





MINUTES FROM THE REGULAR MEETING OF  
THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA,  
HELD AT 5:00 P.M. ON WEDNESDAY, OCTOBER 20, 2021  
KEYS ENERGY SERVICES BOARD ROOM  
1001 JAMES STREET, KEY WEST, FLORIDA

This meeting was held on a virtual platform due to COVID-19 required social distancing.

Due to equipment failure the internal audio did not start recording till, Information Item 6a.

1. Pledge of Allegiance 
2. Invocation 
3. Mission and Vision 
4. Roll Call 

**Present:** Mr. Robert Barrios (in-person), Mr. Pat Labrada (in-person), Mr. Steve Wells (in-person), Vice Chair Mr. Timothy Root (in-person), Utility Board Chair Ms. Mona Clark (in-person).






**Also present at the meeting:**

Lynne Tejeda, General Manager & CEO (in-person); Jack Wetzler, Assistant General Manager & CFO (virtual); Fred Culpepper, Transmission & Distribution Director (virtual); Julio Torrado, HR & Communications Director (virtual); Dan Sabino, Engineering & Control Center Director (in-person); Joe Weldon, Generation Director (virtual) and Erica Zarate, Customer Services Director(in-person).

5. Set Agenda 


**Motion:** To Approve Agenda as set, **Moved by** Mr. Steve Wells, **Seconded by** Vice Chair Mr. Tim Root.

6. Informational Items: 

- a) Department Staff Report – Measure X Update – Erica Zarate, Director of Customer Services 
- b) Power Supply Report – September 2021 
- c) Generation Report – September 2021
- d) Rate Comparison Report – August 2021
- e) Financial and Operational Indicators – August 2021
- f) Quarterly Schedule of Unit Price Purchase Orders Report
- g) Quarterly Inaccessible Facilities Update
- h) Quarterly Bond Fund Investment Account Update
- i) Quarterly Florida Emergency Management Agency (FEMA) Status Report
- j) Oil Discharge Update 
- k) State of Florida Land Transfer to Key Energy Services 
- l) Warehouse Update 


7. Consent Agenda\* 


- a) Approve Minutes – Regular Utility Board Meeting – September 22, 2021
- b) Approve Disbursement Report
- c) Approve Purchase of Implementation Services for Upgrade and Migration of Paymentus API, Northstar CIS, EIS, Cognos, and Reports Anywhere to Upgraded SQL Server

 **Motion:** To Approve Consent Agenda, **Moved by** Vice Chair Mr. Timothy Root, **Seconded by** Mr. Mr. Robert Barrios.

8. Action Item 


- a) Award Contract for Transformer Repair, Hot Oil Processing and Electrical Testing, Bid 28-21

 **Motion:** To Award Contract for Transformer Repair, Hot Oil Processing and Electrical Testing, Bid 28-21, to RMS Energy Co., LLC in the amount of \$85,160.00, **Moved by** Vice Chair Mr. Timothy Root, **Seconded by** Mr. Pat Labrada.

 **Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 5).  
**Yes:** Mr. Robert Barrios, Mr. Pat Labrada, Mr. Steve Wells Vice Chair Mr. Timothy Root, Utility Board Chair Ms. Mona Clark.

9. Public Input / Other Business 

10. Adjournment 

 **Motion:** To Adjourn the Regular Utility Board Meeting of Wednesday, October 20, 2021, at 5:28 p.m., **Moved by** Vice Chair Mr. Timothy Root, **Seconded by** Mr. Steve Wells.

APPROVE:

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Mona C. Clark, Utility Board Chair

ATTEST:

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Lynne E. Tejeda, General Manager & CEO

/ed