

MINUTES FROM THE STRATEGIC PLANNING WORKSHOP OF THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA, HELD AT 10:00 A.M. ON WEDNESDAY, JUNE 10, 2020 AT THE KEYS ENERGY SERVICES BOARD ROOM LOCATED AT 1001 JAMES STREET, KEY WEST, FLORIDA

The above referenced workshop of the Utility Board of the City of Key West, Florida, convened at 9:30 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 Tejada, General Manager & CEO
Jack Wetzler, Assistant General Manager & CFO
Edee Delph, Executive Assistant to GM/CEO & UB
Nick Batty, Legal & Regulatory Services Director
Nathan Eden, Utility Board Attorney

Mrs. Tejada thanked the Utility Board for their attendance and stated that the purpose of the Strategic Planning Workshop is for the Board to review and discuss KEYS current Mission, Vision, Values, Goals and Strategies for 2020-2022.

Mrs. Tejada reviewed the current Mission and Vision. The consensus of the Board was there would be no changes at this time.

Mrs. Tejada reviewed the current Values with the Board. The consensus of the Board was there would be no changes at this time.

Mrs. Tejada provided and reviewed Goals, Strategies and Action Plans for 2020/2022, with the Board as listed below:

- **Goal #1** – Continually improve the Customer Experience regarding Reliability and Service. Mrs. Tejada reviewed the status of Action Plans for Goal #1. The Utility Board discussed the items below and directed staff to:

Warehouse

- Upon Completion of New Warehouse, name the Warehouse after KEYS Employee, Jorge Rodriguez, who lost his life while on duty at KEYS Stock Island Facility

- Receive Guaranteed Maximum Price (GMP) of Warehouse prior to commencing demolition
- All agreed strongly against having public access at KEYS Stock Island Facility

Customer Service

- Continue Measure X Customer Service Training as it is meeting and exceeding the Boards expectations.

- **Goal #2** - Provide the lowest reasonable rates to our customers in our challenging environment. Mrs. Tejada reviewed the status of Action Plans for Goal #2. The Utility Board discussed and directed staff to:

Tree Giveaway

- Schedule and Budget, Tree Giveaway for Fiscal Years 2021 and 2022, due to cancelation of this year's event due to COVID-19.

Federal Emergency Management Agency (FEMA)

- FEMA Reimbursements should go to Storm Fund and not be used till audit is complete. Funds may be used for FEMA Clawback
- Amend Board Resolution No. 818 restating how to use Storm Funds

Pension

- Target 95% funding ratio pay up to 8% more than ARC without reaching 45%
- Advise KEYS employees of the Board's commitment to fund pension

- **Goal #3** - Maintain a highly effective workforce and foster a positive working environment.

New Strategy

- Develop a Diversity, Inclusion and Social Justice Plan
- Issue a statement to KEYS Customers addressing KEYS stance against injustice, peace and values on the diversity of the Communities/KEYS Customers

COVID-19

- Complete an analysis on what was learned during this time, how to handle and make changes in the future if needed

Emergency Pay

- Create Emergency Pay Guidelines allowing General Manager/CEO to determine pay practice during a State of Emergency and bring back to Board for approval. Emergency Pay Plan is to include the duration and a not-to-exceed amount

- **Goal #4** – Reduce reliance on fossil fuels

The consensus of the Board was there would be no changes to Goal #4 at this time.

Mrs. Tejada discussed the Miscellaneous Items below:

Enabling Act

Mrs. Tejada reviewed possible changes to the Enabling Act with the Board. After discussion the consensus of the Board was to proceed with changes to increase piggyback language to five years and include additional language on the process of how to sell the Utility.

Navy Contract

Mrs. Tejada reviewed the background and current status of the Navy easements.

After discussion the consensus of the Board was to proceed with easement acquisitions in FY 2021, and to obtain survey/appraise for each location

Advanced Metering Infrastructure (AMI)

Mrs. Tejada reviewed advantages and disadvantages of a full AMI Implementation.

After discussion the consensus of the Board was to include AMI as part of the Fiber Committee and have the Committee monitor AMI, participate in joint action agency AMI considerations and report or recommend to the Board next steps.

After discussion the Board directed Mrs. Tejada to make appropriate changes as discussed during the workshop and bring back before the Board at a regularly scheduled Utility Board meeting subsequent to this workshop for status updates and approval.

(All documents provided at the meeting are available upon request)

ADJOURNMENT

The Strategic Planning Workshop of June 10, 2020, was adjourned by Chairman Batty at 3:33 P.M.

APPROVE:



Mona C. Clark, Vice Chair

ATTEST:



Lynne E. Tejada, General Manager/CEO & Secretary

/ed