

Utilities Commission Meeting September 28, 2020

Participants Jack Holcomb, Vice Chair; Lillian Conrad, Secretary & Treasurer; James Davenport, Assistant Sec. & Treasurer; Rick Hawes, Commissioner and James Smith, Commissioner-Elect

Mayor Russ Owen administered the oath of office to James Smith who was appointed on 8-25-20.

1. Reorganizational Items — unanimously approved

- a. **Election of Officers** Jack Holcomb - Chairman; James Davenport - vice chairman; Rich Hawes - Assistant Sec. & Treasurer and Lillian Conrad - Sec. & Treasurer.
- b. **UC Regular Meeting schedule for 2021** 1/25, 2/22, 3/22, 4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/22, 12/16

2. Public Participation Donna Athearn voiced concerns for Corbin Park, stating the neighborhood needs to be considered for city sewer. Commission response: The UC and the city will be conducting a "joint study" in 2021 to consider areas to connect with city sewers. Meanwhile, the UC will provide an estimate for septic conversion for the residents of Corbin Park. Ms. Athearn will be provided with an updates on the joint study that begins next year.

3. Approval of Consent Items — unanimously approved

Ratification - ITB 26-20 - South Beach Pump Station Upgrades and Approval of Increased Project Amount

Granted and Accepted Third Party Utility Easements — Planet Fitness and Coastal Woods Developer's Infrastructure, Capacity and Inspection Agreement — Coral Villas (North Causeway Townhomes) The UC will be providing multiple utilities to this project.

Ratification of Annual Purchase of Polymer, FY 2021 Renewal Polydine of Palm Beach provides the polymer added to our reclaimed water to thicken bio-solids disposal

4. General Manager's Report

Introduction of Interim Director, Electric Operations - Michael Schings

Mike Mins, the current director retires next June. Mr. Schings moved here from Michigan.

Financial Status & Balanced Scorecard August YTD reflect a positive change in net assets.

All KPIs are green e.g. Safety & Risk - no motor vehicle accidents, only 1 OSHA event without any lost work time; Electric Reliability was mostly positive.

5. Commission Counsel's Report

Inter-local agreement remains a work in progress. Mr. Cloud advised that COVID 19 has hit the state's budget extremely hard which could impact forthcoming state-funded projects.

7. New Business — unanimously approved

- a. **Risk Management Insurance Coverage for FY2021** Payment is due 10/1/20 for renewal with a 17% increase or \$70,000, with a \$50,000 deductible. The UC has approximately \$84M in assets (insured items). The UC is reviewing inventory to see which items should be insured and what options exist to be more cost effective before next renewal.

b. New Compensation Program Policy Future merit increases will be based upon performance for all non-union employees.

c. Revised Purchasing Policies and Procedures Manual the Project Request for Expenditures (PRE) updates provide for a clearer and more efficient process. Each Director can approve \$0-5000, Director & CFO from \$5000-10,000 and the CEO will have approval from \$10,000 - 75,000. Any request over \$75,000 will involve the UC in addition to the applicable Director, CFO & CEO.

8. Time for Commissioners: Presentation - Appreciation of Honorable Service - William Biedenbach Resolution No. 2020-12

Mr. Biedenbach served 9 consecutive years and served as chair for 4 consecutive years. Commissioners Davenport and Holcomb both praised Mr. Biedenbach for his passion and expertise over the years. He received a plaque commemorating his service.