



MINUTES

FPB Board Meeting

5:00 PM - Tuesday, April 21, 2020

Community Room

The Frankfort Plant Board met in FPB Board Meeting on Tuesday, April 21, 2020 at 5:00 PM held via Video Teleconference.

ATTENDANCE:

Dawn Hale, Board Secretary/Treasurer
Stephen Mason, Board Vice Chair
John Cubine, Board Chair
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
Adam Hellard, Cable Superintendent
Ryan Henry, Assistant IT Director
Casey Jones, IT Director
Cathy Lindsey, Communications & Marketing Director
Kathy Poe, Executive Assistant to GM
Hance Price, Assistant GM Administration/Staff Attorney
Dianne Schneider, HR Director
Travis McCullar, Chief Electric Engineer

1 NOTICE OF SPECIAL MEETING

1.1 Notice of Special Meeting Via Video Teleconference

2 ACTION ITEM: APPROVAL OF MINUTES

2.1 Consider approval of the minutes for the March 17, 2020 board meeting.

Dawn Hale moved to approve the minutes for the March 17, 2020 board meeting. John Snyder seconded the motion.

CARRIED. 4 to 0.

3 ACTION ITEM: ACCEPT FINANCIALS

3.1 Consider accepting the Financials for month ending March 31, 2020.

Stephen Mason moved to accept the financials for month ending March 31, 2020. John Snyder seconded the motion.

CARRIED. 4 to 0.

4 INFORMATIONAL ITEM: WEBSITE CUSTOMER COMMENTS

4.1 Website Comments

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 Action Item: Consider Approving INSP Renewals. (Harvey Couch Discussed)

Staff recommends approval of the INSP renewal. This National Cable Television Cooperative (NCTC) agreement has a term from April 1, 2020 through March 31, 2024. INSP is on Preferred Cable channel 164 and contains programming focused on delivering positive, family-friendly entertainment, quality dramas and inspiring stories that celebrate the American spirit and honor timeless, traditional values. INSP is the 2nd most watched Preferred Cable network. FPB has carried INSP since 2015. There has not been a fee associated with this network and that trend continues with this new agreement. TVE and VOD rights are included in this agreement. No additional carriage requirements or obligations are included in this agreement. The Asst. GM for Administration has reviewed the agreement and it meets with his approval.

John Snyder moved to approve INSP Renewals. Dawn Hale seconded the motion.

CARRIED. 4 to 0.

6.2 Action Item: Consider Approval of Professional Services Agreement with Power Centric Solutions (PCS) and Task Order #1 with PCS for \$3,200. (Travis McCullar discussed)

The electric department has negotiated a Professional Service Agreement (PSA) and Task Order with Power Centric Solutions (PCS) for equipment testing program guidance and test equipment evaluation. Power Centric Solutions is a new firm, however several of the engineers at the firm have worked directly with FPB for many years on projects including substation improvements and distribution planning. The PSA does not include specific tasks or associated costs specific to any particular project. If approved, the PSA will become the baseline agreement between FPB and Power Centric Solutions for future projects.

Task Order #1 includes test equipment vendor evaluation and program guidance to improve FPB's ability to test equipment in house. Staff has worked extensively with the engineers at PCS over the years on equipment testing and has a high opinion of their knowledge and expertise on the subject. A good testing program is essential for the reliable operation of the electric system. The total cost for these services is not to exceed \$3,200.

Funds from the substation maintenance budget will be used for this study. Page 22, Line 410, \$10,000.

The staff attorney has reviewed the contract documents and they meet his approval.

Stephen Mason moved to approve the Professional Services Agreement with Power Centric Solutions (PCS) and Task Order #1 with PCS for \$3,200. John Snyder seconded the motion.

CARRIED. 4 to 0.

6.3 Agenda Item: Consider Approval/Ratification of the Emergency Paid Sick Leave and the Emergency Family & Medical Leave Policies Effective April 1, 2020. (*Dianne Schneider discussed*).

Staff asks the Board to ratify two personnel policies approved by the General Manager to comply with the Families First Coronavirus Response Act, FFCRA: the Emergency Paid Sick Leave Policy (EPSL) and the Extended Family Medical Leave Act Policy (EFMLEA).

EPSL provides up to 80 hours of paid time off for absences related to COVID-19. Employees requesting EPSL for their own health condition or requirement to quarantine receive 100% of hourly pay (limited to \$500 per day); those caring for others receive 2/3 of hourly pay (limited to \$200 per day). Employees can use accrued vacation or sick leave to receive 100% of hourly pay.

EFMLEA provides up to 12 weeks of leave due to school or childcare closings due to COVID19, for employees who are unable to work or telecommute. The first two weeks of EFMLEA are unpaid; however, employees may substitute EPSL or accrued vacation and/or sick leave. The remaining ten weeks are paid at 2/3 of the employee's hourly pay (limited to \$200 per day).

Because FPB is a municipal utility and part of the critical infrastructure, the General Manager may deny requests for time off if it would compromise our ability to deliver essential services.

Dawn Hale moved to approve/Ratify the Emergency Paid Sick Leave and the Emergency Family & Medical Leave Policies Effective April 1, 2020. John Snyder seconded the motion.

CARRIED. 4 to 0.

6.4 Consider Changes to the FPB Employee Health Plan to Comply with the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief and Economic Security Act (CARES). (*Dianne Schneider discussed*).

Staff asks the Board to consider changes to the FPB Employee Health Plan to comply with the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief and Economic Security Act (CARES) including the following provisions:

- cover COVID 19 testing without out of pocket costs or pre-authorization;
- cover office, urgent care, and ER visits without out of pocket costs or pre-authorization if the visit was for COVID-19 testing or for the purpose of being evaluated for testing;
- consider employee's time off under Emergency Paid Sick Leave and Emergency Family & Medical Leave as being Actively at Work;
- cover COVID-19 vaccinations under preventive immunizations;
- allow refills of prescriptions even if the prescription was recently filled, consistent with healthcare providers and/or pharmacist's approval;
- expand coverage of telehealth during states of emergency at the national or state level, subject to normal cost-sharing limits, except that the COVID-19 services described above will be covered with no cost-sharing;
- allow coverage of menstrual products and over-the-counter drugs and medicines without a prescription under the Flexible Spending Account

A copy of the proposed plan amendment is included in the detail pages for this Board item.

John Snyder moved to approve changes to the FPB Employee Health Plan to Comply with the Families First Coronavirus Response Act (FFCRA) and the Coronavirus Aid, Relief and Economic Security Act (CARES). Stephen Mason seconded the motion.

CARRIED. 4 to 0.

- 6.5 Consider approving a professional services agreement with HDR Engineering Inc. for engineering services in the amount of \$45,000 for Risk and Resilience Assessment (RRA) Development for the water division. (David Billings discussed)

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into federal law. AWIA Section 2013 requires drinking water systems serving more than 3,300 people to develop or update a resilience and risk assessment (RRA) and emergency response plan (ERP). The law specifies the components that the RRA and ERP must address, and establishes deadlines by which water systems must certify completion to the EPA. FPB's deadline for the RRA is December 31, 2020 and the deadline for the ERP is June 30, 2021.

A Request for Proposals was sent to several engineering firms and three responses were received. A FPB selection committee consisting of treatment, distribution, engineering, operations, and IT personnel reviewed the proposals and has recommended HDR to provide professional services related to the project.

As a matter of course, an agreement and scope of services to develop the RRA in accordance with the regulations have been prepared and is included in the board package for review.

The FY20 budget included a \$50,000 engineering initiative for non revenue water reduction strategies that ultimately became unnecessary, so staff is proposing the use of those funds for the RRA. The FY21 budget will also include funds for the following ERP.

Staff recommends that the Board approve the agreement with HDR contingent upon receipt of insurance requirements and approval by the Staff Attorney.

Stephen Mason moved to approve a Professional Services Agreement with HDR Engineering, Inc. for Engineering Services in the amount of \$45,000 for Risk and Resilience Assessment (RRA) Development for the water division. Dawn Hale seconded the motion.

CARRIED. 2 to 0.

- 6.6 Consider approval of professional services agreement between Strand Associates, Inc. and FEWPB for services related to final design and construction of the Reservoir in the amount of \$342,500. (David Billings discussed).

As you are aware, the Frankfort-Franklin County Planning Commission unanimously determined that our revised Reservoir project was in compliance with the Comprehensive Plan last month. As such, we need to move forward with completing the design and ultimate construction of the project.

In lieu of another amendment to a 2007 contract, Strand was requested to provide a fresh contract to cover outstanding remaining design items up to and including construction related activities.

Breakdown

Final Design Services	\$ 63,000	(LS)
Bidding-related Services	\$ 15,600	(LS)
Construction-related Services	\$162,100	(LS)
Site Landscaping Architecture Services	\$ 40,800	(T&E NTE)
Reservoir Monitoring Program Extension	\$ 36,000	(T&E NTE)
If-Authorized Services	<u>\$ 25,000</u>	(T&E NTE)
	\$342,500	total

The current budget includes funds for both engineering and construction. The upcoming FY21 budget will include \$350,000 and \$4,750,000 for engineering and construction over a two year period respectfully. The agreement was provided to the Staff Attorney for his review and Staff recommends that the Board approve the agreement with Strand Associates contingent on receipt of required certificate of insurance.

Dawn Hale moved to approve Professional Services Agreement between Strand Associates, Inc. and FEWPB for services related to Final Design and Construction of the Reservoir in the amount of \$342,500. John Snyder seconded the motion.

CARRIED. 4 to 0.

7 INFORMATIONAL ITEM: GENERAL COMMENTS

- 7.1 Discussion regarding budget and reservoir. Items are for informational purposes only and no action will be taken.

Staff discussed upcoming reservoir construction and budget preparation.

Mr. Denton noted that the budget must be approved by June 30 to comply with Department of Local Government requirements. He further requested that board members send any initiatives and budget ideas as soon as possible so they could be included.

8 ACTION ITEM: ADJOURNMENT

- 8.1 Motion to Adjourn.

John Snyder moved to adjourn. Dawn Hale seconded the motion.

CARRIED. 4 to 0.



Board Chair



Board Secretary/Treasurer

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