

MINUTES
ORLANDO UTILITIES COMMISSION
April 14, 2020
2:00 P.M.

Present:

COMMISSIONERS:

Cesar E. Calvet, President
 Britta Gross, First Vice President
 Larry Mills, Second Vice President
 Gregory D. Lee, Commissioner
 Buddy Dyer, Mayor

Clint Bullock, General Manager & Chief Executive Officer
 Jan Aspuru, Chief Operating Officer
 W. Christopher Browder, Chief Legal Officer
 Linda Ferrone, Chief Customer & Marketing Officer
 Latisha Thompson, Chief Employee Experience Officer
 Greg Rodeghier, Interim Managing Director, Information Technology
 LeMoyne Adams, Luz Aviles, Wade Gillingham, Jenise Osani, & Ken Zambito,
 Vice Presidents
 Nanci Schwartz, Recording Secretary

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The April 14, 2020 Commission Meeting was held virtually via WebEx in accordance with Section 286.011, Florida Statutes, and Governor DeSantis' Executive Orders 20-51 and 20-52 in compliance with a declared public health emergency and state of emergency, and Executive Order 20-69 in compliance with Section 120.54(5)(b)2, Florida Statutes, regarding Sunshine Laws temporarily put in place during the COVID-19 pandemic.

The Recording Secretary read a statement into the record regarding the virtual meeting, quorum requirements, and public participation. The Recording Secretary performed a roll call of the Commissioners. All Commissioners were present. The Commission Meeting was called to order at 2:05 P.M.

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On a motion by Mayor Dyer, seconded by Commissioner Gross and unanimously carried, the reading of the minutes of the February 18, 2020 Strategy Workshop was waived and the minutes were approved.

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On a motion by Commissioner Mills, seconded by Commissioner Lee and unanimously carried, the reading of the minutes of the March 10, 2020 Commission Meeting was waived and the minutes were approved.

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The Recording Secretary polled virtual public attendees for any comments prior to asking for a motion for the board to vote on the approval of Affirmative Items. No comments were provided.

President Calvet presented the Affirmative Items for approval. With a motion by Mayor Dyer and seconded by Commissioner Gross, the Affirmative Items were approved as follows:

1. Ratification of the fuel procurements to the most responsive and responsible bidders in January 2020 in the aggregate amount \$12,127,174.74 as follows:

NATURAL GAS PURCHASES:

January 2020	ConocoPhillips	\$ 218,808.00
January 2020	EDF Trading	\$ 922,833.88
January 2020	Mansfield Power & Gas, LLC	\$ 372,355.50
January 2020	Municipal Gas Authority of Georgia	\$ 613,614.00
January 2020	Tenaska Marketing Ventures	\$3,012,528.18
January 2020	Texla Energy Management, Inc.	\$ 118,363.81

COAL PURCHASES:

January 2020	Crimson Coal Corporation	\$4,963,847.46
January 2020	Foresight Coal Sales, LLC	\$1,904,823.91

2. Ratification of a Purchase Order to World Electric Supply, Inc. for the direct purchase of switchboards for the Universal Studios Chilled Water Expansion Project in the amount of \$952,230. Ratification of a Purchase Order to Carroll Air Systems, Inc. for the direct purchase of variable frequency drives for pumps for the Universal Studios Chilled Water Expansion Project in the amount of \$390,815;
3. Authorization for the General Manager & CEO to execute a Long-Term Partial Requirements Power Supply Agreement with the City of Chattahoochee for a seven-year term beginning January 1, 2021, subject to final OUC legal review and approval;
4. Approval of Change Request No. 2 to the Capital Expenditure Estimate in the amount of \$21,997,167 for the Conway Water Treatment Plant Granular Activated Carbon Treatment System Project, increasing the total project cost to \$22,092,454. Approval of an OUC initiated scope

- change and conforming change order No. 2 to CDM Smith, Inc. for design, permitting, and construction services required for the Conway Water Treatment Plant's Granular Activated Carbon Treatment System in the amount of \$1,515,841, increasing the total Purchase Order amount to \$1,610,298;
5. Approval of Change Request No. 1 to the Capital Expenditure Estimate in the amount of \$651,769.47 for implementation and programming of the Conway Water Treatment Plant Programmable Logic Controllers Upgrade Project, increasing the total project cost to \$723,907.23. Approval of a sole source Purchase Order to Rexel USA, Inc. to provide Allen-Bradley ControlLogix hardware and software required for the Conway Water Treatment Plant in the amount of \$224,485.56. Approval of an OUC initiated scope change and conforming Change Order No. 1 to CH2M Hill Engineers, Inc. in the amount of \$253,856 to provide Programmable Logic Controllers implementation and programming for the Conway Water Treatment Plant, increasing the total Purchase Order amount to \$325,993.76;
 6. Approval of the Electric Vehicle Charging Station Construction Estimate for the installation of 94 EV charging stations in 32 locations throughout the city of Orlando in the amount of \$697,432;
 7. Approval of the Electric Distribution Construction Estimates for the installation of a new underground manhole duct-line system and electric distribution facilities along Holden Avenue in the aggregate amount of \$1,694,228.85;
 8. Approval of Purchase Orders to KEMCO Industries, LLC for substation switchboard panels in the amount of \$510,000 and RFP #4839 – Contract award to M.D. Henry Co., Inc., the lowest, most responsive, and responsible supplier for substation structures and equipment in the amount of \$560,000 for the Split Oak Substation Addition Project;
 9. Approval of a sole source Purchase Order to a pre-qualified cyber security vendor for hardware, software, intelligence reports, and three years of support through April 14, 2023 in the amount of \$380,700;
 10. Approval of a sole source Purchase Order to Force 5, Inc. to provide the Gatekeeper software for the Electronic Visitor Management Solution Project in the amount of \$133,000;
 11. Approval of a sole source Purchase Order to Checkpoint Technologies, Inc. for Quality Assurance software maintenance and support through May 13, 2023 in the amount of \$315,481.60;

12. Approval of a sole source Purchase Order to Ring Power Corporation to repair the Caterpillar D10R Dozer at the Stanton Energy Center in the amount of \$208,929;
13. Approval of an OUC initiated scope change and conforming Change Order No. 2 to Waste Connections of Florida Inc. in the amount of \$300,000 to continue providing solid waste disposal and recycling services through May 31, 2022, increasing the total Purchase Order amount to \$740,000;
14. Approval of RFP #4850 – Contract award to Advanced Environmental Laboratories, Inc.; Environmental Conservation Laboratories, Inc.; Flowers Chemical Laboratories, Inc.; and Pace Analytical Services, LLC to provide environmental analytical laboratory services in the aggregate amount of \$360,000. The contract terms are three years with two one-year renewal options; and
15. Approval of additional funding in the aggregate amount of \$3,000,000 with conforming Change Order No. 2 to Baker Botts, L.L.P.; Greenberg Traurig, P.A.; and Gray Robinson, P.A. to continue litigation counsel services for the SEC class action lawsuit, increasing the aggregate Purchase Order amounts to \$8,000,000.

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Mr. Bullock stated that as Orlando's hometown utility, OUC is committed to doing the right thing by helping the community get through the tough economic time created by the COVID-19 pandemic. A multifaceted approach has been drafted to help bring relief to customers now and in the months ahead. With the longstanding partnership with the City of Orlando, together we are pleased to help provide some economic relief for customers and the community we have served for nearly 100 years.

He asked Mindy Brenay to provide a presentation regarding New Business Item 1a-1c related to the COVID-19 Emergency Response measures. Ms. Brenay discussed the effects of COVID-19 on the local economy and OUC customers, as well as federal and state government support to citizens, and small and large businesses. OUC provided initial customer support by suspending disconnections for non-payment, waiving late fees, setting up extended payment plans, and offering deferred payments. However, it soon became clear that more support was needed. The New Business agenda item proposes a one-time 39 percent fuel price decrease in the estimated amount of \$7.5 million for the month of May 2020; an additional one-time funding to Project CARE in the amount of \$2.6 million for qualified residential utility bill payment assistance, which includes up to \$100,000 to match individual donations up to \$500, and assistance of up to \$500,000 to expand the Power Pass Prepaid Program; and proposed Economic

Development Fund Policy usage guideline modifications to facilitate the use of up to \$1.5 million for qualified small business customer utility bill payment assistance.

Commissioner Lee applauded OUC's efforts to implement the New Business changes.

Mayor Dyer stated he is pleased to partner with OUC on these innovative ways to help the community.

The Recording Secretary polled virtual public attendees for any comments prior to asking for a motion for the board to vote on the approval of New Business Item 1a-1c. No comments were provided.

On a motion by Commissioner Gross and seconded by Mayor Dyer, New Business Item 1a-1c was adopted as follows:

NB-1 a) Approval of a one-time 39 percent fuel price decrease in the estimated amount of \$7.5 million for the month of May 2020, pending review by the Florida Public Service Commission. b) Approval to assist qualified residential customers by providing an additional one-time funding to Project Care in the amount of \$2.6 million for qualified residential utility bill payment assistance, which includes up to \$100,000 to match individual donations up to \$500, and assistance of up to \$500,000 to expand the prepaid program. c) Approval to assist qualified small business customers with a proposed Economic Development Fund Policy usage guideline modifications to facilitate the use of up to \$1.5 million for qualified small business customer utility bill payment assistance.

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Mindy Brenay presented a COVID-19 financial outlook. She stated that OUC's credit ratings and liquidity remain strong. While the times are challenging, OUC's credit strengths continue to remain stable, and the rating agencies are comfortable with OUC's long-term financial position. Ms. Brenay discussed unemployment in the Central Florida area and stated that current and future year planning needs must be modified to meet economic changes. While Central Florida has made significant strides in diversifying its economy, it is still dependent on the tourism industry, with over 8 percent of OUC retail sales coming from customers in the tourism and travel industries. Utility usage and revenues are impacted by commerce and employment. An approximate 15 percent reduction in revenue is expected through the end of the fiscal year. Staff is working diligently on cost containment efforts to bridge the gap for 2020. Ms. Brenay stated that staff is also evaluating the traditional budget approval process for 2021, as the original 2021 targets are no longer applicable. OUC remains

committed to its financial strengths, and customers and employees always remain the primary focus.

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The Recording Secretary polled virtual public attendees for any comments under the General Appearances portion of the meeting agenda. No comments were provided.

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Mr. Bullock thanked the Commissioners for their time and patience while putting together this first virtual meeting in OUC's history. He wished good health to them and their families. He acknowledged their support of OUC's COVID-19 relief efforts.

Mr. Bullock provided an update on the impact of COVID-19 on the OUC workplace. Only one employee has tested positive for COVID-19, which occurred while the employee was in self-quarantine since March 19. Mr. Bullock commended this employee's diligence to follow protocol and eliminate the risk of exposure to fellow employees and wishes the employee well in their recovery. This is a testament to early decisions made in January at the start of this outbreak to put aggressive measures in place to protect employees via self-quarantine following travel as well as asking those who may have been exposed directly or indirectly to self-quarantine.

Many layers of defense have been implemented to keep employees safe, including urging the importance of basic hygiene, social distancing, and staying home if feeling ill; allowing employees who can work remotely to do so; splitting shifts and creating fixed schedules for those who work on site or in the field to minimize interactions between teams; and enhanced daily cleaning with alcohol-based and/or bleach cleaners of all high-touch surfaces. It also includes asking basic health questions at the Stanton Energy Center entrance gates, which began on March 20, in order to divert employees that were potentially ill; screening control center operators through medical wellness check at the SEC since March 30 and within a week expanding medical wellness checks to all control center operators throughout all OUC facilities; and providing about 500 face masks to about 300 employees who work in the field or on site with a goal to distribute another 2,000 masks as soon as they become available. OUC will follow best practices and implement additional solutions as necessary. OUC is also educating employees on additional mental health benefits available through the Employee Assistance Program and the Families First Coronavirus Response Act (FFCRA).

OUC is also keeping customers informed about how they can save on their utility bills as temperatures rise, and how to remain safe while working in their yards if they come across a field worker.

Mr. Bullock provided assurances that preparations are underway for storm season, and staff is actively exploring how to maintain reliability and respond safely in the event that quarantine and social distancing are still required during hurricane season.

Unemployment is rising, especially in the tourism industry, which is a big part of Central Florida's economy. Mr. Bullock expects challenges to overcome as the repercussions of this pandemic ripple through the lives of customers and the community. He stated that he has put together a task force to analyze various impacts to OUC in order to make necessary budget and operational changes in order to provide essential services well into the future. This task force began with strategy and finance and will expand as necessary.

Mr. Bullock acknowledged all employees for their hard work and flexibility. Last year, when collaboration was selected as a focus for the organization, no one could have anticipated this pandemic. The level of collaboration he has seen across the entire organization, from creative thinking and teams seeking solutions, to pulling together to ensure each area's needs are met, ensures OUC remains the Reliable One.

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Commissioner Lee thanked everyone for a great meeting and the OUC team for organizing its first virtual meeting.

Commissioner Mills saluted the Information Technology Department for facilitating the virtual meeting. He praised OUC's relief efforts for COVID-19 and the New Business item approved at the meeting. He commended Ms. Brenay and her team for the proactive financial planning. He saluted OUC for its employee protection measures and response to the employee testing positive for COVID-19. He was pleased to see the focus on partnerships and collaboration throughout the presentations.

Commissioner Gross congratulated everyone on coordinating the first virtual meeting. She praised Mr. Bullock and Mayor Dyer and the rest of their teams on the efforts to install 94 electric vehicle chargers across the City of Orlando. She thanked Mr. Bullock for discussing the upcoming storm season and thinking proactively on how to deal with shelter in place orders during storm preparation and recovery efforts. She also thanked OUC for being mindful of customer suffering and keeping the power on for everyone working from home.

Mayor Dyer thanked the IT team for the first virtual meeting. He thanked President Calvet for presiding over an efficient meeting. He requested Mr.

Bullock convey how much he and the rest of the Board appreciate the essential workers in the field. He thanked the community for its efforts in social distancing and staying at home that resulted in flattening the curve. He also praised OUC for the COVID-19 relief efforts and stated the City is proud to participate in the relief efforts.

President Calvet echoed the previous comments. He is grateful for the leadership at all levels and the cooperation between Mayor Dyer and Mayor Demings of Orange County. He thanked the staff for coordinating the virtual meeting and Ms. Schwartz for hosting the meeting.

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President Calvet adjourned the meeting at 2:54 P.M.

President

Secretary