

MINUTES FROM A STRATEGIC PLANNING WORKSHOP OF THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA, HELD AT ON MAY 12, 2022, AT THE DOUBLE TREE GRAND KEY RESORT LOCATED AT 3990 SOUTH ROOSEVELT BLVD, KEY WEST, FLORIDA

The above referenced workshop of the Utility Board of the City of Key West, Florida, convened on the above date and location.

Utility Board Members Present

Mona Clark, Utility Board Chair
Timothy Root, Utility Board Vice Chair
Robert Barrios, Member
Pat Labrada, Member
Steve Wells, Member

Staff Present

Lynne Tejada, General Manager/CEO
Dan Sabino, Director of Engineering & Asst. General Manager/CFO
Edee Delph, Executive Assistant
Nick Batty, Director of Legal & Regulatory Services
Fred Culpepper, Director of Transmission & Distribution
Jessie Perloff, Director of Finance & CFO
Julio Torrado, Director of Human Resources & Communications
Joe Weldon, Director of Generation
Erica Zarate, Director of Customer Services
Michelle Adam, Asst. Director of Information Services

Facilitator

Mark McCain, Strategic Planning Facilitator

Welcome and Introductory Comments

Mrs. Tejada thanked the Utility Board for their attendance and informed the Board that the purpose of the Strategic Planning Workshop is for the Board to determine Goals and Strategies for the fiscal years 2023- -2025. Mrs. Tejada explained that one the Board develops the Goals and Strategies staff will develop action plans.

Mrs. Tejada stated that prior to the workshop, an online survey was conducted amongst KEYS Utility Board members, KEYS Department Directors and KEYS Supervisors to collect initial thoughts related to the Strategic Plan and to help progression of the workshop.

Mrs. Tejada introduced Mr. Mark McCain who will be facilitating the Strategic Planning Workshop.

Overview of Workshop Plan and Objectives

Mr. McCain reviewed today's agenda, summary of the last plan, accomplishments from the last plan and items currently in progress.

Review/Discuss Pre-Workshop Survey Results

Mr. McCain reported the pre-workshop survey results with the Board and the following was discussed:

- Current Mission, Vision and Values
- Threats
- Strengths
- Priorities
- Goal Ranking
- Cyber Security

Review of Goals and Top Strategies – Department Directors

Mr. McCain stated that the Department Directors would provide the Board with brief presentations to include, current situations, options, and recommendations for their departments and the utility.

Mr. Fred Culpepper's presentation was on Distribution / Reliability

Mr. Dan Sabino's presentation was on Transmission, Sustainability and Major Projects

Mr. Joe Weldon's presentation was on Stock Island Generation

Mr. Nick Batty's presentation was on Cyber Security

Ms. Erica Zarate's presentation was on Providing Excellent Customer Service

Mr. Jesse Perloff's presentation was on Affordability/Rates

Mr. Torrado's presentation was on Workforce and Community

The Board and staff discussed presentations.

Review Mission, Vision and Values

Mr. McCain reviewed the current Mission and Vision. After discussion the consensus of the Board was there would be no changes at this time.

Mr. McCain reviewed the current Values with the Board. The Board discussed Values and all changes will go before the Board for approval at an upcoming Utility Board meeting.

Board Selects / Ranks Goals

Mr. McCain and Mrs. Tejada reviewed the six proposed Goals with the Board. The Board discussed proposed Goals and identified ways to combine some of the Goals and agreed on four Goals, which will go to the Board for approval at an upcoming Utility Board meeting.

Board Selects / Ranks Strategies

Mr. McCain and Mrs. Tejada reviewed the proposed Strategies associated with the various Goals with the Board. The Board discussed the proposed Strategies identifying four Strategies for each of the four Goals. These Strategies will go to the Board for approval at an upcoming Utility Board meeting.

Finalize Plan/ Next Steps

Mrs. Tejada informed the Board that staff will review all information provided today and develop action plans for goals and strategies, which will go to the Board for approval at an upcoming Utility Board meeting.

Current Event Updates

Mrs. Tejada provide the Board with updates on the following:

- Supply Chain Concerns / Possible Solutions
- Inaccessibility Facilities
- City of Key West Initiatives
 - Solar Subscriptions
 - Street Light Changeout
- Navy Contract
 - Expired 2017 Contract
 - Easements
 - Solar Instillations
- American Public Power Association Travel
 - National Conference Day of Caring
 - APPA Legislative Rally Board Rotation

Discussion/ Public Input

Utility Board Chair Ms. Mona Clark thanked Mr. McCain and staff stating that the workshop was very productive and the objective of the workshop was met.

There was no public input as there was no public in attendance.

(A copy of the presentation is available upon request)

ADJOURNMENT

Motion by Mr. Robert Barrios to adjourn the Strategic Planning Workshop of May 12, 2022, at 3:15 p.m.

APPROVE:

Mona C. Clark, Utility Board Chair

ATTEST:

Lynne E. Tejeda, General Manager/CEO & Secretary

/ed