



# MINUTES

## FPB Board Meeting

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5:00 PM - Tuesday, December 17, 2019

Community Room

The Frankfort Plant Board met on Tuesday, December 17, 2019 at 5:00 PM in the Community Room.

### ATTENDANCE:

John Cubine, Board Chair  
Stephen Mason, Board Vice Chair  
Dawn Hale, Board Secretary/Treasurer  
John Snyder, Board Member  
James Liebman, Board Attorney  
Gary Zheng, General Manager  
David Billings, Chief Water Engineer  
Harvey Couch, Marketing Video Content Coordinator  
David Denton, Chief Financial Officer  
Vent Foster, Chief Operations Officer  
Cassie Estill, Customer Service Supervisor  
Adam Hellard, Interim Cable Superintendent  
Ryan Henry, Assistant IT Director  
Scott Hudson, Electric Superintendent  
Casey Jones, IT Director  
Cathy Jennings, Executive Assistant to CFO  
Cathy Lindsey, Public Information Coordinator  
Kathy Poe, Executive Assistant to GM  
Hance Price, Assistant GM Administration/Staff Attorney  
Kim Phillips, Safety Director  
Julie Roney, Water Treatment Superintendent  
Nichell Brown, HR Specialist  
Alan Smith, Water Distribution Superintendent  
Scott Stafford, Media Services Manager  
Deron Rambo, Network Operations Center Director  
Travis McCullar, Chief Electric Engineer  
Jennifer Hellard, Purchasing Agent  
Brandon Powers, Asst. WTP Superintendent  
Jeremey Richardson, Storeroom/Janitorial Supervisor  
State Journal

#### 1 ACTION ITEM: APPROVAL OF MINUTES

- 1.1 Consider Approving the minutes for the November 19, 2019 Board Meeting and the November 21, 2019 Special Board Meeting.

*Dawn Hale moved to approve the minutes for the November 19, 2019 Board meeting and the November 21, 2019 Special Board meeting. Stephen Mason seconded the motion.*

#### 2 ACTION ITEM: ACCEPT FINANCIALS

- 2.1 Consider Accepting the Financial Report for month ending November 30, 2019.

*John Snyder moved to accept the financial report for month ending November 30, 2019. Stephen Mason seconded the motion.*

3 INFORMATIONAL ITEM: PUBLIC COMMENT  
None

4 INFORMATIONAL ITEM: WEBSITE CUSTOMER COMMENTS  
4.1 Customer Comment

Customer comments were addressed by Staff prior to the meeting.

5 INFORMATIONAL ITEM: DEPARTMENTAL REPORTS

- TELECOMMUNICATIONS
- CUSTOMER SERVICE
- ELECTRIC DEPARTMENT
- SEPA
- KYMEA
- SAFETY
- WATER DISTRIBUTION
- WATER TREATMENT PLANT
- NETWORK OPERATIONS CENTER (NOC)

6 ACTION ITEMS:

6.1 Consider Approving a Request for Public Hearing Regarding Change to Sub-Metering Policy.

The Board has had a long-standing policy against sub-metering that has been difficult to effectively manage. As a result, a few customers have been sub-metering in an effort to collect fees based on a tenant's actual consumption.

Kentucky Division of Water's Public Water Supply regulation 401 KAR 8:020 was updated and made it easier for sub-metering under limited circumstances. As a matter of course, staff has reviewed the changes/ applicable requirements and has drafted a policy that better reflects the administrative regulation.

Copies of the proposed tariff changes can be picked up at the FPB Administration Building located at 151 Flynn Avenue or at the FPB Service Center at 305 Hickory Drive or are available for download from the Frankfort Plant Board website at <http://fpb.cc/>

Staff recommends the Board approve a Public Notice for the purpose of conducting a public hearing related to the change at the next regular meeting of the Frankfort Plant Board on January 21st, 2020 at 5:00 p.m. at the FPB Administration Building located at 151 Flynn Avenue, Frankfort, Kentucky 40602.

*Stephen Mason moved to approve request for public hearing regarding change to Sub-Metering Policy. Public hearing to be held on Tuesday, January 21, 2019 at 5:00 p.m. or as soon thereafter and can be held at the FPB Administration building. John Snyder seconded the motion.*

**CARRIED. 4 to 0.**

6.2 **Consider Amendments to the Job Classification and Compensation Plan: Create Communications and Marketing Director Position.**

Staff asks the Board to consider approving the Communications and Marketing Director position reporting to the Chief Financial Officer (CFO).

The Communications and Marketing Director will lead the coordination of FPB's messaging, communications (both internal and external), marketing, advertising, events, media services, public and media relations, community engagement, marketing-related customer relationship and engagement activities, issues and crisis management, reputation management, digital and social media strategies and web content and design.

A particular focus of this role will be to foster collaborative work among departments to achieve communication goals. Through coordinated outreach, the Communications and Marketing Director will increase internal and external understanding and awareness of FPB services and products.

The following positions will report directly or through subordinate supervisors: Public Information Coordinator, Marketing and Graphic Design Specialist (revised title), Media Services Manager, Community TV Coordinator, Video Producers/Directors, Telecommunications Product Manager (revised title), Business Product Specialist, Account Executives, and Executive Assistant

Based on an evaluation of the job description and market pay study, the recommended classification is 118, with a minimum starting pay of \$84,721. This position is Exempt.

Staff anticipates one or more internal candidates may apply for the position. If an internal candidate is selected Staff does not plan to add an additional employee – the successful internal candidate's current position responsibilities will be absorbed into the department.

The proposed job description and revised organizational chart are included in the detail pages for this Board item. The revised organizational chart reflects changes in the titles and reporting relationships of four other current positions: the Executive Assistant, Telecommunications Product Manager (formerly Marketing and Video Content Coordinator), Marketing and Graphic Design Specialist (formerly Media Specialist), and Media Services Manager who will report to the new Communications and Marketing Director position rather than the CFO.

FPB has sufficient funds available in the 2019-2020 budget to cover the incremental increase needed for the position.

***Dawn Hale moved to approve amendments to the Job Classification and Compensation Plan to create Communications and Marketing Director position. Stephen Mason seconded the motion.***

***CARRIED. 4 to 0.***

6.3 **Consider Approving Outside TV Renewal.**

Staff recommends approval of the Outside TV renewal. This NCTC agreement has a term through December 31, 2022. FPB currently carries Outside on channel 786 on the optional Sports Plus tier. The initial rate reset and future year-over-year increases are approximately 2.5% annually. Based on Outside Magazine and its critically acclaimed brand, Outside Television embraces running, biking, skiing, hiking, sailing, surfing, kayaking, and any other adventures involving wind, water, snow and terrain; as well as the full spectrum of the people's lives who engage in them. VOD rights are included in this new agreement. No additional carriage requirements obligations are included in this

agreement. This agreement has been reviewed by the Staff Attorney and it meets with his approval.

**John Snyder moved to approve Outside TV renewal. Stephen Mason seconded the motion.**

**CARRIED. 4 to 0.**

**6.4 Consider Approving MGM HD Renewal.**

Staff recommends approval of the MGM HD renewal. This NCTC agreement has a term through December 31, 2023. FPB currently carries MGM HD on channel 771 on the optional HD Plus tier. The initial rate reset and future year-over-year increases are based on CPI. The network is programmed 24/7 with titles from the legendary MGM library and all of the films are shown in true 1080i high definition with limited commercial interruption. VOD rights are included in this new agreement. No additional carriage requirements obligations are included in this agreement. This agreement has been reviewed by the Staff Attorney and it meets with his approval.

**John Cubine moved to approve MGM HD Renewal. Dawn Hale seconded the motion.**

**CARRIED. 4 to 0.**

**6.5 Consider Award of Bid Invitation #1687, (Traveling Screen #1 Rebuild Project), to Atlas Manufacturing Co. for \$126,135.**

The raw water intake station has two traveling screens that remove debris before the water is pumped up to the plant. Screen #1 has been in service for many years and is in need of repair for reliable service. Screen #2 was rebuilt in 2014.

The contractor will perform a thorough inspection and perform the repairs at their facility. The scope of work as outlined in the bid invitation will be completed. If during inspection, it is determined that additional repairs and/or additional cleaning of the wet well outside the scope of work are necessary, the contractor will inform FPB to request approval for the additional work.

Invitations to Bid for repair were direct mailed and publicly advertised on November 20 and 21, 2019.

On December 11, bids were received from the following companies (see attached bid tabulation):

1. Atlas-SSI	\$120,625.00
2. Pro-Line Water Screen Service	\$132,085.00
3. Evoqua Water Technologies	\$179,051.00

Atlas-SSI has recommended two upgrades to increase the service life of the rebuilt screen. The additional options will cost an additional \$5,510. Therefore, the total cost will be \$126,135.00.

The Water Treatment Department budgeted \$130,000 in the FY 19-20 budget (Page 17, line 960) to remove, rebuild, and reinstall the equipment.

Atlas was the low bidder, performed the same work on traveling screen #2, and performs inspections as needed, therefore, based on past work experience, Staff recommends the Board award the bid to Atlas-SSI in the amount of \$126,135.00.

***Stephen Mason moved to award Bid Invitation #1687 for the traveling screen repair project to Atlas Manufacturing Co. for \$126,135. John Snyder seconded the motion.***

**CARRIED. 4 to 0.**

**7 INFORMATIONAL ITEMS:**

**7.1 Information Item – Update on Home Energy Audit Program Status.**

At the September 2019 meeting, the Board approved a contract with Weatherization Plus to begin providing energy audits to residential electric customers. The program will be open for customer sign ups beginning January 6th. To give customers advance notice about the availability of the program, all residential electric customers will receive the following message on their December bills regarding how and when they will be able to sign up for the free audits:

**FPB HOME ENERGY AUDIT**

A home energy audit is often the first step in making your home more efficient. An audit can help you assess how much energy your home uses and evaluate what measures you can take to improve efficiency. To help you better understand your energy usage and ways you can save, FPB can provide an Energy Audit on your home at no cost to you. After the audit, there's no obligation on your part to make any changes to your home. Beginning January 6th, 2020 you can sign up to receive a Home Energy Audit. All FPB Residential Electric Customers are eligible for this program. For more information, please visit <https://fpb.cc/home-energy-auditor> call FPB at 502-352-4372.

This information will also be promoted on FPB's social media pages.

Travis McCullar updated the Board regarding the advertising and communication with customers for the home energy audits.

**8 INFORMATIONAL ITEM: GENERAL MANAGERS COMMENTS**

**9 INFORMATIONAL ITEM: OLD & NEW BUSINESS**

**10 REQUEST PERMISSION TO HAVE CHAIR CALL FOR A CLOSED SESSION**

Move to call a closed session pursuant to KRS 61.810(1)(c) to discuss pending litigation regarding the reservoir.

**10.1 Closed Session.**

***John Snyder moved to go in to closed session pursuant to KRS 61.810(1)(c). Stephen Mason seconded the motion.***

**11 CLOSED DOOR SESSION**

**11.1 Return to Open session.**

***John Snyder moved to return to open session. Dawn Hale seconded the motion.***

**12 ACTION ITEM: POSSIBLE ACTION REGARDING CLOSED DOOR SESSION**

**None**

13 ACTION ITEM: ADJOURNMENT

13.1 Adjourn FPB Board Meeting.

*Stephen Mason moved to adjourn FPB Board Meeting. John Snyder seconded the motion.*



Board Chair



Board Secretary/Treasurer