



MINUTES

FPB Board Meeting

5:00 PM - Tuesday, July 19, 2022
Community Room

The Frankfort Plant Board met on Tuesday, July 19, 2022 at 5:00 PM in the Community Room.

ATTENDANCE:

John Cubine, Board Chair
John Snyder, Board Vice Chair
Stephen Mason, Board Secretary/Treasurer
Kathryn Dutton-Mitchell, Board Member
Jason Delambre, Board Member
Gary Zheng, General Manager
David Billings, Director of Water Operations
Harvey Couch, Marketing Video Content Coordinator
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
Deron Rambo, Network Operations Center Director
Travis McCullar, Chief Electric Engineer
Jennifer Hellard, Purchasing Agent
Nichell Brown, Human Resource Director
Shane Holt, Asst. Cable/Telecom Superintendent
David Columbia, Community Television Coordinator
Brian Bourne, Water Distribution Superintendent
JC Lyons, Safety Director
Danny Harring, Asst. Water Distribution Superintendent
Brandon Powers, Water Treatment Plant Superintendent

State Journal

1 ACTION ITEM: APPROVAL OF MINUTES

1.1 Consider Approval of the Minutes for the June 21, 2022 Board Meeting.

John Snyder moved to approve the Minutes for the June 21, 2022 Board Meeting. Stephen Mason seconded the motion. CARRIED. 5 to 0.

2 INFORMATIONAL ITEM: FINANCE DEPARTMENT UPDATE

2.1 Update regarding Financials and Audit.

Due to fiscal year end June and July Financials will be presented at the August regular board meeting.

3 INFORMATIONAL ITEM: PUBLIC COMMENT

3.1 None

4 INFORMATIONAL ITEM: DEPARTMENTAL REPORTS

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

5 ACTION ITEMS:

5.1 Consider Contract Amendment with Bluegrass Community Action for Income Qualifying Energy Audits and Weatherization Improvements.

Last fiscal year, the Board approved a contract with Bluegrass Community Action Partnership (BGCAP) for residential energy audits and weatherization improvements. The contract included an annual renewal option beginning July of each year to continue the program with the consent of both the Contractor and the Board. BGCAP has agreed to continue the program for the 2023 fiscal year.

Staff recommends the Board approve Amendment 2 to the Contract with Bluegrass Community Action Partnership to extend the contract Term to June 30th, 2023.

\$40,000 has been included in the current Electric department budget for Energy Efficiency and Assistance on page 24, line 620.

Kathryn Dutton-Mitchell moved to Approve Contract Amendment with Bluegrass Community Action for Income Qualifying Energy Audits and Weatherization Improvements. Stephen Mason seconded the motion. CARRIED. 5 to 0.

5.2 Consider Award of Bid Invitation #1758– Contract Labor- FTTH Fiber Optic Splicing to Team Fishel.

Staff recommends the award of Bid Invitation #1758, Contract Labor for Fiber Splicing, to Team Fishel. The invitation was sent directly to three vendors and publicly advertised. Team Fishel was the low bidder and met all of the requirements in the bid specifications. In addition, we received a satisfactory reference from the City of Bardstown, who is currently using Team Fishel on a similar project. We also awarded Team Fishel the FTTH Overhead Construction bid, and they will be starting that project this month. Funds are included in the FTTH line item in the budget. The staff Attorney has reviewed the contract, and it meets with his approval.

John Snyder moved to Award Bid Invitation #1758 - Contract Labor - FTTH Fiber Optic Splicing to Team Fishel. Stephen Mason seconded the motion. CARRIED. 5 to 0.

5.3 Consider Change-order From Rainbow design for Make-ready Design work.

Staff recommends approval of change order for Greenfield FTTP design. The original RFP# 2020-2 was awarded to Rainbow in February of 2021. This change order will help offset the additional costs associated with the walkout and design for the greenfield FTTH areas. In addition, the availability of federal and state funding opportunities has created a high demand for qualified design firms, and Rainbow is making efforts to retain quality employees. Staff believes the increase will result in about a 30% increase from the original design cost.

Stephen Mason moved to Approve Change Order From Rainbow Design for Make-Ready Design Work. John Snyder seconded the motion. CARRIED. 5 to 0.

5.4 Consider Award of Bid Invitation #1755 – Annual Price Contract for Ductile Iron Pipe, Hydrants, Ductile Iron Fittings, and Tapping Sleeves to Core & Main and Valves to Ferguson Waterworks.

Most of FPB's ductile iron pipe, valves, hydrants, ductile iron fittings, and tapping sleeves are purchased from an annual price contract. The material is kept in FPB's inventory and needs to be replenished periodically. Vendors bid with the understanding that they are locking in unit pricing for the year and not for a

certain quantity of material. The bid is divided into five categories (Pipe, Valves, Hydrants, Fittings, and Tapping Sleeves) and awarded on an "all or none basis" per category.

The bid also includes alternate pricing for materials that meet the "Buy America" and "Buy American" requirements. These items are needed from time to time for certain grant funded projects. However, the bid states that the award would be heavily weighted on the price of the material that does NOT meet these requirements as this is what we purchase most of.

The bid invitation was sent to six vendors and three responses were received. After evaluating all bids, staff recommends awarding the pipe, fittings, hydrants, and tapping sleeves to Core & Main, they are the low bidder meeting specifications. Staff recommends awarding the valves Ferguson Waterworks as they are the low bidder meeting specifications.

This new pricing reflects a 52% increase for pipe, 8% increase for fittings, 48% increase for valves, 40% increase for tapping sleeves, and 17% increase for hydrants. FPB has purchased approximately \$215,000.00 of these items from the current contract.

Stephen Mason moved to Award Bid Invitation #1755 - Annual Price Contract for Ductile Iron Pipe, Hydrants, Ductile Iron Fittings, and Tapping Sleeves to Core & Main, and Valves to Ferguson Waterworks. Jason Delambre seconded the motion. CARRIED. 5 to 0.

- 5.5 Consider Accepting the March 8, 2022 Minutes of the Cable Advisory Committee.

John Snyder moved to Accept the Minutes for the March 8, 2022 Cable Advisory Committee meeting. Stephen Mason seconded the motion. CARRIED. 5 to 0.

- 5.6 General Manager Evaluation.

Kathryn Dutton-Mitchell moved to approve the Evaluation for Gary Zheng for the 2021-2022 Fiscal Year. Stephen Mason seconded. CARRIED. 5 to 0.

John Snyder moved to approve Gary's work plan criteria as discussed and amended to add "Interaction and Oversight of KYMEA" as FPB's representative. Kathryn Dutton-Mitchell seconded the motion. CARRIED. 5 to 0.

Stephen Mason moved to Amend Gary Zheng's employment contract paragraph five (5) to read as follows: "Zheng will be eligible for a base salary performance adjustment to be determined by the Board after a review of the general manager's performance over the prior year no later

than September 1st of each contract year and effective no later than October 20 of each subsequent year." All other terms and conditions of the Frankfort Plant Board General Manager Employment Agreement dated October 20, 2020 shall remain in full force and effect. John Snyder seconded the motion. CARRIED. 5 to 0.

John Snyder moved to give Mr. Zheng the same 8% salary increase effective July 1, 2022. Kathryn Dutton-Mitchell seconded the motion. CARRIED. 5 to 0.

- 5.7 Consider ratification of purchase of 40,000 pounds of Powder Activated Carbon (PAC) to the Carbon Activated Corporation for \$40,000.

At the June Board meeting the Board approved the bid for powder activated carbon to Donau for \$1.34 per pound. The award was based on both price and tested carbon quality. The winning bidder agreed to an order delivery timeframe of 5-7 days for each order. Due to the fact that Donau Carbon cannot fulfill their contractual agreement to deliver carbon within the specified 5-7 days, and the immediate need for the product, staff was required to purchase 40,000 pounds of carbon from the second place bidder Carbon Activated Corporation. We have contacted Donau and they are aware and understand the situation and have confirmed that they cannot meet the bid required timeframe on this specific order. WTP staff will work with Donau on the next required load to get them to meet the bid required delivery timeframe.

John Snyder moved to Ratify the Purchase of 40,000 Pounds of Powder Activated Carbon (PAC) to the Carbon Activator Corporation for \$40,000. Kathryn Dutton-Mitchell seconded the motion. CARRIED. 5 to 0.

6 INFORMATIONAL ITEMS:

- 6.1 Discuss Heat Safety Prevention.

Mr. Lyons reviewed FPB's Heat Injury Prevention Program to be added to FPB's Safety Manual. He noted that the guidance in the program documents was developed utilizing OSHA and CDC suggestions. Board members suggested requesting health department review this program for any additional suggestions.

- 6.2 Discuss LG&E Solar Farm Visit.

Mr. Cubine discussed the Board's visit to the LG&E solar farm in Shelby County. Board members discussed potential options and items to be reviewed.

- 6.3 Solar Update.

Ms. Dutton-Mitchell discussed ongoing work regarding options, gauging public interest, and next steps.

6.4 NREL Update.

Mr. Delambre discussed the information from the most recent NREL meeting and working with City of Frankfort on this issue.

6.5 Discuss IT Employment Market.

Ms. Brown discussed different ideas and options regarding attracting qualified applicants for filling open IT positions.

6.6 Discuss Procurement Plan Options.

Mr. Foster discussed ongoing work regarding changes in the procurement policy based on the current market issues.

6.7 Discuss Charitable Foundation.

Mr. Zheng discussed Memorandum from Staff and potential steps necessary for moving forward. Mr. Cubine reviewed options that a Charitable Foundation may allow FPB to pursue. Board members further discussed considerations, concepts, and ideas related to necessity of a Foundation.

7 INFORMATIONAL ITEM: GENERAL MANAGERS COMMENTS

7.1 None

8 INFORMATIONAL ITEM: OLD & NEW BUSINESS

8.1 None

9 REQUEST PERMISSION TO HAVE CHAIR CALL FOR A CLOSED SESSION

9.1 **Request Permission to Call a Closed Session pursuant to KRS 61.810(1)(C) to discuss pending or proposed litigation regarding an OSHA matter and contract matter.**

John Snyder moved to hold a Closed Session pursuant to KRS 61.810(1)(c) to discuss pending or proposed litigation on OSHA matter and contract matter. Stephen Mason seconded the motion. CARRIED. 5 to 0.

10 CLOSED DOOR SESSION

10.1 **Closed Door Session.**

John Snyder 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 Meeting.

*John Snyder moved to Adjourn Stephen Mason seconded the motion.
CARRIED. 5 to 0.*



Board Chair



Board Secretary/Treasurer