Mr. Lynn thanked KUA for its continued support and informed the Board that this year's Osceola County Fair was a success.

H. OLD BUSINESS - None

I. NEW BUSINESS

1. REVENUE BILLING SERVICES

Susan Postans, vice president of Customer Service informed the Board that a formal solicitation was made and staff recommends Pinnacle Data Systems to produce full color printing utility bills and late notices with the ability to include full color graphics messaging assuring consistent and reliable billing and remittances. Ms. Postans also advised that there is a 90 day clause in the contract to address any issues or concerns.

Director Ortega asked if staff expects the amount of bills being sent out to decrease in the future with E-bill now available to the customers. Ms. Postans advised yes, at this time we have 75,000 customers with 62,000 bills being sent out and we anticipate this number to go down.

Director Hardee asked if other municipalities use Pinnacle. Ms. Postans advised JEA recently selected them as well.

**ACTION: Director Van Meter made a motion, seconded by Director Urbina to award of revenue billing services to Pinnacle Data Systems L.L.C. in a not to exceed amount of \$70,441.82 annually, for a cumulative total of \$211,325.46 and authorize the Chairman and Secretary to execute the necessary contract documents.**

Director Urbina asked to clarify the total cost. Ms. Postans advised that postage is not included in the total; the postage is budgeted in an escrow account.

**MOTION PASSED 5 - 0**

2. LAKE CECILE THIRD TRANSFORMER ADDITION PROJECT –  
ENGINEERING SERVICES

Brian Horton, vice president of Engineering & Operations asked Manager TR Linn to provide the overview presentation to the Board. TR

advised that staff has identified the need to make several substation improvements at the Lake Cecile substation to maintain system reliability in that area and support the future Osceola substation. The improvements include i) modifying the existing 69Kv substation configuration to incorporate two additional 69kV circuit breakers, ii) installing a third distribution bank with two additional feeders, and iii) upgrading the relaying equipment at the station. KUA has a Continuing Services Agreement (CSA) with Black & Veatch for engineering services. Black & Veatch has provided staff with an estimate of \$594,000 for engineering services to support this work. Staff has reviewed the estimate and found it to be in accordance with the contract and reasonable for the scope of work.

**ACTION: Director Ortega made a motion, seconded by Director Thacker to Approve Black & Veatch to perform the necessary engineering services for the Lake Cecile Substation – Third Transformer Addition and Relay Upgrade for a not-to-exceed amount of \$594,000.**

**MOTION PASSED 5 - 0**

J. STAFF REPORTS

1. QUARTERLY FINANCIAL REPORT

Charles Lee, Interim vice president of Finance & Administration provided a brief presentation of the condensed financial report.

K. OTHER - None

L. HEAR ATTORNEY, GENERAL MANAGER, DIRECTORS

Grant Lacerte, General Counsel & vice president thanked the Board for their excellent work during last week's APPA Legislative Rally in Washington DC.

Mr. Welsh shared dates of upcoming events and also informed the Board Director Hardee's recommendation that mud flaps have been placed on the large work trucks.

Director Ortega thanked Grant for his assistance during the APPA legislative rally.

Director Hardee thanked KUA staff.

M. ADJOURNMENT

Director Hardee adjourned the meeting 4:30 p.m.

  
Chairman

  
Secretary