



# MINUTES

## FPB Board Meeting

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5:00 PM - Tuesday, March 15, 2022  
Community Room- Zoom

The Frankfort Plant Board met on Tuesday, March 15, 2022 at 5:00 PM in the Community Room- Zoom.

### ATTENDANCE:

Stephen Mason, Board Secretary/Treasurer  
John Cubine, Board Chair  
John Snyder, Board Vice Chair  
Kathryn Dutton-Mitchell, Board Member  
Jason Delambre, Board Member  
Harvey Couch, Marketing Video Content Coordinator  
Katrina Cummins, Finance Director  
David Denton, Chief Financial Officer  
Vent Foster, Chief Operations Officer  
Cassie Estill, Customer Service Supervisor  
Adam Hellard, Cable/Telecom Superintendent  
Scott Hudson, Electric Superintendent  
Cathy Lindsey, Communications & Marketing Director  
Kathy Poe, Executive Assistant to GM  
Hance Price, Assistant GM Administration/Staff Attorney  
Leigh Ann Phillips, Support Services Director  
Julie Roney, Water Treatment Superintendent  
Deron Rambo, Network Operations Center Director  
Travis McCullar, Chief Electric Engineer  
Jennifer Hellard, Purchasing Agent  
Gary Zheng, General Manager  
Nichell Brown, Human Resource Director  
David Columbia, Community Television Coordinator  
Brian Bourne, Water Distribution Superintendent  
JC Lyons, Interim Safety Director  
Danny Harring, Asst. Water Distribution Superintendent  
Brandon Powers, Asst. WTP Superintendent  
Sharmista Dutta, Water Engineer  
State Journal

2 ACTION ITEM: APPROVAL OF MINUTES

- 2.1 Consider Approval of the Minutes for the February 15, 2022 Board Meeting.

*John Snyder moved to approve the minutes for the February 15, 2022 Board Meeting. Kathryn Dutton-Mitchell seconded the motion.*

*CARRIED. 5 to 0.*

3 ACTION ITEM: ACCEPT FINANCIALS

- 3.1 Consider Accepting the Financial Statements for month ending February 28, 2022.

*Stephen Mason moved to approve the Financial Statements for month ending February 28, 2022 Jason Delambre seconded the motion.*

*CARRIED. 5 to 0.*

4 INFORMATIONAL ITEM: PUBLIC COMMENT

- 4.1 Dennis Krol registered to speak regarding EV charging stations.

Mr. Krol spoke regarding different aspects of EV charging stations.

5 INFORMATIONAL ITEM: DEPARTMENTAL REPORTS

- TELECOMMUNICATIONS
- POTENTIAL OR AGREED UPON RELATED PARTY TRANSACTIONS  
None
- CUSTOMER SERVICE
- ELECTRIC DEPARTMENT
- SEPA
- KYMEA
- SAFETY
- WATER DISTRIBUTION
- WATER TREATMENT PLANT
- NETWORK OPERATIONS CENTER (NOC)



**ACTION ITEMS:****6.1 Consider Approval of Change Order No. 1 for the Reservoir Substation Site Work. (Travis McCullar to discuss)**

In October of 2021, the Board awarded the construction contract for the reservoir substation site work to Groves Electrical Services for \$230,382.

The original contract included demolition and installation of concrete foundations for new substation equipment. Several of the new foundations included drilled piers to support steel trusses. This was designed as the most cost effective method to support the expected structural loading, and was thought suitable based on initial boring tests FPB conducted with available equipment. When the contractor began excavation of these piers with larger augers however, unsuitable subsurface conditions were discovered for this type of foundation. Large aggregate fill material at the site resulted in unstable borings for large drilled piers.

The civil engineer from Patterson Dewar Engineers has reviewed the issue, and additional geotechnical investigations have been performed to validate the findings of the contractor. Based on this investigation, Patterson Dewar has issued revised equipment foundations that include spread footers to replace the drilled piers. The spread footer design requires significantly more concrete and form work to complete. Groves has agreed to keep the original unit pricing (per yard) for the additional concrete. Patterson Dewar has reviewed the change order from Groves and recommends approval.

Summary:

Construction Contract 7062-C1	\$ 230,382
Change Order #1:	\$ 63,101.40 (add)
 New Contract Amount:	 \$ 293,483.40

The total amount in the budget for this project is \$1,440,000. This amount includes enough contingency to cover the increased contract costs due to the change order. Staff recommends the Board approve Change Order #1 with Groves Electrical Services.

***John Snyder moved to approve Change Order No. 1 for the Reservoir Substation Site Work. Stephen Mason seconded the motion.***

***CARRIED. 5 to 0.***



- 6.2 Consider approval of allocating \$50,000 in the 2022-23 budget for the shared access road for the Franklin County Humane Society. (Vent Foster to discuss)

The design and pricing have been developed for the Franklin County Humane Society access road. Use of the road will be shared between multiple entities and thus the Humane Society is requesting that all entities involved participate in the road cost, appropriate to their specific use and benefit. The Frankfort Plant Board (FPB) would only be using a limited portion (section one on the attached drawing) of the shared access road but has requested that portion be wider and of heavier construction to handle the larger equipment needs of FPB. The Humane Society is requesting that FPB participate in the cost associated with only section one. The City of Frankfort has indicated that they will pay for maintaining all four sections of the road.

Staff has reviewed the request as well as the road details and pricing information and find the request to be reasonable. If approved, the funds would be earmarked in the upcoming FPB 2022-2023 budget for the Franklin County Humane Society and specifically for the road construction.

***Kathryn Dutton-Mitchell moved to approve allocating \$50,000 in the 2022-23 budget for the shared access road for the Franklin County Humane Society. Jason Delambre seconded the motion.***

***CARRIED. 5 to 0.***

- 6.3 Consider Award of Bid Invitation #1744- Underground Cable to Cape Electrical Supply in the amount of \$32,300.00. (Jennifer Hellard will discuss)

Staff prepared a bid invitation for #1/0 Underground Cable. This is kept in FPB's inventory and needs to be replenished periodically. Orders for this item depend on new development and the replacement of bad or damaged cable. The bid invitation was sent directly to ten vendors as well as advertised publicly and three responses were received. After evaluating all bids, staff recommends awarding to Cape Electrical Supply as they were the lowest bid meeting specifications.

***John Snyder moved to award Bid Invitation #1744 - Underground Cable to Cape Electrical Supply in the amount of \$32,300.00. Kathryn Dutton-Mitchell seconded the motion.***

***CARRIED. 5 to 0.***

- 6.4 Consider Approving Weather Channel Renewal (Harvey Couch to discuss)

Staff and the Cable Advisory Committee recommend approval of the Weather Channel renewal. This National Cable Television Cooperative (NCTC) agreement has a term through February 28, 2026. This renewal affords FPB the



opportunity to maintain their current Weather Channel subscriber rate for the remainder of 2022. The annual increases, which begin in January of 2023, fall well within budgeted projections.

This agreement also contains rights to continue distributing Weatherscan. The rate for Weatherscan will remain flat throughout the term of the agreement. No additional carriage requirements or obligations are included in this agreement.

***Stephen Mason moved to approve Weather Channel Renewal. Jason Delambre seconded the motion.***

***CARRIED. 5 to 0.***

- 6.5 Consider Approval of (1) Increasing rate for Cable Network Pass-Through Fee, (2) Increasing rate for Bulk cable I and Bulk cable II, and (3) Updating Cable 10 program duplication policy. (Harvey Couch to discuss)

Staff recommends the approval of proposed rate and tariff changes effective May 1, 2022. The proposed Cable Network Pass-through Fee, and Bulk cable rate increases are a direct pass-through of increased programming costs of the local broadcast stations and the cable networks on Classic Cable. If approved, the Cable Network Pass-Through Fee would increase from \$59.66 per month to \$60.19 per month, the Bulk Cable I rate would increase from \$14.80 per outlet per month to \$15.25 per outlet per month, the Bulk Cable II rate would increase from \$25.81 per outlet per month to \$26.60 per outlet per month, and Cable 10/Local Origination programming recorded after July 1, 2021 will only be available as digital files.

On January 18, 2022, the Board approved the public meeting notice and that hearing was conducted on February 15, 2022. No customer comments were received at that hearing or between January 19 and March 3, 2022.

***Kathryn Dutton-Mitchell moved to approve (1) Increasing rate for Cable Network Pass-Through Fee, (2) Increasing rate for Bulk cable I and Bulk cable II, and (3) Updating Cable 10 program duplication policy. Jason Delambre seconded the motion.***

***CARRIED. 5 to 0.***

- 6.6 Consider Approval of Release of Easement. (Hance Price and Sharmista Dutta to discuss)

FPB currently has an easement for electric service that extends 20 feet into property at Armstrong Branch. The owner has requested that the easement be reconfigured and split between this property and the neighboring property – 10 feet on each property. The FPB electric department sees no issue as long as there is 20 feet total for access. Hence, Staff recommends approval of the release and recording upon receipt of the replacement easements.



Mr. Price advised that a Memorandum had been sent to the FPB Board and FPB Ethics Committee which has been incorporated and become a part of these minutes.

6.6 Minutes attachment

***Stephen Mason moved to approve Release of Easement. John Snyder seconded the motion.***

***CARRIED. 5 to 0.***

6.7 **Consider Approving the Creation of an Economic Analyst I & II positions: (Nichell Brown to discuss).**

At the May 2021 Board Meeting, Board members approved the Energy and Operations Analyst position. Staff along with direction from the Board has re-evaluate this position. Based on Frankfort Plant Board current needs Staff asks the Board to approve eliminating the Energy and Operations Analyst position and approving the Economic Analyst I and II positions as replacements.

The Economic Analyst I and II positions will be responsible for supporting the analytical, financial, policy, and risk management activities of the Frankfort Plant Board (FPB). These positions will also support the electric, water, and telecommunications divisions and other areas as needed of the FPB with business planning and data analytics.

Based on an evaluation of the job description, the classification of the Economic Analyst I is a grade 114 with a starting salary of \$67,766.40. The Economic Analyst II is a grade 116 with a starting salary of \$77,521.60. These positions will report directly to the General Manager and are exempt positions.

Human Resources will advertise for both positions however; only hire one candidate. This individual's compensation is based upon education and experience. Hiring for one of the two Economic positions will replace the Energy and Operations Analyst and there are funds included in the 21/22 budget year.

The proposed job descriptions and organization chart are included in the detail pages for this Board item.

***Stephen Mason moved to approve the Creation of an Economic Analyst I & II positions. John Snyder seconded the motion.***

***CARRIED. 5 to 0.***

6.8 **Consider Approving the Revision of Buildings and Grounds Maintenance Worker position: (*Nichell Brown to discuss*).**

Staff asks the Board to consider approving the revision of the Buildings and Grounds Maintenance Worker position.

Staff has decided to eliminate the Building Grounds Supervisor position and revise the Buildings and Grounds Maintenance Worker position (hiring one individual for the revised position instead of two).

The Buildings and Grounds Maintenance Worker will continue to perform maintenance and repairs to FPB buildings and properties, bush-hogging, weed eating, minimal law care maintenance and will supervise outside contractors.

Based on an evaluation of the updated job description, the recommended classification of the Buildings and Grounds Maintenance Worker position is a grade 107, with a minimum starting pay of \$42,161.60.

The proposed job descriptions and organizational chart for the Support Services Department are included in the detail pages for this Board item. Support Services has remaining funds included in the current 21/22 budget for the revised position.

***Kathryn Dutton-Mitchell moved to approve the revision of Buildings and Grounds Maintenance Worker position. Stephen Mason seconded the motion.***

***CARRIED. 5 to 0.***

**7 INFORMATIONAL ITEM: GENERAL MANAGERS COMMENTS**

7.1 The following items were discussed:

- 1) Status and plans for re-opening customer service area to public, and
- 2) Update regarding working with City and NREL

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

8.1 Mr. Snyder discussed attending KMUA April meeting.

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

9.1 **Request the Chair to call a closed session pursuant to KRS 61.810(1)(c) to discuss pending or proposed litigation regarding OSHA matter.**



*Stephen Mason moved to call closed session pursuant to KRS 61.810(1)(c) to discuss pending or proposed litigation regarding OSHA matter. Kathryn Dutton-Mitchell seconded the motion.*

*CARRIED. 5 to 0.*

10 CLOSED DOOR SESSION

10.1 Come Out of Closed Session.

*Kathryn Dutton-Mitchell moved to come out of Closed Session. Stephen Mason seconded the motion.*

*CARRIED. 5 to 0.*

11 ACTION ITEM: POSSIBLE ACTION REGARDING CLOSED DOOR DISCUSSION

11.1 None

12 ACTION ITEM: ADJOURNMENT

12.1 Adjourn.

*John Snyder moved to adjourn. Jason Delambre seconded the motion.*

*CARRIED. 5 to 0.*



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Board Chair



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Board Secretary/Treasurer