



J. HOLCOMB, CHAIRMAN  
J. DAVENPORT, VICE CHAIR  
L. CONRAD, SECY.-TREAS.  
R. HAWES, ASST. SECY.-TREAS.  
J. SMITH, COMMISSIONER  
T. CLOUD, GENERAL COUNSEL  
J. BUNCH, GENERAL MANAGER/CEO

**AGENDA\*\*\***  
**REGULAR MEETING OF THE**  
**UTILITIES COMMISSION**  
**CITY OF NEW SMYRNA BEACH, FLORIDA**  
**TO BE HELD MONDAY, JANUARY 25, 2021,**  
**AT 3:00 P.M.\* 200 CANAL STREET, DEBERRY**  
**ROOM, 3<sup>RD</sup> FLOOR, NEW SMYRNA BEACH, FL**

**RESULTS OF U.C. MEETING**

**[Pledge / Invocation / and Safety Message: UCNSB Safety Culture – Efren Chavez]**

**ROLL CALL**

**1. Agenda Changes, Additions and Deletions (GM-CEO INDICATED GENERAL COUNSEL WOULD BE BRINGING UP A TOPIC UNDER HIS SECTION. NO CHANGES TO THE REMAINDER OF THE AGENDA)**

**2. Public Participation (Virtual Viewing & Limited On-Site w/ Appt.)**

**\*\*3. Approval of Consent Items (APPROVED)**

**(CHAIRMAN HOLCOMB PULLED AI 3-e. FROM CONSENT AGENDA FOR DISCUSSION. AFTER DISCUSSION, ITEM WAS APPROVED AS SUBMITTED)**

- a. ✓ Minutes of Regular U.C. Meeting Held 12-17-20 *(held on-site w/limited public via appts.) (U.C. and State Requirements)*
- b. ✓ Granted and Accepted Third Party Utility Easements – Kenny’s Liquors / Kengro Holdings LLC-Mitesh Patel and Turnbull Shores Residential Community at Westwood Avenue / Vincent J. Alison - J. Couillard *(U.C. and State/Federal Requirements)*
- c. ✓ RFP No. 04-21 – Annual Contract for Lawn and Vegetation Management (U.C. Facilities) – (Recommend Award to VerdeGo, LLC) - B. Pitcher *(U.C. and State/Federal Requirements)*
- d. ✓ Ratification of Award – ITB No. 01-21 – Annual Contract for Gravity Sanitary Sewer Rehabilitation (Awarded to BLD Services, LLC) – J. Couillard *(U.C. and State Requirements)*
- e. ✓ Project Approval – Lift Station No. 3 Improvements and Force Main Replacement on Saxon Drive (Task Auth. No. 9 to Tetra Tech) – J. Couillard *(U.C. and State Requirements)*
- f. ✓ Agreement Approval – Pole Attachment Licensing Agreement – Level 3 Communications, LLC – J. Couillard *(U.C. and State Requirements)*
- ADD-ON g. ✓ Ratification of Supplemental Funding for Unifirst Uniform Service – B. Pitcher *(U.C. and State Requirements)*

**4. General Manager’s Report – J. Bunch**

- a. Financial Status – December 2020 – E. Chavez **(DEC. 2020 FYTD RESULTS – CHANGE IN NET ASSETS ESSENTIALLY FLAT, DRIVEN BY LOWER CAPITAL CONTRIBUTIONS, HIGHER DEBT EXPENSE VS. LAST YEAR, INCREASED OPERATING EXPENSES OFFSET BY INCREASED REVENUE DUE TO HIGHER ELECTRIC AND RECLAIMED USAGE, WITH CONT. PURCHASED POWER FAVORABILITY. DEC. 2020 FYTD CAPITAL EXPENDITURES APPROX. \$3M: \$2M IN MAJOR PROJECTS AND \$1M IN ANNUAL PROJECTS. OPERATING LOSS OF \$0.3M VS. DEC. 2019 DRIVEN BY TIMING OF OPERATING EXPENSES – MAINLY INCREASED AMOUNT OF VEGETATION MANAGEMENT TRIMMING COMPLETED ON PRIORITIZED FEEDER LINES FOR INCREASED RELIABILITY AND PREPARATION FOR INSTALLATION OF NEW AUTOMATED EQUIPMENT)**



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## **RESULTS OF U.C. MEETING**

b. Balanced Scorecard and Enterprise Metrics – December 2020 – E. Chavez **(MULTI-YEAR SAFETY PROGRAM COMMENCED AT U.C., ONGOING WITH FOCUS ON SUSTAINABLE LONG-TERM IMPROVEMENTS IN SAFETY CULTURE. KPI COMMENTS WILL BE PROVIDED EACH MONTH TO REFLECT PROGRESS MADE ON RELIABILITY AND RESILIENCY IMPROVEMENT PROJECTS. ACCOUNT RECEIVABLES BALANCES ARE OVER 96% LESS THAN 30 DAYS OLD – CLOSE MONITORING CONTINUING TO IMPLEMENT CORRECTIVE ACTIONS IF NEEDED. NEW CYBERSECURITY PREPAREDNESS AND MAJOR EMERGENCY RESPONSE EVENT HOSTED BY UCNSB, HELD IN CONJUNCTION WITH THE CITY OF NSB AND ADVENTHEALTH HOSPITAL)**

**(CHAIRMAN HOLCOMB INQUIRED ABOUT CYBERSECURITY, HURRICANES, AND FLOODING / STORM SURGES AFFECTING I.T. SERVICES AT COB / CANAL ST. DIRECTOR OF I.T. PROVIDED INFO. RELATING TO VARIOUS MULTI-LAYERS OF BACK-UP AND REDUNDANCY OF U.C. I.T. SYSTEMS, INCLUDING PHYSICAL SITES ON WRF PROPERTY AND COLOCATION DATA CENTER IN ORLANDO)**

### **5. Commission Counsel's Report – General Counsel**

**(GEN. COUNSEL INTRODUCED AN INTERLOCAL AGREEMENT BETWEEN CITY OF NSB AND UCNSB FOR FLEET FUELING SERVICES. CITY TO BE PRIMARY FUEL PROVIDER WITH CONTINUANCE OF EXISTING COUNTY FUELING SERVICES AS NEEDED. CITY COMMS. PLACED ON THEIR 1-26-21 AGENDA. UCNSB APPROVED CONCEPTUALLY – RATIFICATION FOLLOWING AT 2-22-21 REGULAR U.C. MTG.)**

- a. ✓ Florida Statutes Chapter 112 – Section 112.3143 Voting Conflicts Compliance – Publicly Enter Chairman Holcomb's Form 8B Into Record - T. Cloud **(FORM 8B FILED IN RECORD)**

### **6. Old Business**

### **7. New Business**

### **8. Possible Other Business - Time for Commissioners**

**(COMMS. HAWES COMMENTED ON SYSTEM TOUR TAKEN ON 1-8-21; COMMENDED STAFF'S SKILL SETS, EXPERIENCE, AND PASSION / PRIDE IN THEIR WORK PERFORMED – VERY EDUCATIONAL TOUR) (COMMS. DAVENPORT COMMENDED LEADERSHIP AT U.C. AND THE TRANSFORMATION TO INCREASED TRANSPARENCY AND COMMUNICATIONS – ENJOYING SERVING ON COMMS.) (IN CONNECTION WITH EARLIER DISC. RE: EMERGENCY PREPAREDNESS, COMMS. SMITH MENTIONED HISTORICAL THREATS TO CANAL ST. AREA – FIRE, GAS / OIL TANKS AND FUEL BARGES) (CHAIRMAN HOLCOMB ALSO COMMENDED LEADERSHIP FOR THEIR EFFORTS. ADDING THAT COMMISSIONERS ONLY WANT TO UNDERSTAND THEIR APPROVALS AND THEN PROVIDE THE BEST TOOLS FOR U.C. STAFF TO ACHIEVE OPERATIONAL EFFICIENCIES AT A REASONABLE RATE OF RETURN AND EXPENSE. ALSO WANTS THE U.C. TO CONTINUE TO EMBRACE THE USERS / CUSTOMERS TO REALIZE ENHANCED RELATIONSHIPS FOR ALL)**

✓ A Check Mark Indicates Items Which Commission Approval Has Been Requested On This Agenda  
**Please Note -- Most Discussion Items Will Not Have Documentation, Will Be Listed On Agenda Only**