



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 THURSDAY, DECEMBER 17, 2020,
AT 3:00 P.M. 200 CANAL STREET, DEBERRY
ROOM, 3RD FLOOR, NEW SMYRNA BEACH, FL

[Pledge / Invocation / and Safety Message: Holiday / Lighting Safety – Tim Beyrle]

RESULTS OF UC MEETING

ROLL CALL

1. Agenda Changes, Additions and Deletions

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

***3. Approval of Consent Items (APPROVED) (SUBSEQUENT TO APPROVAL, UNDER AI 4.b., COMMS. HAWES REQUESTED DISCUSSION RE: CONSENT AI 3-f. STAFF EXPLAINED ITEM WAS FOR RATIFICATION ONLY, TO SUPPORT CHANGE IN RECORD KEEPER SERVICES, WITH NO CHANGES IN EXISTING RETIREMENT PLANS OR BENEFITS AND NO FINANCIAL IMPACT)**

- a. ✓ Minutes of Regular U.C. Meeting Held 11-23-20 (*held on-site w/limited public via appts.*)
(*U.C. and State Requirements*)
- b. ✓ Project Approval – WRF Reclaimed Water Storage Pond Expansion – J. Couillard
(*U.C. and State/Federal Requirements*)
- c. ✓ Task Authorization 5 – Change Order No. 2 – Fred Wilson & Associates – Smyrna Substation Expansion Project – J. Couillard (*U.C. and State Requirements*)
- d. ✓ Task Authorization No. 2 – Stantec Consulting Services, Inc. – Updating Water, Wastewater and Reclaimed Water Hydraulic Models – J. Couillard
(*U.C. and State Requirements*)
- e. ✓ Developer’s Infrastructure, Capacity and Inspection Agreement – Ocean Gate PUD, Phase 2 – J. Couillard (*U.C. and State Requirements*)
- f. ✓ Ratification – Adoption Agreements for UCNSB Retirement Plans – B. Pitcher
(*U.C. and State/Federal Requirements*)

4. General Manager’s Report – J. Bunch

- a. Financial Status – November 2020 – E. Chavez (**DURING HIS PRESENTATION, CFO INDICATED FOR NOV. 2020 THERE WAS A CHANGE IN NET ASSETS OF \$0.5 MILLION, DRIVEN BY INCREASED USAGE, SLIGHTLY HIGER OPERATING EXPS., AND LOWER CAPITAL CONTRIBUTIONS. FYTD CAPITAL EXPS. WERE \$1.2 MILLION: \$0.7M MAJOR PROJECTS AND \$0.5M ANNUAL PROJECTS. PURCHASED POWER AT \$38.58 WAS APPROX. \$2.00 LOWER THAN PRIOR YEAR. YTD AND YR. OVER YR. CUSTOMER GROWTH CONTINUING. NOV. 2020 OPERATING INCOME/LOSS WAS \$0.1M LESS VS. NOV. 2019 FYTD. YTD CHANGE IN NET ASSETS \$0.9M LESS NOV. 2019 FYTD. ALSO REFLECTED THAT CONTROLLABLE O&M EXPS. REMAINED FLAT TO PRIOR YR. REITERATED LOWER CONTRIBUTED CAPITAL IS REALIZED AFTER AND CONTROLLED BY THE COMPLETION OF DEVELOPMENTS.**)



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b. **Balanced Scorecard and Enterprise Metrics – November 2020 – E. Chavez (NOV. 2020 KPI UPDATE INCLUDED ONE MINOR PMVA – NO INJURIES OR VEHICLE DAMAGE; REDUCTION IN PERFORMANCE FROM PRIOR YEAR FOR ELECTRIC RELIABILITY – ADDITIONAL ANALYSIS BEING PERFORMED TO DEVELOP AND IMPLEMENT SHORT TERM AND LONG TERM IMPROVEMENTS; REMAINING METRICS WERE POSITIVE FOR THE MONTH. HEADCOUNT UNDER BUDGET BY TEN POSITIONS – ACTIVELY RECRUITING FOR SIX POSITIONS. BRIEF DISCUSSION RE: CUSTOMER SERVICE CALLS – ANSWERED W/I 60 SECONDS - OVER 97% RATE. HAVE BEEN AN INCREASE IN NO. OF CALLS. LOBBY NOT OPEN TO PUBLIC BUT UC DRIVE-THRU HAS PROVEN TO BE THE SAFEST AND EFFICIENT WAY TO CONTINUE CUSTOMER SERVICE OPERATIONS) (COMMS. DAVENPORT REQUESTED INFO. RE: NUMBER OF DAILY CALLS TO CUST. SERVICE – PROVIDED SUBSEQUENT TO MTG.) (CFO REPORTED ALL COVID-19 EXTENDED PAYMENT PLANS FOR CUSTOMERS HAVE BEEN CONCLUDED. OVER 97% OF NOV. 2020 A/R BALANCES ARE LESS THAN 30 DAYS OLD /CURRENT)**

5. Commission Counsel's Report – General Counsel (ATTNY. CLOUD PROVIDED AN UPDATE ON THREE ITEMS: 1) WILLIAMSON BLVD. ALIGNMENT AGREEMENT WITH VOLUSIA COUNTY – CLOSE IN REACHING AN AGREEMENT ON THE ALIGNMENT. THERE WILL BE A COMPANION IMPACT FEE CREDIT AGREEMENT FOR UC CONSTRUCTION WITHIN THIS PROPERTY. 2) HAVE NOT RECEIVED COMMENTS FROM CITY RE: DRAFT INTERLOCAL AGREEMENT TO DATE. 3) NEXT AGENDA ITEM, AI 7-A., INCLUDES A RESOLUTION TO AMEND UC PROCEDURES TO ALLOW SUSPENSION OR REDUCTION IN RATES, CHARGES AND FEES W/O ADVANCED PUBLIC NOTICE IF APPROVED DURING A PUBLIC MEETING)

6. Old Business

7. New Business

a. ✓ **Reconciling and Concluding the Addendum to Developer Agreement and Amending and Revising Capital Connection Fees – J. Couillard and E. Chavez (U.C. and State Requirements) (DIRECTOR, ENGINEERING AND DIRECTOR, FINANCE/CFO PROVIDED A PRESENTATION RE: THESE MATTERS. PROVIDED HISTORY OF THE ADDENDUM AND INFRASTRUCTURE POLICY, AND THEN NEXT STEP RECOMMENDATIONS FOR RECONCILIATION AND CONCLUSION OF THE POLICY. THE UC DEVELOPER AGREEMENT WILL BE REVISED – FORMAL APPROVAL BY RESOLUTION FORTHCOMING. AND UC CAPITAL CONNECTION FEES WILL BE AMENDED/REVISED. ASSOCIATED INTERNAL FORMS AND DOCUMENTS WILL ALSO BE REVISED/UPDATED ACCORDINGLY)**

(CHAIRMAN HOLCOMB DECLARED A VOTING CONFLICT OF INTEREST REGARDING THE RECONCILIATION AND CONCLUSION OF THE ADDENDUM TO THE U.C. DEVELOPER AGREEMENT - WAS A DEVELOPER WITHIN THE ADDENDUM POLICY PERIOD. FORM 8B – MEMORANDUM OF VOTING CONFLICT WAS PROVIDED FOR COMPLETION BY HIM AFTER THIS MEETING)



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7. New Business (CONT.)

- a. ✓ Reconciling and Concluding the Addendum to Developer Agreement and Amending and Revising Capital Connection Fees – J. Couillard and E. Chavez (U.C. and State Requirements)
(AI 7-a. CONT.):

(FOUR MOTIONS WERE APPROVED UNDER THIS ITEM: 1) APPROVED U.C. RESOLUTION NO. 2020-14, EFFECTIVE IMMEDIATELY UPON PASSAGE – CHANGE IN PROCEDURAL RULES TO ALLOW TEMPORARY SUSPENSIONS OR REDUCTIONS IN RATES, FEES, AND CHARGES W/O ADVANCED PUBLIC NOTICE IF APPROVED IN A PUBLIC MEETING. 2) APPROVED TEMPORARY SUSPENSION OF COLLECTION OF INFRASTRUCTURE FEES. 3) SCHEDULED PRELIMINARY AND FINAL PUBLIC HEARINGS RE: RECONCILIATION AND CONCLUSION OF ADDENDUM AND INFRASTRUCTURE FEES POLICY, FOR 1-25-21 AND 2-22-21 RESPECTIVELY. 4) AND SCHEDULED PRELIMINARY AND FINAL PUBLIC HEARINGS RE: REVISIONS TO CAPACITY FEES/CAPITAL CONNECTION FEES FOR 1-25-21 AND 2-22-21)

8. Possible Other Business - Time for Commissioners

(COMMS. DAVENPORT AND CONRAD THANKED STAFF FOR THE WORK ACCOMPLISHED DURING THIS YEAR AND ALSO EXPRESSED HOLIDAY SENTIMENTS TO ALL)

(COMMS. DAVENPORT ALSO COMMENDED THE RECENT UC STAFF RESPONSE TO AN ELECTRICAL OUTAGE HE PERSONALLY EXPERIENCED. AFTER HRS. PHONE CONTACT WAS PROMPTLY ANSWERED, RESTORATION INFO. PROVIDED, AND WITHIN APPROX. 45 MINUTES, POWER WAS RESTORED)

(CHAIRMAN HOLCOMB COMMENTED ON HIS PRIOR EXPERIENCE AS A UC COMMISSIONER AND THE REALIZED, ONGOING IMPROVEMENTS AND EFFICIENCIES WITHIN UC OPERATIONS. ALSO IMPROVEMENTS IN CUSTOMER AND COMMUNITY COMMUNICATIONS AND REQUESTED PATIENCE DURING THESE IMPROVEMENT PROCESSES. REITERATED ALL COMMISSIONERS SHOULD CONTINUE TO ASK QUESTIONS TO FULLY UNDERSTAND THE UC BUSINESS)

- ✓ 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

- * Consent items to be approved as recommended or accepted as appropriate without further comments unless discussion is requested by Commissioner.
- ** Pursuant to Section 286.0105 of the Florida Statutes, if an individual decides to appeal any decision made by the Utilities Commission, City of New Smyrna Beach, Florida, with respect to any matter considered at a meeting or a hearing, that individual will need a record of the proceedings, and will need to ensure that a verbatim record of the proceedings is made. The transcription of such a verbatim will be provided an individual at a cost to be determined by the Utilities Commission in accordance with the full cost to reproduce such transcriptions and copies.
- ** In accordance with the American with Disabilities Act, persons needing special accommodations to participate in this proceeding should contact the individual or agency sending this notice as soon as possible but no later than two days prior to the proceeding at the address given on the notice.