

**MINUTES FROM THE CUSTOMER VAULT WORKSHOP
OF THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA,
HELD AT 3:30 P.M. ON WEDNESDAY, JANUARY 22, 2020 AT
THE KEYS ENERGY SERVICES BOARD ROOM**

The above referenced workshop of the Utility Board of the City of Key West, Florida, convened at 3:30 P.M., on the above date and location and was called to order by Chairman Batty.

Utility Board Members Present

Peter Batty, Chairman
Mona Clark, Vice Chair
Robert Barrios, Member
Timothy Root, Member
Steven Wells, Member

Staff Present

Lynne Tejeda, General Manager & CEO
Nathan Eden, Utility Board Attorney
Jack Wetzler, Assistant General Manager & CFO
Nick Batty, Director of Legal & Regulatory Services
Edee Delph, Executive Assistant to GM/CEO & UB
Fred Culpepper, Transmission & Distribution Director
Dan Sabino, Engineering & Control Center Director
Erica Zarate, Customers Services Director
Matthew Alfonso, Engineering Services Supervisor
Rob DePhillips, Transmission & Distribution Substations Project Engineer
Joey Diaz, Transmission & Distribution Line Supervisor
Harold Knowles, Transmission & Distribution Substations Supervisor
Brian Veliz, Transmission & Distribution Line Supervisor

Mrs. Tejeda informed the Board that the workshop agenda was posted to KEYS website prior to the meeting but not sent individually to the Utility Board members. Therefore, the Board is required to review and approve agenda prior to meeting.

Motion to approve Customer Vault Workshop Agenda was moved by, Mr. Wells and seconded by, Mr. Root.

Agenda Item #2 – Discuss Customer Vaults

Mrs. Tejeda reviewed the Customer Vault Background with the Board and provided the following information:

What is a Vault

- A fully enclosed space (room) in a customer's building housing KEYS' transformer(s)
- The location KEYS' primary comes into a facility and customer's secondary feeds facility

What is an Enclosure

- A metal cabinet containing aerial transformers
- Looks similar to a pad mount transformer except it contains aerial transformers

How Many Vaults are in KEYS' Service Area

- KEYS has 25 vault rooms
 - 14 provide power to 6 different condominium/apartment complexes
 - Key West by the Sea (4)
 - Las Salinas (3) & (1) switch gear
 - La Brisa (4)
 - Key West Beach Club - Enclosure
 - Casa Caselles
 - 1800 Atlantic (2)
 - 3 provide power to hotels
 - Havana Cabana
 - The Reach - Enclosure
 - La Concha
 - 3 provide power to commercial properties
 - BB&T Building
 - KW Rehabilitation Center
 - Kmart **
 - St. Mary's Basilica School
 - 4 provide to governmental entities
 - Airport
 - Sheriffs Department
 - OMI – City of Key West
 - Commissary - Navy

Safety Concerns

- Exposed High Voltage
 - Missing Warning Signs
- Structural
 - Spalling/Falling Concrete
 - Lack of fan/ventilation/ broken fan
 - No fire proof door
- Accessibility
 - Walls block access
 - Locked doors block access (KEYS' lock removed and replaced)
 - Doors/thresholds make it difficult to replace transformers
- Electrical
 - ARC Flash Issues
 - NFPA 70 Compliance - Vault Requirements
 - Location – Ventilated to outside
 - Walls, Roofs, Floor, Doors – 3 hour rated
 - Doors – Locked
 - Sill – minimum of 4" to contain oil

(There are many requirements and exceptions, this is a general overview)

Mrs. Tejada provide the Board with several Customer Vault locations along with the history and issues/solutions, over the years.

The Customer Vaults discussed were:

- Publix at Key Plaza – Successful
- La Concha Hotel on Duval Street - Successful
- Habana Cabana Resort – Missed Opportunity
- La Brisa Condominiums – In Progress
- KMart – Must Address

Mrs. Tejada discussed Possible Solutions:

- Possible Vault Goals
- Current Customer Service Policy Manual Language
- Barriers to Eliminating Vaults
- Opportunities to Achieve Goal
- Understanding Cost

After discussion Mrs. Tejada stated that staff's recommendation is to, stop future vaults/enclosures; eliminate vaults/enclosures under certain circumstances; require compliance for existing vaults/enclosures.

Mrs. Tejada informed the Board that the following action is needed:

- Develop CS Policy Language and Seek Utility Board approval
- Approach City and County
- Step up Inspections for Compliance
- Determine if KEYS fund secondaries in full or in part
- Educational campaign for customers with vaults/enclosures
- Enhance Procedures for Crews

After discussion it was the consensus of the Board to stop future vaults/enclosures; eliminate vaults/enclosures under certain circumstances; require compliance for existing vaults/enclosures. The Board requested for staff to make the appropriate changes and bring back before the Board for approval at a regularly scheduled Utility Board meeting.

Chairman Batty announced there would be a brief recess at 4:23 p.m.
The Utility Board Workshop resumed at 4:28 p.m.

Item #3 – Discuss Utility Board Employee Contracts and Succession Plan

Mrs. Tejada stated that the GM/CEO Evaluation Committee met on October 23, 2019. Mrs. Tejada said at the meeting the Committee was provided with a Draft of the Succession Plan for KEYS General Manager & CEO. The Committee reviewed the documents and asked Mrs. Tejada to update based on their discussion and bring before the Utility Board at the next scheduled workshop for discussion.

Mrs. Tejada provided the Board with three documents, Succession Plan for KEYS General Manager & CEO, Utility Board Resolution Number 801 and Current Payment Schedule for the Utility Board Attorney.

Mrs. Tejada reviewed and discussed the documents as stated above.

Chairman Batty stated that Mrs. Tejada did an excellent job by developing the Succession Plan document exactly as discussed by the Committee.

After discussion, the consensus of the Board was to bring the Succession Plan for KEYS General Manager & CEO, before the Utility Board at the Regularly Scheduled meeting in February for approval.

It was also the consensus of the Board for the Utility Board Attorney to provide a job description and Succession Plan that would provide guidance on how a successor is to be chosen for the position when the time comes. Mr. Eden agreed and stated he would provide such documents.

(All documents discussed are available upon request)

ADJOURNMENT

The Utility Board Workshop of Wednesday, January 22, 2020, was adjourned by Chairman Batty at 4:46 p.m.

APPROVE:

Mona C. Clark, Vice Chair

ATTEST:

Lynne E. Tejada, General Manager/CEO & Secretary

/ed