

REGULAR MEETING OF KISSIMMEE UTILITY AUTHORITY HELD WEDNESDAY, APRIL 1, 2020 AT 3:30 PM, BRINSON BOARD ROOM, JAMES C. WELSH ADMINISTRATION BUILDING, 1701 WEST CARROLL STREET, KISSIMMEE, FLORIDA

Present were Director Ethel Urbina, Director Manuel Ortega, President & General Manager, Brian Horton, General Counsel, Grant Lacerte, and Recording Secretary, Margie Boles. Director Kathleen Thacker, Director Jeanne Van Meter, Director Rae Hemphill and Mayor Jose Alvarez participated remotely, via Zoom.

A. MEETING CALLED TO ORDER

Director Thacker called the meeting to order at 3:30 PM.

B. PLEDGE OF ALLEGIANCE TO THE FLAG

The Board members and staff recited the Pledge of Allegiance.

Director Thacker asked that Jef Gray, vice president of Information Technology, provide a quick review on the technical procedures. Mr. Gray explained the features Zoom provides and briefly advised how it works.

Grant Lacerte, General Counsel, advised that we are meeting through remote technology to comply with the County's and the Governor's Stay-at-Home Order to meet CDC guidelines for social distancing necessitated by the COVID-19 situation. Governor DeSantis waived the requirement of local agencies to have a physical quorum present for the transaction of public business of public meetings.

C. APPROVAL OF AGENDA

ACTION: Director Van Meter made a motion, seconded by Director Ortega to approve the agenda.

MOTION PASSED 5 - 0

D. AWARDS AND PRESENTATIONS

1. EMPLOYEE OF THE MONTH FOR APRIL 2020 – Mr. Horton advised that this presentation would take place during May's meeting.

E. HEAR THE AUDIENCE

Director Thacker asked if anyone from the public would like to address the Board on an item that is not listed on the agenda. In hearing none, the Board moved forward to the consent agenda item.

F. CONSENT AGENDA

ACTION: Director Ortega made a motion, seconded by Director Van Meter to approve items 1 through 4 under the consent agenda.

MOTION PASSED 5 - 0

1. APPROVAL OF MINUTES FOR MARCH 4, 2020 WORKSHOP
2. APPROVAL OF MINUTES FOR MARCH 4, 2020 REGULAR MEETING
3. APPROVAL OF EXPENDITURE FOR THE WOODCREST UNDERGROUND

RECOMMENDATION: Approve Team Fishel to complete conduit work for the Woodcrest Underground Conduit Installation Project for a not to exceed amount of \$470,000 including 15% contingency.

4. APPROVE OF AWARD FOR ENGINEERING SERVICES FOR HORD
SUBSTATION THIRD TRANSFORMER ADDITION

RECOMMENDATION: Authorize Black & Veatch, under its existing CSA with KUA, to provide i) procurement, ii) engineering design and iii) construction services to support the Hord substation third transformer bank addition of not-to-exceed \$65,000.

G. PUBLIC HEARING - None

H. INFORMATIONAL PRESENTATIONS (REQUIRING NO ACTION) – None

I. OLD BUSINESS - None

J. NEW BUSINESS

1. APPROVAL OF TEMPORARY ENHANCEMENT TO GOOD NEIGHBOR FUND
CAMPAIGN

Susan Postans, vice president of Customer Service, explained that the Good Neighbor Fund is a KUA sponsored program that provides financial assistance to customers with hardships. Ms. Postans proposed that KUA temporarily double its matching contribution to help those in our community with immediate needs.

Director Thacker requested that KUA donate the \$50K from the unused sponsorships and advertisements that are no longer able to occur due to COVID-19, to the Good Neighbor Fund.

Mayor Alvarez shared the City is also doing something similar. They have moved funding from events that will not occur due to the COVID-19 to a new program for rental assistance, which the Council on Aging manages.

ACTION: Director Van Meter made a motion, seconded by Director Urbina to increase \$1.00 for every dollar contributed to the Good Neighbor fund between April 1, 2020 – June 30, 2020, resulting in a \$2.00 KUA matching contribution along with the supplemented funds previously dedicated for KUA sponsorships for events and advertising that are not taking place.

MOTION PASSED 5 – 0

Director Ortega understands that the Council on Aging has criteria as to who is eligible for the funds; will the guidelines change due to the circumstances. Director Ortega wants to make sure that KUA is advising its customers of the assistance the Good Neighbor Fund offers.

There was short discussion on how the Osceola Council on Aging handles this process.

K. STAFF REPORTS

1. OPERATIONS SEMI ANNUAL REPORT

Larry Mattern, vice president of Operations, presented an overview of the various projects in the department.

Mr. Mattern also provided an update on the operational changes that are in place during the COVID-19 crisis.

L. PRELIMINARY BUDGET

1. INTRODUCTION – BRIAN HORTON, PRESIDENT & GENERAL MANAGER

Mr. Horton provided a brief overview of the preliminary staffing and capital budget to include no recommendation for staffing level increases for the planning period, the recommended FY 2021 capital budget of approximately \$23M, which represents \$3.5M reduction of the current fiscal year.

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

Kevin Crawford, vice president of Finance & Accounting, provided a quick review and shared information on the funds we have reserved for uncertain times. Mr. Crawford advised all of the data is in the budget document.

Mr. Crawford reviewed the budget timeline and provided financial overview detailing load forecast, capital & staffing, and the 2021 budget, with projections for fiscal years 2022 through 2025. Mr. Crawford advised that all of the data is in the budget document and if the Board has questions the vice presidents are available to come up to discuss any questions or concerns.

Director Van Meter asked for clarification on the large growth factor; is this going to be low-income growth that will cause problems with billing. Mr. Crawford advised 87% of customer base is residential so projected growth will be mainly residential if it follows the same pattern. There was additional discussion of the revenue stream between residential and commercial.

Mayor Alvarez asked where KUA is on the loss of funding since we have stopped disconnection and how long will we continue the non-disconnection of services.

Mr. Horton advised the situation has improved since Monday and effective today KUA would be extending the suspension of service disconnection until further notice.

Director Urbina asked Mr. Crawford if Customer Services 5-year capital program could be normalized. Mr. Horton advised the difference in the years is due to vehicle purchases but this can be looked into.

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 not recommending a market level adjustment for FY2021 annual budget but will bring back to the Board a recommendation at a later time.

Director Thacker asked if the Board can go back to amend the budget once it is accepted. Mr. Lacerte advised once the budget is adopted the Board has the authority to amend the budget.

M. MANAGEMENT REVIEW

Director Thacker thanked Ms. Herrera for all of the material provided to evaluate Mr. Horton. Director Van Meter shared that she met with Mr. Horton and provided him with positive feedback and thanked him for his great work. The Board thanked Mr. Horton and congratulated him on a job well done and to continue to do so in the future.

N. HEAR ATTORNEY, GENERAL MANAGER, DIRECTORS

Mr. Lacerte provided some highlights on house bills that have been addressed and advised that LIHEAP funding has been increased and FEMA funding might become available.

Mr. Horton expressed appreciation and gratitude for a wonderful year.

Mayor Alvarez announced Governor DeSantis enacted a state wide Stay-at-Home Order effective Thursday, April 2, 2020. Mayor Alvarez provided an update on the cases of COVID-19 in Osceola County.

Director Thacker is requesting to postpone the interviews for the upcoming vacancy until further notice. Mr. Lacerte advised the Board, pursuant to the Charter, the City Commission must make the appointment no less than 60 days prior to October 1, which means the City, must act no later than the July meeting.

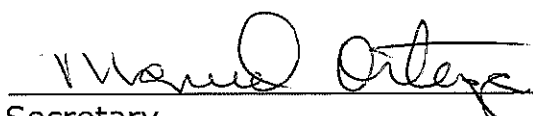
Director Van Meter recommended wait to see how long the stay at home order stays in place. There was discussion on postponing the interviews as long as possible so the Board can be together in one place however, if it is not possible, the interviews will be done remotely.

Director Hemphill suggests that the applicants be notified in advance of the schedule change due to the circumstances.

O. ADJOURNMENT

Director Thacker thanked staff and adjourned the meeting at 4:47 PM.


Chair


Secretary