

December 18, 2018

A Board meeting of the Electric and Water Plant Board of the City of Frankfort, Kentucky, was held at the Frankfort Plant Board Administration Building at 151 Flynn Ave. Frankfort, KY on Tuesday, December 18, 2018 at 5:00 p.m.

ATTENDANCE:

Anna Marie Pavlik Rosen, Board Chair
Walt Baldwin, Vice Chair
Dawn Hale, Board Member
Stephen Mason, Board Member
James Liebman, Board Attorney
Gary Zheng, General Manager
David Billings, Chief Water Engineer
Katrina Cummins, Assistant Finance Director
David Denton, Finance Director
Vent Foster, Asst. GM Operations
Cassie Estill, Customer Service Supervisor
Adam Hellard, Interim Assistant GM of Cable/Telecom
Ryan Henry, IT Assistant Director
Scott Hudson, Electric Superintendent
Casey Jones, IT Director
Cathy Jennings, Executive Assistant
Cathy Lindsey, Public Information Officer
Kathy Poe, Executive Assistant
Hance Price, Staff Attorney/Asst. GM Administration
Leigh Ann Phillips, Support Services Director
Julie Roney, WTP Superintendent
Dianne Schneider, Human Resources Director
Jeremy Blackburn, Cable 10 Videographer
David Hamilton, State Journal

AGENDA

The Agenda for the Board Meeting was received and entered into the Minute Book as follows:

1. **Action Item:** Consider Approving Minutes from the November 20, 2018 Board Meeting.
2. **Action Item:** Accept Electric, Water and Cable Financials for November, 2018.
3. **Information Item:** Public Comment Period.
4. **Informational Item:** Departmental Reports:
 - Website Customer Comments
 - Cable Dept.
 - Customer Service
 - Electric Dept.
 - SEPA
 - KyMEA
 - Safety
 - Water Distribution
 - Water Treatment Plant

5. **Action Item:** Consider Retaining Crowe, LLP to Conduct the 2018-2019 Financial Statement Audit for a fee of \$33,000.
6. **Action Item:** Consider Approving Master Service Agreement #5 with Jones/NCTI, Inc. for Online Customer Care and Technician Courses for \$13,296.00.
7. **Information Item:** Kentucky Employers Mutual Insurance (KEMI) Presented FPB with the 2018 Destiny Award.
8. **Informational Item:** Presentation by Wendy Shouse from Bluegrass Community Action Partnership regarding Utilization of FPB's Winter Care Funds and Discuss Weatherization Program.
9. **Informational Item:** General Manager's Comments:
10. **Informational Item:** Old and New Business.
11. **Request Permission to Have Chair Call for a Closed Session:** Pursuant to KRS 61.810(1)(c) to discuss pending litigation regarding liquidated damages and pending litigation regarding Reservoir construction.
12. **Closed Door Session:**

BOARD ACTION

Ms. Rosen called the meeting to order and noted four (4) Board members in attendance.

1. **Action Item:** Consider Approving Minutes from the November 20, 2018 Board Meeting.

Mr. Mason moved to accept the minutes Ms. Hale seconded and the motion passed unanimously.

2. **Action Item:** Accept Electric, Water and Cable Financials for November 2018.

Mr. Denton went over the financials for November 2018.

Mr. Baldwin moved to accept the electric, water and cable financials for November 2018. Ms. Hale seconded. The motion passed unanimously.

3. **Informational Item:** Public Comment Period

Dr. Mark Kopp, Superintendent and four (4) students from Franklin County Public Schools spoke in regards to aging drinking fountains in the two high schools in the county schools. They asked FPB for a partnership in replacing the fountains to help promote students drinking more water.

4. **Informational Item:** Departmental Reports:

- **Website Customer Comments**

There were no website customer comments.

- **Cable Dept.**

Mr. Hellard reviewed the Cable Departmental reports with the board.

- **Customer Service**

Ms. Estill went over the Customer Service reports.

- **Electric Dept.**

Mr. Hudson reviewed Electric's report.

▪ **SEPA**

Mr. Foster gave the SEPA information for the previous month.

• **KyMEA**

Mr. Zheng gave an update of KyMEA.

• **Safety**

Ms. Phillips reviewed the Safety Department reports.

• **Water Distribution**

Mr. Smith went over the report for the Water Department.

• **Water Treatment Plant**

Ms. Roney went over the Water Treatment Plant Reports.

5. **Action Item: Consider Retaining Crowe, LLP to Conduct the 2018-2019 Financial Statement Audit for a fee of \$33,000.**

Staff recommends the board retain Crowe, LLP to conduct the 2018-2019 fiscal year external financial statement audit of the Frankfort Plant Board at a cost of \$33,000. In November 2016, FPB issued a Request for Proposal (RFP) for external audit services for five consecutive fiscal years beginning with the fiscal year ended June 30, 2017 and concluding with the fiscal year ended June 30, 2021. Crowe LLP was the firm selected for the audit engagement. The 2018-2019 audit fee of \$33,000 agrees to the five-year cost estimate included in Crowe's RFP. FPB has budgeted \$33,000 in this fiscal year under the finance department's budget on page 59 of the board approved 2018-2019 FPB budget and financial plan. A copy of the 2018-2019 audit engagement letter is included in this board packet for your review.

Mr. Baldwin moved to Retain Crowe, LLP to Conduct the 2018-2019 Financial Statement Audit for a fee of \$33,000. Mr. Mason seconded and the motion passed unanimously.

6. **Action Item: Consider Approving Master Service Agreement #5 with Jones/NCTI, Inc. for Online Customer Care and Technician Courses for \$13,296.00.**

Staff recommends the approval of the agreement renewal with Jones/NCTI for online training courses. The Board approved the original agreement with Jones/NCTI in December 2014. The term of the renewal is 12 months ending December 2019. The Cable-Telecom Dept. has utilized NCTI services for required training for more than 15 years and this renewal will continue to allow employees to take as many classes as they'd like from a pre-selected grouping of classes, over the next 12 months. In many cases, the value in purchasing these online classes as a package is equal to the cost of purchasing one class a la carte.

The 25 employees including in this training work in the Installation and Order Processing division; Construction division and the Broadband Tech division. Of the 25 employees included in the training, 12 have fewer than 24 months experience in their current position. The remaining 13 employees are either completing required courses for their position or are supplementing their training with additional courses. Staff budgeted \$15,000 in the 2018/2019 budget (Page 53) for the NCTI training. The Assistant GM-Administration has reviewed the agreement and it meets with his approval.

Mr. Baldwin moved to Approve Master Service Agreement #5 with Jones/NCTI, Inc. for Online Customer Care and Technician Courses for \$13,296.00. Mr. Mason seconded. The motion passed unanimously.

7. Informational Item: Kentucky Employers Mutual Insurance (KEMI) Presented FPB with the 2018 Destiny Award.

For the seventh time in 8 years, FPB has been named a winner of the KEMI Destiny Award. The award recognizes FPB and its employees for their commitment to workplace safety. FPB met a set of stringent criteria to qualify for consideration and then was selected by KEMI as one of twenty award winners this year. KEMI provides coverage to more than 23,000 businesses.

KEMI and Powell Walton Milward presented the Destiny Award to FPB employees at the holiday/service luncheon on December 7th at the Service Center.

Ms. Phillips informed the board of the criteria involved in selecting recipients of this award and praised staff for their hard work that ultimately makes FPB's Safety program great. Ms. Phillips stated that staff implementation of the Safety Program we would not be considered for the award. She stated that this is our 7th time in 8 years receiving the Destiny Award.

8. Informational Item: Presentation by Wendy Shouse from Bluegrass Community Action Partnership regarding Utilization of FPB's Winter Care Funds and Discuss Weatherization Program.

Ms. Shouse gave a presentation to the board about the FPB Winter Care Program and how Bluegrass Community Action Partnership administers the funds to FPB customers. She gave information regarding the winterization program that BCAP has and how it can help members in the community who need work done but can't afford to do it or are not able to do it themselves based on financial need.

9. Information Item: General Manager's Comments.

There were no General Manager's comments

10. Informational Item: Old & New Business.

There were no Old & New Business items.

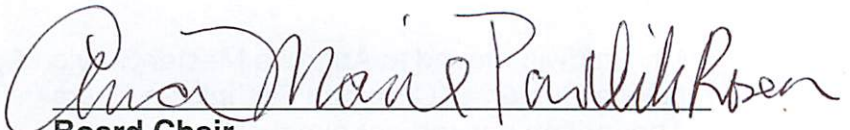
11. Request Permission to Have Chair Call for a Closed Session: Pursuant to KRS 61.810(1)(c). to discuss pending litigation regarding liquidated damages and pending litigation regarding Reservoir construction.

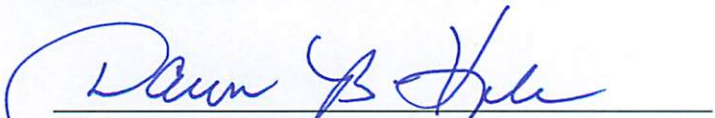
Mr. Baldwin moved to go into closed session pursuant to KRS 61.810(1)(c) to discuss pending litigation regarding Reservoir Construction. Mr. Mason seconded. The motion passed unanimously.

12. Closed Session

Mr. Baldwin moved to return to open session. Mr. Mason seconded. The motion passed unanimously.

Mr. Baldwin moved to adjourn the meeting. Mr. Mason seconded. The motion passed unanimously and the meeting adjourned.


Board Chair


Attest: Board Secretary/Treasurer