

**MINUTES OF THE
KERRVILLE PUBLIC UTILITY BOARD
REGULAR MONTHLY MEETING
WEDNESDAY, OCTOBER 21, 2020, AT 8:30 A.M.
WebEx Event 146 863 8977**

TRUSTEES PRESENT:

Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

STAFF PRESENT:

Mike Wittler, General Manager and CEO
Jill Sadberry, CFO
Tammye Riley, HR Manager
Allison Bueché, Interim Director of C.C.R
Damon Richardson, Purchasing Agent
Adrian delaCruz, Sr. IT Tech *(Via Teleconference)*
Lidia S. Goldthorn, Assistant Secretary to the Board

TRUSTEES ABSENT:

OTHERS PRESENT:

Stephen Schulte, Legal Counsel

1. CALL TO ORDER:

Mr. Bill Thomas, Chairman, called the Regular Monthly Meeting to order at 8:30 a.m.

2. PLEDGE OF ALLEGIANCE:

3. APPROVAL OF MINUTES:

The Trustees reviewed the minutes of the September 16, 2020, Regular Monthly Board Meeting. Larry Howard, Treasurer, motioned to approve the minutes as amended. Mark Cowden, Secretary, seconded the motion. Vote was by a show of hands. Motion carried 5 – 0.

4. CITIZEN/CONSUMER OPEN FORUM:

There were no citizens/consumers to speak, either through teleconference, phone calls, written statements, or emails.

5. ANNOUNCEMENTS OF COMMUNITY INTEREST:

Mr. Wittler advised that on September 14th KPUB sponsored a Community Blood Drive. On September 28th, KPUB co-sponsored the Habitat for Humanity Golf Tournament. KPUB received a commendation from APPA for Mutual Aid support to Kirbyville. The Peterson Middle School thanked KPUB for the donation to the 7th and 8th graders' STEM Lego Robotics Program. IT Sr. Technician Adrian delaCruz was the staff spotlight for the month. Adrian has been with KPUB for almost three years. Some upcoming KPUB Community and Employee volunteer events are Habitat Homeowner Class on October 21st, Salvation Army Bell Ringing on November 20th and December 11th, Community Blood Drive on December 3rd and Habitat Home Volunteer Day on December 5th. Mr. Wittler advised the next regular board meeting is scheduled for November 18, 2020 at 8:30 a.m.

6. CONSIDERATION AND ACTION ON APPOINTMENT/REAPPOINTMENT OF KPUB REPRESENTATIVE TO THE KERR ECONOMIC DEVELOPMENT CORPORATION BOARD – MIKE WITTLER, CEO:

Mr. Wittler advised he has served as KPUB's representative on the KEDC Board of Directors since November 2015. The current term is expiring at the end of October. The KEDC Bylaws state that directors are eligible to serve two consecutive terms, however they shall not be eligible for election thereafter until at least (1) year has lapsed unless otherwise approved by a (2/3) two-thirds vote of the Board of Directors and/or the Stakeholders they represent. Mr. Wittler advised he has been appointed to serve again as the KEDC Board President for 2021 and would therefore recommend that the KPUB Board reappoint him as the KPUB representative on the KEDC Board.

Mr. Cowden motioned for approval of appointing Mike Wittler as the KPUB Representative on the KEDC Board. Mr. Howard seconded the motion. Vote was by a show of hands. Motion carried 5 – 0.

7. CONSIDERATION AND ACTION ON RESOLUTION NO. 20-19– JILL SADBERRY, CFO:

Ms. Sadberry presented this month's wire transfers for operating expenses to the Board. Mr. Howard motioned for approval of Resolution No. 20–19. Mr. Cowden seconded the motion. Vote was by a show of hands. Motion carried 5 – 0.

8. FINANCIAL REPORT – JILL SADBERRY, CFO:

Ms. Sadberry presented the Financial Statements (unaudited) for the Fiscal Year 2020 through September 30, 2020. Ms. Sadberry reviewed the Statements and Balance Sheets for the month. She stated at September 30, 2020, operating expenses, excluding power cost, were below budget by \$989,156.65 or by 8.08%. The balance in the over-collected power cost was \$1,861,028.21. The balance in the Rate Stabilization Fund was \$1,896,917.91. The Debt Service coverage was 19.73 for the month and 14.49 for the Fiscal Year. Ms. Sadberry presented the quarterly ratio report. She also presented a spreadsheet summarizing disbursements by check with cumulative activity to payees above \$10,000.00 for the period July 1, 2020 through September 30, 2020. Also provided at the Board's request was a quarterly check register of single payments over \$10,000.00 to accompany the cumulative report. Ms. Sadberry also gave an update on residential and commercial accounts showing a decrease in arrears, advising that the Customer Service Department has been doing a good job of assisting customers with catching up on their accounts.

9. **APPROVAL AND REPORTING OF PURCHASES AND SALES – HOWARD HALL, FIELD SERVICES SUPERVISOR:**

A. Fleet Purchase – Trailer Mounted Tensioner/Reel Carrier

Mr. Hall recommended the approval of a purchase order to TSE International, for a total of \$82,814.00 to purchase a TSE Model 30/36 Combination Trailer Mounted Tensioner/Reel Carrier. We received two quotes on this type of machine. TSE International quoted \$50,268.00 for the unit and an additional \$32,546.00 for the accessories. Altec, Inc., quoted \$48,790.00 for the base model and an additional \$28,500.00 for the accessories, but do not offer a diesel engine for this type of machine. This unit will replace Unit 3186, 2000 TSE Tension/Reel Carrier. A total of \$100,000.00 was budgeted for this purchase. Two quotes were provided for the Board to review.

B. Bid No. 2784 Fleet Purchase – ½ Ton Single Cab Pickup, Replacement
Bid No. 2785 Fleet Purchase – ½ Ton Single Cab Pickup, Addition to Fleet

Mr. Hall recommended approval of a purchase order to Ken Stoepel Ford in the amount of \$53,735.34, for the purchase of two ½ ton Single Cab Pickups that will be replacing Unit 3228 (2012 Ford pickup with approximately 93,000 miles). The other pickup will be an addition to the fleet. The bids were sent out to five dealerships with three that responded (bid log sheet attached). A total of \$55,000.00 was budgeted for the two pickups.

C. Fleet Sale – Trailer Mounted Line Puller

Mr. Hall advised Unit #3192, a 2001 TSE Tension/Reel Carrier was auctioned and sold through JJ Kane Auctioneers for \$5,250.00. The amount mentioned is the price after the auctioneer percentage was deducted from the sale price.

Philip Stacy, Vice Chairman, motioned for approval purchases and sales. Mayor Bill Blackburn seconded the motion. Vote was by a show of hands. Motion carried 5 – 0.

10. **ENGINEERING AND OPERATIONS PROJECTS, CAPITAL BUDGET AND RELIABILITY REPORTS – RICARDO BERRIOS, INTERIM MANAGER OF ENGINEERING:**

Mr. Wittler presented for Mr. Berrios a spreadsheet summarizing spending for the Capital Budget through the fourth quarter of fiscal year end 2020. Mr. Wittler highlighted system improvements, pole inspection replacements, Hunt emergency transformer replacement and DA equipment deployment. He also presented the quarterly reliability reports summarizing industry performance indices by substation, feeder, and entire system by month. In the monthly summary, total number of customers connected was also reflected. Service summary also identified common outage causes and Major Event Day threshold including the day the event occurred. Additional information was provided from last year for comparison.

11. **REPORT, CONSIDERATION AND ACTION ON KPUB ENERGY EFFICIENCY PROGRAMS – RICARDO BERRIOS, INTERIM MANAGER OF ENGINEERING:**

Mr. Wittler presented for Mr. Berrios a report regarding the KPUB Energy Efficiency Programs. He reviewed a table summarizing the energy efficiency rebate program performance costs for the past fiscal year through September 30, 2020. He advised that this year KPUB has budgeted to continue all of the existing energy efficiency programs at the same funding level. For the upcoming year, staff recommended

that all funds continue to be combined into a pool for program administration. This approach allows customers to seek what energy efficiency improvements they wish, and allows staff to be flexible in budget allocation to achieve program goals of demand reduction. Staff also recommended the General Manager be authorized to make adjustments to the programs including offerings, qualifications, requirements, and rebate amounts. Mr. Wittler added that in July, Commercial Lighting was suspended to re-do the guidelines.

Mr. Stacy motioned for approval of the KPUB Energy Efficiency Program as presented. Mr. Howard seconded the motion. Vote was by a show of hands. Motion carried 5 – 0.

12. STATUS UPDATE ON CHANGE FOR CHARITY PROGRAM – ALLISON BUECHÉ, INTERIM DIRECTOR OF CUSTOMER & COMMUNITY RELATIONS:

Ms. Bueché gave an update to the Board for the KPUB Change for Charity program fund, which is continuing to be well received with the majority of KPUB customers, and the partnership with St. Vincent de Paul is continuing smoothly as well. She advised there have been 608 residential customers opt-out of the program as of October 12, 2020. In the month of September, St. Vincent de Paul granted \$11,990.13 in bill payment assistance to residential customers. For the month of October, KPUB has granted \$6,208.97 in program funds to-date to a total of 55 families. Ms. Bueché added that since the program's inception in July, KPUB has granted a total of \$45,480.28 in bill payment assistance through the Change for Charity Fund.

13. UPDATE AND DISCUSSION ON COVID-19 – TAMMYE RILEY, HR MANAGER:

Ms. Riley advised that there are no changes or updates with operational procedures at this time. Monitoring and safety measures are still on the forefront of Management's concerns. Ms. Riley advised that the lobby is still closed at this time. At this time there is less than 60% of employees working in the main building. She advised that training in Dispatch is going well with the safety dividers that were installed. She added that signage and reminders are still in place. Board Members thanked Ms. Riley.

14. MOTION AND VOTE TO RECESS THE PUBLIC MEETING AND RECONVENE IN AN EXECUTIVE CLOSED SESSION:

I. EXECUTIVE CLOSED SESSION – PERSONNEL MATTERS:

In accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.074, the Kerrville Public Utility Board will recess to deliberate the following "Personnel Matters":

A. Annual Performance Appraisal for Michael Wittler, General Manager and CEO

Chairman Thomas asked the Board of Trustees if he had a motion that the Board convene in Executive Closed Session to discuss "Personnel Matters" in accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.074. Mayor Blackburn so moved. Mr. Stacy seconded the motion. Vote was by a show of hands. Motion carried 5 – 0.

The Board entered Executive Closed Session at 9:23 a.m. Chairman Thomas adjourned the Executive Closed Session and reconvened into Open Session at 9:37 a.m.

15. ADJOURNMENT

Chairman Thomas adjourned the Regular Board Meeting at 9:38 a.m.

Date Approved: _____

Bill Thomas, Chairman

ATTEST

Lidia S. Goldthorn, Assistant Secretary to the Board

MEMORANDUM

TO: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

FROM: Jill Sadberry

DATE: November 10, 2020

SUBJECT: Agenda Item #7 - Resolution No. 20-20

Presented for your review, wire transfers for operating expenses.

I. WIRE TRANSFERS - Operating Expense

ERCOT-CRR Auction Invoice Paid October 18, 2020 Transfer from TexPool Investment Fund to ERCOT.	\$ 800.27
LCRA - Power Cost Billing 09/01/2020 to 09/30/2020 Paid October 30, 2020 Transfer from TexPool Investment Fund to LCRA.	\$ 533,553.30
CPS ENERGY - Power Cost Billing 09/01/2020 to 09/30/2020. Paid October 26, 2020 Transfer from TexPool Investment Fund to CPS ENERGY.	\$ 853,373.62
NEXTERA - Power Cost Billing 09/01/2020 to 08/30/2020. Paid October 20, 2020 Transfer from TexPool Investment Fund to NEXTERA.	\$ 469,440.00
CITY OF GARLAND - Power Cost Billing 09/01/2020 to 09/30/2020. Paid October 30, 2020 Transfer from TexPool Investment Fund to CITY OF GARLAND.	\$ 267,681.05
DG TEXAS SOLAR, LLC - Power Cost Billing 09/01/2020 to 09/30/2020. Paid October 22, 2020 Transfer from TexPool Investment Fund to DG TEXAS SOLAR, LLC.	\$ 41,868.07
BROADWAY BANK - Bond Payment Paid November 2, 2020	\$ 468,293.30

II. WIRE TRANSFERS – Investments

A. Transfer from Centennial Bank Revenue Fund to TexPool Investment Fund:

<u>Date</u>		<u>Principal</u>
October 14, 2020	\$	200,000.00
October 22, 2020		400,000.00
October 23, 2020		200,000.00
October 26, 2020		400,000.00
October 30, 2020		400,000.00
November 05, 2020		300,000.00
November 06, 2020		400,000.00
November 09, 2020		200,000.00

III. WIRE TRANSFERS - Payroll

Automated Clearing House for Pay Periods Ending:

October 16, 2020	\$	104,105.12
October 30, 2020	\$	108,055.64

IV. WIRE TRANSFERS - Payroll - Federal Reserve Bank

Federal Withholding and FICA for Period Ending:

October 16, 2020	\$	36,403.53
October 30, 2020	\$	37,728.25

V. WIRE TRANSFER - Comptroller of Public Accounts

2020 - Sales and Use Tax for October – Paid 11/09/2020	\$	70,612.01
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VI. WIRE TRANSFER - TMRS and TML


Texas Municipal Retirement System (TMRS)

Retirement Plan Contribution for the month of October – Paid 11/09/2020	\$	94,246.42
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Texas Municipal League (TML)

Monthly Premium - Medical, Dental, Vision and Life for the month of October – Paid 11/02/2020	\$	53,119.56
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If you have any questions on the items presented for payment, I will be happy to answer them at your convenience.

Sincerely,

Jill Sadberry
Chief Financial Officer

RESOLUTION NO. 20-20

A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD CONFIRMING AND AUTHORIZING THE PAYMENTS OF INVOICES AS APPROVED AND PRESENTED BY THE CHIEF FINANCIAL OFFICER AND GENERAL MANAGER / CEO.

WHEREAS, the providers of services or material have submitted invoices for payment;
and

WHEREAS, the Chief Financial Officer or General Manager/CEO has reviewed the invoices and approved payments for services rendered or material received.

WHEREAS, the items marked "Paid" have been previously approved by the Board and are included in this Resolution for information; now, therefore,

BE IT RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD THAT:

Section 1. That the Kerrville Public Utility Board review payment of the items set forth on the preceding Schedule.

Section 2. That the Kerrville Public Utility Board instructs the General Manager/CEO or his designee to make said payments and ratifies the payment of the items marked "Paid."

Section 3. This Resolution shall take effect immediately from and after its passage.

PASSED, APPROVED AND ADOPTED on this 18th day of November, 2020

Bill Thomas, Chairman

ATTEST:

Mark Cowden, Secretary

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Jill Sadberry

Date: November 10, 2020

Re: Agenda Item No. 8 — Financial Report

Operating loss for the month of October is \$267,930.19, which is below budget by \$280,724.19. Net loss for the month is \$257,959.18, which is below budget by \$289,109.18.

For the year, kWh sales are below budget by 5,052,736 kWhs, or by 14.49%.

At October 31, 2020, operating expenses, excluding power cost, are below budget by \$250,583.04 or by 24.72%.

The balance in the over collected power cost at October 31, 2020 was \$1,809,189.23.

The balance in the Rate Stabilization Fund is \$1,896,917.91.

Debt service coverage for October is 0.77. The coverage factor for the fiscal year is 0.77.

Sincerely,



Jill Sadberry
Chief Financial Officer

Kerrville Public Utility Board
Statement of Revenues, Expenses and Changes in Retained Earnings
October 31, 2020
(UNAUDITED)



	Comparison to Budget			Comparison to Last Year		
	Current Month	Budget	% Increase (Decrease)	Current Month	Last Year	% Increase (Decrease)
OPERATING REVENUES:						
Residential	1,526,235.21	1,650,127.00	(123,891.79) -7.51%	1,618,036.14	(91,800.93)	-5.67%
Commercial/Industrial	1,120,902.83	1,449,737.00	(328,834.17) -22.68%	1,559,853.15	(438,950.32)	-28.14%
Sales to Public Authorities	20,767.87	23,200.00	(2,432.13) -10.48%	3,334.66	17,433.21	522.79%
Other	32,678.31	38,450.00	(5,771.69) -15.01%	43,201.89	(10,523.58)	-24.36%
TOTAL OPERATING REVENUES	2,700,584.22	3,161,514.00	(460,929.78) -14.58%	3,224,425.84	(523,841.62)	-16.25%
OPERATING EXPENSES:						
Purchased Power	2,205,431.45	2,135,054.00	70,377.45 3.30%	2,088,218.98	117,212.47	5.61%
Distribution	233,306.19	288,266.00	(54,959.81) -19.07%	162,451.35	70,854.84	43.62%
Customer Accounting	31,383.25	55,200.00	(23,816.75) -43.15%	49,665.50	(18,282.25)	-36.81%
Customer Service & Informational	17,748.45	27,800.00	(10,051.55) -36.16%	12,674.26	5,074.19	40.04%
Administrative Expenses	206,031.06	348,100.00	(142,068.94) -40.81%	217,737.19	(11,706.13)	-5.38%
Franchise Fees - Ingram	2,281.03	2,300.00	(18.97) -0.82%	2,350.53	(69.50)	-2.96%
Depreciation	282,429.68	294,000.00	(11,570.32) -3.94%	225,432.94	56,996.74	25.28%
Other	(10,096.70)	(2,000.00)	(8,096.70) 404.84%	(250.00)	(9,846.70)	3938.68%
TOTAL OPERATING EXPENSES	2,968,514.41	3,148,720.00	(180,205.59) -5.72%	2,758,280.75	210,233.66	7.62%
OPERATING INCOME	(267,930.19)	12,794.00	(280,724.19) -2194.19%	466,145.09	(734,075.28)	-157.48%
NONOPERATING REVENUES (EXPENSES):						
Revenue Fund	9,407.71	7,517.00	1,890.71 25.15%	38,625.63	(29,217.92)	-75.64%
Interest & Sinking Fund	35.33	88.00	(52.67) -59.85%	566.58	(531.25)	-93.76%
Reserve Fund	-	-	-	-	-	-
Interest Inc-City of Kerrville	16,666.67	14,167.00	2,499.67 17.64%	15,000.00	1,666.67	11.11%
Interest Expense	(11,215.55)	(11,216.00)	0.45 0.00%	(12,184.77)	969.22	-7.95%
Interest On Customer's Deposits	(953.62)	-	(953.62) #DIV/0!	-	-	-
AFUDC - Borrowed Funds	-	3,100.00	(3,100.00) -100.00%	2,177.99	(2,177.99)	-100.00%
Other - net	(3,969.53)	4,700.00	(8,669.53) -184.46%	446.31	(4,415.84)	-989.41%
TOTAL NONOPERATING REVENUES (EXPENSES):	9,971.01	18,356.00	(8,384.99) -45.68%	44,631.74	(33,707.11)	-75.52%
NET INCOME (LOSS)	(257,959.18)	31,150.00	(289,109.18) -928.12%	510,776.83	(767,782.39)	-150.32%
RETAINED EARNINGS AT BEGINNING OF MONTH	69,843,094.49			64,988,632.92		
Plus: Contributions in Aid of Const	9,342.64	9,000.00	342.64 3.81%	25,135.49	(15,792.85)	-62.83%
Less: General Fund Transfer - Regular	80,484.95	95,100.00	(14,615.05) -15.37%	112,895.33	(32,410.38)	-28.71%
Less: General Fund Transfer - Special	39,500.00	39,500.00	0.00 0.00%	-	39,500.00	#DIV/0!
RETAINED EARNINGS AT END OF MONTH	69,474,493.00			65,411,649.91		
Percent of Net Income to Operating Revenue	-9.55%			15.84%		



Kerrville Public Utility Board
Balance Sheets
October 31, 2020

	October 31, 2020 (Unaudited)	October 1, 2020 (Unaudited)
Assets		
Utility Plant:		
Electric Plant in Service	85,485,444.59	84,757,080.78
Less: Accumulated Depreciation	(41,765,575.94)	(41,511,651.27)
	43,719,868.65	43,245,429.51
Construction Work in Progress	3,791,798.48	4,386,813.55
Net Utility Plant	47,511,667.13	47,632,243.06
Restricted Assets:		
Cash and Cash Equivalents:		
Customer Deposits	517,946.00	523,276.00
Total Cash and Cash Equivalents	517,946.00	523,276.00
Investments:		
2013 Bond Construction Fund	-	-
Interest and Sinking Fund	468,328.63	423,697.43
Emergency, Repair, Replace, Conting Fund	3,534,825.10	3,534,535.21
L.T. Rate Stabilization Fund:	723,642.08	723,583.07
Total Investments	4,726,795.81	4,681,815.71
Total Restricted Assets	5,244,741.81	5,205,091.71
Current Assets:		
Revenue Fund:		
Cash and Cash Equivalents	435,406.27	591,034.51
Investments - Less: Customer Deposits	10,489,798.79	10,485,175.65
Total Revenue Fund	10,925,205.06	11,076,210.16
Construction Fund:		
Cash and Cash Equivalents	5,068.75	5,067.68
Investments	1,658,654.65	1,658,519.20
Total Construction Fund	1,663,723.40	1,663,586.88
Rate Stabilization Fund:		
Cash and Cash Equivalents	-	-
Investments	1,897,072.61	1,896,917.91
Total Rate Stabilization Fund	1,897,072.61	1,896,917.91
ERCOT CRR Auction Funds	172,250.80	279,826.49
Customer Accounts Receivable, Net of Allowances	2,950,261.42	3,721,152.41
Materials and Supplies	957,762.91	1,011,261.27
Other	1,013,441.86	912,521.10
Total Current Assets	19,579,718.06	20,561,476.22
Deferred Debits		
Deferred Outflow of Resources	1,972,449.53	1,972,449.53
Advance to City of Kerrville	7,500,000.00	7,500,000.00
Advance to City of Kerrville-2020	1,000,000.00	1,000,000.00
Total	81,808,576.53	83,871,260.52
Liabilities and Equity		
Equity:		
Retained Earnings - Unreserved	69,474,493.00	69,843,094.49
Total Equity	69,474,493.00	69,843,094.49
Liabilities:		
Long-Term Debt:		
2013 Revenue Bonds	3,680,000.00	3,680,000.00
Plus: Unamortized Premium	-	-
Less: Unamortized Refunding Charge	-	-
Pension Liability	1,445,475.00	1,445,475.00
Total Long-Term Debt	5,125,475.00	5,125,475.00
Current Liabilities Payable		
from Restricted Assets:		
Current Portion of 2013 Revenue Bonds	401,000.00	401,000.00
Accrued Interest Payable	67,293.30	56,077.75
Customer Deposits	517,946.00	523,276.00
Interest on Customer Deposits	12,453.83	11,564.40
Total Current Liabilities Payable	998,693.13	991,918.15
Current Liabilities:		
Accounts Payable - Power Suppliers	2,244,351.26	2,165,917.04
Accounts Payable and Accrued Liab's	(384,441.09)	1,220,722.13
Over Collection of Power Cost Adj Revs	1,809,189.23	1,983,317.71
Total Current Liabilities	3,669,099.40	5,369,956.88
Total Liabilities	9,793,267.53	11,487,350.03
Deferred Credits		
Deferred Inflows of Resources-Pension	2,540,816.00	2,540,816.00
Total	81,808,576.53	83,871,260.52

Kerrville Public Utility Board
 Detail of Fund Balances from Funds Invested in Government Securities For the Month Of
 October 2020

	Revenue Fund	Construction Fund	Stabilization Fund	Rate Fund	Long Term Rate Stabil. Fund	Debt Reserve Fund	Restricted		Total Funds Invested
							Interest & Sinking Fund	Emergency, Repair, Replace & Contingency Fund	
Beginning of the Month Balance	10,986,615.46	1,660,840.62	1,896,917.91	723,583.07	423,136.98	3,554,516.15		19,245,610.19	
Maturities and/or Withdrawals:									
TEXPOOL-TML Insurance	(54,534.47)							(54,534.47)	
TEXPOOL-TMRS	(70,443.48)							(70,443.48)	
TEXPOOL-LCRA	(533,553.30)							(533,553.30)	
TEXPOOL-CPS Energy	(853,373.62)							(853,373.62)	
TEXPOOL-NextEra	(469,440.00)							(469,440.00)	
TEXPOOL-ERCOT	(128,555.52)							(128,555.52)	
TEXPOOL-ERCOT	(800.27)							(800.27)	
TEXPOOL-City of Garland	(267,681.05)							(267,681.05)	
TEXPOOL-DG Southwest Solar LLC	(41,868.07)							(41,868.07)	
TEXPOOL-Withdrawal to Chkg									
TEXPOOL-Pay annual prop/liab prem	(123,496.74)							(123,496.74)	
Hunt Emergency Transformer Replacement									
Investments:									
TEXPOOL	600,000.00							600,000.00	
TEXPOOL	200,000.00							200,000.00	
TEXPOOL	200,000.00							200,000.00	
TEXPOOL	200,000.00							200,000.00	
TEXPOOL	400,000.00							400,000.00	
TEXPOOL	200,000.00							200,000.00	
TEXPOOL	400,000.00							400,000.00	
TEXPOOL	400,000.00							400,000.00	
TEXPOOL									
TEXPOOL									
TEXPOOL									
Transfer City Interest Payment	11,042,868.94	1,660,840.62	1,896,917.91	723,583.07	423,136.98	3,554,516.15		19,301,863.67	
Allocation of:									
no int earned to the separate funds	938.30	135.45	154.70	59.01	35.33	289.89		1,612.67	
Transfer of interest to I & S Fund									
Interest Receivable (accrued on CD)	6,043.44					1,698.63		7,742.07	
Interest Receivable (accrued on CD)									
Tot Fund Bal after int allocation & Xfer	11,049,850.68	1,660,976.07	1,897,072.61	723,642.08	423,172.31	3,556,504.67		19,311,218.41	
Interfund transfers	(44,595.87)				44,595.87				
Total Fund Balance at End of Month	11,005,254.81	1,660,976.07	1,897,072.61	723,642.08	467,768.18	3,556,504.67		19,311,218.41	

Kerrville Public Utility Board
Computation of the Monthly and Year to Date Debt Service Coverage
For the Month Ended October 31, 2020

Description	Current Month	Fiscal Year	Previous Twelve Months
Net Income	\$ (257,959.18)	\$ (257,959.18)	\$ 2,733,191.09
Plus:			
Interest Expense (net of amortizations & AFUDC)	11,215.55	11,215.55	93,381.56
Depreciation Expense	282,429.68	282,429.68	3,434,519.56
Amortization of Acquisition Adjustment	-	-	-
Miscellaneous Amortizations	-	-	-
Numerator	35,686.05	35,686.05	6,261,092.21

DIVIDED BY:

Interest Expense (net of amortizations)	13,136.93	13,136.93	93,381.56
Principal Payment Due	33,416.67	33,416.67	401,000.00
Denominator	46,553.60	46,553.60	494,381.56

Debt Service Coverage Ratio 0.77 / 0.77 = 12.66

Minimum Requirement per Bond Covenant 1.35 times Debt Service
Minimum Requirement Established by KPUB Board
for Good Business Practices 1.65 times Debt Service

**Kerrville Public Utility Board
Schedule of Average Daily Balance of Fund
For Reporting Compliance as Required by the
Texas Public Funds Investment Act
For the Quarter Ended September 30, 2020**

Total Funds Invested

Day of the Month	July 2020	August 2020	September 2020	Totals
1	\$19,356,874.10	\$19,658,478.68	\$20,119,591.63	
2	\$19,414,054.10	\$19,658,478.68	\$20,218,742.33	
3	\$19,591,318.26	\$19,864,536.89	\$20,200,294.66	
4	\$19,591,318.26	\$19,942,184.60	\$20,529,834.81	
5	\$19,591,318.26	\$20,054,052.27	\$20,529,834.81	
6	\$19,581,128.62	\$20,042,674.28	\$20,529,834.81	
7	\$19,684,412.78	\$20,351,147.94	\$20,529,834.81	
8	\$19,917,684.51	\$20,351,147.94	\$20,986,690.80	
9	\$19,865,994.93	\$20,351,147.94	\$20,986,531.79	
10	\$19,984,629.16	\$20,641,953.11	\$20,732,320.69	
11	\$19,984,629.16	\$20,763,451.50	\$21,140,650.33	
12	\$19,984,629.16	\$20,729,518.49	\$21,140,650.33	
13	\$20,348,295.17	\$20,593,054.46	\$21,140,650.33	
14	\$20,392,773.92	\$20,776,160.07	\$21,615,996.75	
15	\$20,464,778.38	\$20,776,160.07	\$21,749,759.93	
16	\$20,292,663.72	\$20,776,160.07	\$21,864,688.56	
17	\$20,416,535.10	\$20,557,663.93	\$21,811,740.11	
18	\$20,416,535.10	\$20,616,787.39	\$22,020,928.92	
19	\$20,416,535.10	\$20,697,991.26	\$22,020,928.92	
20	\$20,341,894.08	\$20,653,868.17	\$21,535,840.92	
21	\$20,332,596.18	\$20,450,686.86	\$21,984,374.01	
22	\$20,376,859.03	\$20,450,686.86	\$21,994,781.61	
23	\$20,310,571.47	\$20,450,686.86	\$22,026,742.23	
24	\$19,792,518.15	\$19,787,670.35	\$19,368,460.58	
25	\$19,792,518.15	\$19,843,504.50	\$19,732,812.54	
26	\$19,792,518.15	\$19,895,785.78	\$19,732,812.54	
27	\$20,139,754.97	\$19,986,909.54	\$19,732,812.54	
28	\$20,196,061.86	\$20,310,507.95	\$20,088,391.73	
29	\$20,213,098.32	\$20,310,507.95	\$20,166,411.38	
30	\$19,907,616.82	\$20,310,507.95	\$19,745,492.48	
31	\$19,658,478.68	\$20,056,353.18		
Total of daily balance	\$620,150,593.65	\$629,710,425.52	\$625,978,437.88	
Average daily balance	\$20,004,857.86	\$20,313,239.53	\$20,865,947.93	\$20,389,559.32
Interest earnings	\$10,659.83	\$10,144.34	\$9,496.14	\$30,300.31
APR - - - - ->	0.62%	0.58%	0.55%	0.58%

**Kerrville Public Utility Board
Schedule of Other Investment Facts
For Reporting Compliance as Required by the
Texas Public Funds Investment Act
For the Quarter Ended September 30, 2020**

Total Funds Invested by Fund

Fund	Market Value and Carrying Amount	Actual Interest Earnings	Budgeted Interest Earnings
Revenue	\$10,986,615.46	\$21,852.21	\$59,018.68
Construction	1,660,840.62	880.17	15,354.31
Rate Stabilization	1,896,917.91	668.25	10,017.30
Long Term Rate Stabilization	723,583.07	231.95	2,869.06
Debt Reserve	0.00	0.00	0.00
Interest & Sinking	423,136.98	118.96	1,437.50
Emergency, Repair, Replace & Cont. Fund	3,554,516.15	6,292.05	18,665.14
Revenue Fund - Checking	499,882.29	256.72	1,500.00
Totals	\$19,745,492.48	\$30,300.31	\$108,862.00

Total Funds Invested by Security

Type of Security		Market Value and Carrying Amount	Actual Interest Earnings	Budgeted Interest Earnings
FHLB		\$0.00	\$0.00	\$0.00
FFCB		0.00	0.00	0.00
FREDDIE MAC		0.00	0.00	0.00
FARMER MAC		0.00	0.00	0.00
Certificate of Deposit	33%	6,566,390.00	23,025.23	36,202.20
TEXPOOL	52%	10,198,534.70	4,822.27	56,227.16
LOGIC	13%	2,480,685.49	2,192.92	12,176.66
Other-Misc. checking accounts, etc.	3%	499,882.29	259.89	1,500.00
Totals	100%	\$19,745,492.48	\$30,300.31	\$108,862.00

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Jill Sadberry

Date: November 10, 2020

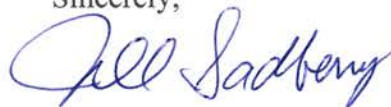
Re: Agenda Item No. 10 — Resolution No. 20-21, Emergency Repair, Replacement and Contingency Funds Transfer to Revenue Funds

In March of 2019, the KPUB Board of Directors created the Emergency Repair, Replacement, and Contingency Fund. The fund was established for the purpose of providing for emergency repairs and/or replacement of capital assets damaged by catastrophes, acts of God, or other disasters, and to fund unforeseen capital infrastructure projects of the Board in excess of \$100,000 (so as to level the impact on electric tariffs from those unbudgeted capital infrastructure projects), or as otherwise approved by the Board upon recommendation from the Committee. Expenditures from this Fund shall be initiated upon official approval by the Board.

In May of 2020, KPUB experienced three back to back storms that caused extensive damage to the KPUB distribution system in the amount of \$452,846.93. Staff is recommending that funds be transferred from the Emergency Repair, Replacement, and Contingency Fund to the Revenue Fund in the amount of \$452,846.93 to replace unbudgeted monies spent.

Staff recommends that the balance in the Emergency Repair, Replacement, and Contingency Fund be replenished over a six month period in equal monthly payments of \$75,474.49.

Sincerely,



Jill Sadberry
Chief Financial Officer

RESOLUTION NO. 20-21

A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD (“KPUB”) APPROVING THE RECOMMENDATION OF KPUB STAFF TO TRANSFER \$452,846.93 FROM THE KPUB “EMERGENCY REPAIR, REPLACEMENT, AND CONTINGENCY FUND” TO THE KPUB “REVENUE FUND”; SAID FUNDS TO BE RESTORED WITHIN ONE (1) CALENDAR YEAR.

WHEREAS, multiple weather storms during May 2020 occurring in the KPUB electric service area, caused widespread and extensive damage to the KPUB distribution system; and

WHEREAS, the costs of repairs were funded from the “Revenue Fund” and \$452,846.93 was expended in unbudgeted monies; and

WHEREAS, the KPUB “Emergency Repair, Replacement and Contingency Fund” was established by the KPUB Board of Trustees to fund unforeseen expense requirements of KPUB caused by unanticipated factors; and

WHEREAS, KPUB Staff has requested the Trustees to transfer \$452,846.93 from the “Emergency Repair, Replacement and Contingency fund” to the KPUB “Revenue Fund” with the requirements these funds be restored to the “Emergency Repair, Replacement and Contingency Fund” within one (1) calendar year of date of this Resolution; and

WHEREAS, the “Emergency Repair, Replacement and Contingency Fund” contains sufficient funds to satisfy KPUB Staff recommendation; and

WHEREAS, the Trustees find that the recommended transfer is consistent with the purpose and intent of the “Emergency Repair, Replacement and Contingency Fund” and the recommended transfer is in the public interest of KPUB and its customers; now, therefore,

BE IT RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD:

Section 1. The request of KPUB Staff to transfer \$452,846.93 from the KPUB “Emergency Repair, Replacement and Contingency Fund” to the KPUB “Revenue Fund” is in all things approved and said funds shall be restored to the “Emergency Repair, Replacement and Contingency Fund” within one (1) calendar year from the effective date of this Resolution.

Section 2. This Resolution shall be in force and effect from and after its passage.

PASSED APPROVED AND ADOPTED this 18th day of November 2020.

Bill Thomas, Chairman

ATTEST:

Mark Cowden, Secretary

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Damon Richardson

Date: November 06, 2020


Re: Agenda Item No. 11 – Approval and Reporting of Purchases and Sales

Presented for your consideration and review are the recommendations for purchase of goods or services.

- A. Quote No. 2799: Transformers.** Staff is recommending the approval of a purchase order to Stuart Irby Company, for a total of \$68,567.15, to purchase stock transformers. Six vendors submitted a bid. Award was based on price, transformer efficiency, and lead time.
- B. Quote No. 2806: Wood Distribution Poles.** Staff is recommending the approval of a blanket purchase order to Stuart Irby Company, in the amount of \$123,086.75 for the purchase of poles during the 2020/2021 budget year. Three quotes were sought and received. Award was based on low bid.

Please let me know if you have any questions or concerns.

Sincerely,


Damon Richardson
Purchasing Agent

Irby Owning Cost

RFQ 2799
Pole Mount Transformers 10 kVA 120/240
October 27, 2020

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price		No-load Losses	Load Losses	Total Owning Cost	
							Total	Bid			Each	Bid
10 kVA 120/240	PMN	168	N	N	30	\$690.00	\$26,700.00	\$34,934.22	29	156	\$ 1,124.33	\$ 34,934.22
	KBS	154	N	N	30	\$603.05	\$18,091.50	\$26,206.36	29	153	\$ 873.61	\$ 26,206.36
	Irby	112	N	N	30	\$365.98	\$16,979.40	\$23,797.02	39	101	\$ 793.23	\$ 23,797.02
	Anixter	49	N	N	30	\$650.00	\$19,500.00	\$23,928.12	34	126	\$ 797.60	\$ 23,928.12
	Wesco	119	N	N	30	\$1,329.03	\$39,870.96	\$47,871.66	37	135	\$ 1,595.72	\$ 47,871.66
	TEC	63	N	N	30	\$650.00	\$19,500.00	\$28,469.22	39	156	\$ 948.97	\$ 28,469.22
		98	N	N	30	\$0.00	\$0.00	\$28,408.04	98	542	\$ 948.87	\$ 28,408.04

Max NL 98
Min LL 542
NL Loss Factor 2.460
LL Loss Factor 1.304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price		No-load Losses	Load Losses	Total Owning Cost	
							Total	Bid			Each	Bid
10 kVA 120/240	PMN	168	N	N	30	\$690.00	\$26,700.00	\$34,934.22	29	156	\$ 1,124.33	\$ 34,934.22
	KBS	154	N	N	30	\$603.05	\$18,091.50	\$26,206.36	29	153	\$ 873.61	\$ 26,206.36
	Irby	112	N	N	30	\$365.98	\$16,979.40	\$23,797.02	39	101	\$ 793.23	\$ 23,797.02
	Anixter	49	N	N	30	\$650.00	\$19,500.00	\$23,928.12	34	126	\$ 797.60	\$ 23,928.12
	Wesco	119	N	N	30	\$1,329.03	\$39,870.96	\$47,871.66	37	135	\$ 1,595.72	\$ 47,871.66
	TEC	63	N	N	30	\$650.00	\$19,500.00	\$28,469.22	39	156	\$ 948.97	\$ 28,469.22
		98	N	N	30	\$0.00	\$0.00	\$28,408.04	98	542	\$ 948.87	\$ 28,408.04

Max NL 98
Min LL 542
NL Loss Factor 10.297
LL Loss Factor 2.320

Evaluation	Vendor	Value
Total Lead Time	Anixter	49
Minimum Ownership Cost (Historical Loss Factor)	Irby	\$ 23,797.02
Minimum Ownership Cost (Current Loss Factor)	Anixter	\$ 35,771.29
Minimum Purchase	Anixter	\$550.00

Rank	Total Lead Time	Minimum Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	2	3	2	8
KBS	2	5	5	4	16
Irby	4	7	6	5	22
Anixter	7	6	7	6	26
Wesco	3	1	2	1	7
TEC	6	3	4	3	16
	#N/A	#N/A	#N/A	#N/A	#N/A

RFQ 2799
Pole Mount Transformers 50 kVA 120/240
October 27, 2020

Irby - Owning Cost

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
50 kVA 120/240	PMN	168	N	N	20	\$1,393.00	\$27,860.00		95	560	\$ 2,354.93	\$ 47,119.80
	KBS	140	N	N	20	\$1,077.09	\$21,541.80		91	564	\$ 2,035.50	\$ 40,709.92
	Irby	112	N	N	20	\$1,105.16	\$22,103.20		119	411	\$ 1,932.65	\$ 38,653.08
	Anixter	49	N	N	20	\$1,105.00	\$22,100.00		102	458	\$ 1,952.13	\$ 39,042.64
	Wesco	112	N	N	20	\$1,152.69	\$23,053.76		119	411	\$ 1,980.18	\$ 39,603.64
	TEC	63	N	N	20	\$1,300.00	\$26,000.00		119	564	\$ 2,327.01	\$ 46,540.12
		98	N	N	20	\$0.00		98	542	\$ 946.87	\$ 18,937.36	

Max NL 119
Min LL 564
NL Loss Factor 2.450
LL Loss Factor 1.304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
50 kVA 120/240	PMN	168	N	N	20	\$1,393.00	\$27,860.00		95	560	\$ 3,670.34	\$ 73,484.82
	KBS	140	N	N	20	\$1,077.09	\$21,541.80		91	564	\$ 3,323.42	\$ 58,449.45
	Irby	112	N	N	20	\$1,105.16	\$22,103.20		119	411	\$ 3,383.89	\$ 65,872.72
	Anixter	49	N	N	20	\$1,105.00	\$22,100.00		102	458	\$ 3,211.71	\$ 64,354.74
	Wesco	112	N	N	20	\$1,152.69	\$23,053.76		119	411	\$ 3,331.41	\$ 66,026.38
	TEC	63	N	N	20	\$1,300.00	\$26,000.00		119	564	\$ 3,831.04	\$ 78,472.87
		98	N	N	20	\$0.00		98	542	\$ 2,268.30	\$ 45,927.51	

Max NL 119
Min LL 564
NL Loss Factor 10.297
LL Loss Factor 2.320

Evaluation	Vendor	Value
Total Lead Time	Anixter	49
Minimum Ownership Cost (Historical Loss Factor)	0	\$ 18,937.36
Minimum Ownership Cost (Current Loss Factor)	Anixter	\$ 64,354.14
Minimum Purchase	KBS	\$1,077.09

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	1	2	1	5
KBS	2	3	4	6	15
Irby	3	6	5	4	18
Anixter	7	5	6	5	23
Wesco	3	4	3	3	13
TEC	6	2	1	2	11
	#N/A	#N/A	#N/A	#N/A	#N/A

Anixter - Purchase Price

RFQ 2799
Pole Mount Transformers 37.5 KVA 120/240
October 27, 2020

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Total Bid Price		%Z	No-load Losses	Load Losses	Total Owning Cost	
						Price Ea.	Bid Price				Each	Bid
37.5 KVA 120/240	PMN	168	N	N	5	\$1,204.00	\$6,020.00		77	452	\$ 1,662.04	\$ 9,910.29
	KBS	154	N	N	5	\$927.08	\$4,635.40		79	415	\$ 1,661.79	\$ 8,308.95
	Itby	112	N	N	5	\$932.99	\$4,664.95		98	325	\$ 1,596.89	\$ 7,984.45
	Anixter	49	N	N	5	\$858.00	\$4,290.00		74	429	\$ 1,598.72	\$ 7,993.58
	Wesco	119	N	N	5	\$1,860.22	\$9,301.08		95	542	\$ 2,799.73	\$ 13,998.67
	TEC	63	N	N	5	\$1,000.00	\$5,000.00		98	542	\$ 1,946.87	\$ 9,734.34
		98	N	N	5	\$0.00	\$0.00		98	542	\$ 946.87	\$ 4,734.34

Max NL 98
Min LL 542
NL Loss Factor 2,450
LL Loss Factor 1,304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Total Bid Price		%Z	No-load Losses	Load Losses	Total Owning Cost	
						Price Ea.	Bid Price				Each	Bid
37.5 KVA 120/240	PMN	168	N	N	5	\$1,204.00	\$6,020.00		77	452	\$ 3,045.37	\$ 13,235.94
	KBS	154	N	N	5	\$927.08	\$4,635.40		79	415	\$ 2,703.21	\$ 13,516.06
	Itby	112	N	N	5	\$932.99	\$4,664.95		98	325	\$ 2,699.63	\$ 13,479.33
	Anixter	49	N	N	5	\$858.00	\$4,290.00		74	429	\$ 3,615.13	\$ 13,075.62
	Wesco	119	N	N	5	\$1,860.22	\$9,301.08		95	542	\$ 4,036.70	\$ 20,475.51
	TEC	63	N	N	5	\$1,000.00	\$5,000.00		98	542	\$ 3,298.36	\$ 16,331.89
		98	N	N	5	\$0.00	\$0.00		98	542	\$ 2,298.36	\$ 11,531.89

Max NL 98
Min LL 542
NL Loss Factor 10,297
LL Loss Factor 2,320

Evaluation	Vendor	Value
Total Lead Time	Anixter	49
Minimum Ownership Cost (Historical Loss Factor)	0	\$ 4,734.34
Minimum Ownership Cost (Current Loss Factor)	Anixter	\$ 13,075.62
Minimum Purchase	Anixter	\$658.00

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	2	3	2	8
KBS	2	4	4	5	15
Itby	4	6	5	4	19
Anixter	7	5	6	6	24
Wesco	3	1	1	1	6
TEC	6	3	2	3	14
	#N/A	#N/A	#N/A	#N/A	#N/A

Anixter All points

RFQ 2799
URD Mount Transformers 37.5 kVA 120/240
October 27, 2020

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
37.5 kVA 120/240	PMN	168	N	N	5	\$1,738.00	\$8,690.00	0.00	65	509	\$ 2,567.03	\$ 12,804.93
	KBS	154	N	N	5	\$1,928.00	\$9,640.00	0.00	95	611	\$ 2,957.49	\$ 14,787.47
	Irby	168	N	N	5	\$1,547.42	\$7,737.10	0.00	95	348	\$ 2,233.66	\$ 11,968.81
	Anixter	91	N	N	5	\$1,340.00	\$6,700.00	0.00	76	428	\$ 2,094.31	\$ 10,421.56
	Wiseco	119	N	N	5	\$2,339.36	\$11,696.81	0.00	93	252	\$ 2,895.82	\$ 14,479.10
	TEC	98	N	N	5	\$1,575.00	\$7,875.00	0.00	95	611	\$ 2,604.49	\$ 13,022.47
		98	N	N	5	\$0.00	\$0.00	0.00	98	542	\$ 946.87	\$ 4,734.34

Max NL 98
Min LL 611
NL Loss Factor 2,450
LL Loss Factor 1,304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
37.5 kVA 120/240	PMN	168	N	N	5	\$1,738.00	\$8,690.00	0.00	65	509	\$ 3,538.03	\$ 17,940.15
	KBS	154	N	N	5	\$1,928.00	\$9,640.00	0.00	95	611	\$ 4,321.05	\$ 21,017.73
	Irby	168	N	N	5	\$1,547.42	\$7,737.10	0.00	95	348	\$ 3,332.88	\$ 19,684.48
	Anixter	91	N	N	5	\$1,340.00	\$6,700.00	0.00	76	428	\$ 3,115.40	\$ 15,578.59
	Wiseco	119	N	N	5	\$2,339.36	\$11,696.81	0.00	93	252	\$ 3,881.54	\$ 19,407.58
	TEC	98	N	N	5	\$1,575.00	\$7,875.00	0.00	95	611	\$ 3,070.55	\$ 16,082.73
		98	N	N	5	\$0.00	\$0.00	0.00	96	542	\$ 2,366.95	\$ 11,331.88

Max NL 98
Min LL 611
NL Loss Factor 10,297
LL Loss Factor 2,320

Evaluation	Vendor	Value
Total Lead Time	Anixter	91
Minimum Ownership Cost (Historical Loss Factor)	0	\$ 4,734.34
Ownership Cost (Current Loss Factor)	Anixter	\$ 15,578.99
Minimum Purchase	Anixter	\$1,340.00

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	4	4	3	12
KBS	3	1	1	2	7
Irby	1	5	5	5	16
Anixter	7	6	6	6	25
TEC	5	3	2	4	14
	#N/A	#N/A	#N/A	#N/A	#N/A
	#N/A	#N/A	#N/A	#N/A	#N/A

RFQ 2799
URD Mount Transformers 50 kVA 120/240
October 27, 2020

Anixter All Points

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost Each	Bid
50 kVA 120/240	PMN	168	N	N	7	\$1,889.00	\$13,223.00	0.00	82	611	\$ 2,986.89	\$ 20,206.51
	KBS	154	N	N	7	\$1,928.00	\$13,496.00	0.00	107	611	\$ 2,986.89	\$ 20,906.28
	lrbj	168	N	N	7	\$1,649.49	\$11,546.43	0.00	107	482	\$ 2,540.17	\$ 17,781.18
	Anixter	91	N	N	7	\$1,500.00	\$10,500.00	0.00	92	535	\$ 2,423.04	\$ 16,961.28
	Wesco	119	N	N	7	\$2,409.00	\$16,863.00	0.00	109	299	\$ 3,065.95	\$ 21,461.62
	TEC	105	N	N	7	\$1,750.00	\$12,250.00	0.00	109	611	\$ 2,813.79	\$ 19,696.56
			98	N	N	7	\$0.00	\$0.00	0.00	98	542	\$ 946.87

Max NL 109
Min LL 611
NL Loss Factor 2.450
LL Loss Factor 1.304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost Each	Bid
50 kVA 120/240	PMN	168	N	N	7	\$1,889.00	\$13,223.00	0.00	82	611	\$ 4,150.49	\$ 29,454.92
	KBS	154	N	N	7	\$1,928.00	\$13,496.00	0.00	107	611	\$ 4,437.11	\$ 31,729.76
	lrbj	168	N	N	7	\$1,649.49	\$11,546.43	0.00	107	482	\$ 3,893.38	\$ 27,105.48
	Anixter	91	N	N	7	\$1,500.00	\$10,500.00	0.00	92	535	\$ 3,893.38	\$ 23,818.50
	Wesco	119	N	N	7	\$2,409.00	\$16,863.00	0.00	109	299	\$ 4,224.95	\$ 29,578.64
	TEC	105	N	N	7	\$1,750.00	\$12,250.00	0.00	109	611	\$ 4,388.70	\$ 30,107.92
			98	N	N	7	\$0.00	\$0.00	0.00	98	542	\$ 1,258.36

Max NL 109
Min LL 611
NL Loss Factor 10.287
LL Loss Factor 2.320

Evaluation	Vendor	Value
Total Lead Time Minimum	Anixter	91
Ownership Cost (Historical Loss Factor) Minimum	0	\$ 6,628.08
Ownership Cost (Current Loss Factor) Minimum	Anixter	\$ 25,818.50
Minimum Purchase	Anixter	\$1,500.00

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	3	4	3	11
KBS	3	2	1	2	8
lrbj	1	5	5	5	16
Anixter	7	6	6	6	25
Wesco	4	1	3	1	9
TEC	5	4	2	4	15
	#N/A	#N/A	#N/A	#N/A	#N/A

Irbby - Ownins Cost

RFQ 2799
URD Mount Transformers 100 KVA 120/240
October 27, 2020

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total		Load Losses	No-load Losses	%Z	Total Owning Cost	
							Bid Price	Total				Each	Bid
100 KVA 120/240	PMN	168	N	N	3	\$2,593.00	\$7,749.00	\$2,593.00	944	164	0.00	\$ 4,215.73	\$ 12,647.33
	KBS	154	N	N	3	\$2,636.00	\$7,908.00	\$2,636.00	944	164	0.00	\$ 4,268.78	\$ 12,805.33
	Irbby	168	N	N	3	\$2,450.52	\$7,351.56	\$2,450.52	812	187	0.00	\$ 3,987.52	\$ 11,902.55
	Anixter	91	N	N	3	\$2,504.00	\$7,512.00	\$2,504.00	972	140	0.00	\$ 4,114.49	\$ 12,343.46
	Wesco	119	N	N	3	\$2,959.00	\$8,877.00	\$2,959.00	590	188	0.00	\$ 4,188.96	\$ 12,566.88
	TEC	105	N	N	3	\$2,850.00	\$8,550.00	\$2,850.00	542	140	0.00	\$ 4,560.49	\$ 13,881.46
		98	N	N	3	\$0.00	\$0.00	\$0.00	542	98	0.00	\$ 946.87	\$ 2,840.60

Max NL 187
Min LL 972
NL Loss Factor 2,450
LL Loss Factor 1,304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total		Load Losses	No-load Losses	%Z	Total Owning Cost	
							Bid Price	Total				Each	Bid
100 KVA 120/240	PMN	168	N	N	3	\$2,593.00	\$7,749.00	\$2,593.00	944	164	0.00	\$ 4,401.40	\$ 12,854.48
	KBS	154	N	N	3	\$2,636.00	\$7,908.00	\$2,636.00	944	164	0.00	\$ 4,571.48	\$ 13,043.48
	Irbby	168	N	N	3	\$2,450.52	\$7,351.56	\$2,450.52	812	187	0.00	\$ 3,259.64	\$ 11,778.91
	Anixter	91	N	N	3	\$2,504.00	\$7,512.00	\$2,504.00	972	140	0.00	\$ 4,200.38	\$ 12,004.97
	Wesco	119	N	N	3	\$2,959.00	\$8,877.00	\$2,959.00	590	188	0.00	\$ 4,203.44	\$ 12,791.31
	TEC	105	N	N	3	\$2,850.00	\$8,550.00	\$2,850.00	542	140	0.00	\$ 4,446.82	\$ 13,098.92
		98	N	N	3	\$0.00	\$0.00	\$0.00	542	98	0.00	\$ 3,266.31	\$ 2,840.60

Max NL 187
Min LL 972
NL Loss Factor 10,297
LL Loss Factor 2,320

Evaluation	Vendor	Value
Total Lead Time	Anixter	91
Minimum Ownership Cost (Historical Loss Factor)	0	\$ 2,840.60
Minimum Ownership Cost (Current Loss Factor)	Anixter	\$ 18,600.97
Minimum Purchase	Irbby	\$2,450.52

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	3	3	4	11
KBS	3	2	2	3	10
Irbby	1	6	5	6	18
Anixter	7	5	6	5	23
Wesco	4	4	4	1	13
TEC	5	1	1	2	9
	#N/A	#N/A	#N/A	#N/A	#N/A

Irby All Points

RFQ 2799
PAD Mount Transformers 300 kVA 120/240
October 27, 2020

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
300 kVA 120/240	PMN	280	N	N	1	\$11,425.00	\$11,425.00		578	2292	\$ 15,829.87	\$ 15,829.87
	KBS	154	N	N	1	\$10,836.00	\$10,836.00		455	2723	\$ 15,501.54	\$ 15,501.54
	Irby	140	N	N	1	\$9,720.62	\$9,720.62		546	1961	\$ 13,615.46	\$ 13,615.46
	Anixter	140	N	N	1	\$10,085.00	\$10,085.00		546	1961	\$ 13,979.84	\$ 13,979.84
	Wesco	140	N	N	1	\$10,138.71	\$10,138.71		546	1961	\$ 14,033.55	\$ 14,033.55
	TEC	91	N	N	1	\$19,000.00	\$19,000.00		578	2292	\$ 23,404.87	\$ 23,404.87
	Anixter GE	77	N	N	1	\$16,153.00	\$16,153.00		350	1263	\$ 18,657.45	\$ 18,657.45

Max NL 578
Min LL 2292
NL Loss Factor 2.450
LL Loss Factor 1.304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
300 kVA 120/240	PMN	280	N	N	1	\$11,425.00	\$11,425.00		578	2292	\$ 15,829.87	\$ 15,829.87
	KBS	154	N	N	1	\$10,836.00	\$10,836.00		455	2723	\$ 15,501.54	\$ 15,501.54
	Irby	140	N	N	1	\$9,720.62	\$9,720.62		546	1961	\$ 13,615.46	\$ 13,615.46
	Anixter	140	N	N	1	\$10,085.00	\$10,085.00		546	1961	\$ 13,979.84	\$ 13,979.84
	Wesco	140	N	N	1	\$10,138.71	\$10,138.71		546	1961	\$ 14,033.55	\$ 14,033.55
	TEC	91	N	N	1	\$19,000.00	\$19,000.00		578	2292	\$ 23,404.87	\$ 23,404.87
	Anixter GE	77	N	N	1	\$16,153.00	\$16,153.00		350	1263	\$ 18,657.45	\$ 18,657.45

Max NL 578
Min LL 2292
NL Loss Factor 2.450
LL Loss Factor 1.304

Evaluation	Vendor	Value
Total Lead Time	Anixter GE	77
Minimum Ownership Cost		
(Historical Loss Factor)	Irby	\$ 13,615.46
Minimum Ownership Cost		
(Current Loss Factor)	Irby	\$ 19,891.65
Minimum Purchase	Irby	\$9,720.62

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	3	2	3	9
KBS	2	4	4	4	14
Irby	3	7	7	7	24
Anixter	3	6	6	6	21
Wesco	3	5	5	5	18
TEC	6	1	1	1	9
Anixter GE	7	2	3	2	14

Irby All points

RFQ 2799
PAD Mount Transformers 500 KVA 120/240
October 27, 2020

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
500 KVA 120/240	PMN	280	N	N	1	\$15,100.00	\$15,100.00		724	3962	\$ 22,040.25	\$ 22,040.25
	KBS	154	N	N	1	\$13,052.00	\$13,052.00		578	4454	\$ 20,276.12	\$ 20,276.12
	Irby	140	N	N	1	\$12,412.37	\$12,412.37		863	3181	\$ 18,548.66	\$ 18,548.66
	Anixter	140	N	N	1	\$12,890.00	\$12,890.00		863	3181	\$ 19,116.29	\$ 19,116.29
	Wesco	140	N	N	1	\$12,946.24	\$12,946.24		863	3181	\$ 19,182.53	\$ 19,182.53
	TEC	91	N	N	1	\$25,500.00	\$25,500.00		863	3962	\$ 32,780.80	\$ 32,780.80
	Anixter GE	77	N	N	1	\$21,725.00	\$21,725.00		520	2266	\$ 25,953.86	\$ 25,953.86

Max NL 863
 Min LL 3962
 NL Loss Factor 2.450
 LL Loss Factor 1.304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
500 KVA 120/240	PMN	280	N	N	1	\$15,100.00	\$15,100.00		724	3962	\$ 31,745.03	\$ 31,745.03
	KBS	154	N	N	1	\$11,052.00	\$11,052.00	0.00	578	4154	\$ 24,335.90	\$ 24,335.90
	Irby	140	N	N	1	\$12,412.37	\$12,412.37	0.00	863	3181	\$ 28,031.16	\$ 28,031.16
	Anixter	140	N	N	1	\$11,890.00	\$11,890.00	0.00	863	3181	\$ 29,066.79	\$ 29,066.79
	Wesco	140	N	N	1	\$12,946.24	\$12,946.24	0.00	863	3181	\$ 29,185.02	\$ 29,185.02
	TEC	91	N	N	1	\$25,500.00	\$25,500.00	0.00	863	3962	\$ 43,578.88	\$ 43,578.88
	Anixter GE	77	N	N	1	\$21,725.00	\$21,725.00	0.00	520	2266	\$ 32,335.83	\$ 32,335.83

Max NL 863
 Min LL 3962
 NL Loss Factor 10.297
 LL Loss Factor 2.320

Evaluation	Vendor	Value
Total Lead Time	Anixter GE	77
Minimum Ownership Cost (Historical Loss Factor)	Irby	\$ 18,548.66
Minimum Ownership Cost (Current Loss Factor)	Irby	\$ 28,631.16
Minimum Purchase	Irby	\$12,412.37

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
PMN	1	3	3	3	10
KBS	2	4	4	4	14
Irby	3	7	7	7	24
Anixter	3	6	6	6	21
Wesco	3	5	5	5	18
TEC	6	1	1	1	9
Anixter GE	7	2	2	2	13

RFQ 2805
Pole Mount Transformers 25 kVA 120/240
October 27, 2020

Anixter - All Points

Historical Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
25 kVA 120/240	KBS PP	112	N	N	30	\$728.13	\$21,843.90	0.00	54	335	\$ 2,607.52	\$ 38,918.10
	Itby Emco	112	N	N	30	\$764.00	\$22,920.00	0.00	68	268	\$ 1,267.03	\$ 38,010.96
	Itby Cooper	154	N	N	30	\$731.27	\$21,938.10	0.00	55	327	\$ 1,282.43	\$ 36,772.84
	Wesco	112	N	N	30	\$751.61	\$22,548.39	0.00	54	335	\$ 1,320.75	\$ 39,622.99
	Anixter	49	N	N	30	\$653.00	\$19,590.00	0.00	57	311	\$ 1,198.19	\$ 35,945.82
		56	N	N	30	\$0.00	\$0.00	0.00	112	508	\$ 936.83	\$ 28,104.96
		98	N	N	30	\$0.00	\$0.00	0.00	98	542	\$ 946.87	\$ 28,406.04

Max NL 112
Min LL 542
NL Loss Factor 2,450
LL Loss Factor 1,304

Current Loss Factor

Description	Vendor	Delivery Days	Incomplete Submission	Excep.	Qty	Price Ea.	Total Bid Price	%Z	No-load Losses	Load Losses	Total Owning Cost	
											Each	Bid
25 kVA 120/240	KBS PP	112	N	N	30	\$728.13	\$21,843.90	0.00	54	335	\$ 2,607.52	\$ 38,918.10
	Itby Emco	112	N	N	30	\$764.00	\$22,920.00	0.00	68	268	\$ 1,267.03	\$ 38,010.96
	Itby Cooper	154	N	N	30	\$731.27	\$21,938.10	0.00	55	327	\$ 1,282.43	\$ 36,772.84
	Wesco	112	N	N	30	\$751.61	\$22,548.39	0.00	54	335	\$ 1,320.75	\$ 39,622.99
	Anixter	49	N	N	30	\$653.00	\$19,590.00	0.00	57	311	\$ 1,198.19	\$ 35,945.82
		56	N	N	30	\$0.00	\$0.00	0.00	112	508	\$ 936.83	\$ 28,104.96
		98	N	N	30	\$0.00	\$0.00	0.00	98	542	\$ 946.87	\$ 28,406.04

Max NL 112
Min LL 542
NL Loss Factor 10,297
LL Loss Factor 2,320

Evaluation	Vendor	Value
Total Lead Time	Anixter	49
Minimum Ownership Cost (Historical Loss Factor)	0	\$ 28,104.96
Minimum Ownership Cost (Current Loss Factor)	Anixter	\$ 88,840.55
Minimum Purchase	Anixter	\$653.00

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
KBS PP	2	2	5	4	13
Itby Emco	2	4	4	1	11
Itby Cooper	1	3	6	3	13
Wesco	2	1	3	2	8
Anixter	7	5	7	5	24
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

REQUEST FOR QUOTATION



**Kerrville
Public
Utility
Board**

City of Kerrville, Texas
Electric Distribution System
Revenue Fund
2250 Memorial Blvd. • PO Box 294999
Kerrville, TX 78029-4999 • 830-257-3050

Vendor	Quotation
17273	2806
Print Date	Page
10/19/2020	1

TO STUART C. IRBY COMPANY
5908 LA COLONIA
SAN ANTONIO, TX 78218

SHIP TO KERRVILLE PUBLIC UTILITY BOARD
2250 MEMORIAL BLVD
KERRVILLE, TX 78028-5613
Phone: (830)257-3050
Fax: (830)792-8244

Response Due Date: 10:00 am 11/6/2020

Phone:
Fax:

Requested Terms

Shipment Method	Shipment Terms	FOB	Payment Terms
			NET

LN	ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	DEL DT/LEAD TM
1	10355	10.000	EA	Wood POLE 35 CLASS 5	211.22	1-2 WKS
2	10404	140.000	EA	Wood Pole 40 foot class 4 Creosote per attached specifications.	303.06	1-2 WKS
3	10403	20.000	EA	Wood Pole 40 foot class 3 Creosote per attached specifications.	350.00	1-2 WKS
4	10453	150.000	EA	Wood Pole 45 foot class 3 Creosote per attached specifications.	421.43	1-2 WKS
5	10503	10.000	EA	Wood Pole 50 foot class 3 Creosote per attached specifications.	500.00	1-2 WKS
6	10501	5.000	EA	Wood Pole 50 foot class 1 Creosote per attached specifications. ***Kerrville Public Utility Board is seeking to enter a one year blanket purchase order for wood poles, specifications attached. These quantities are estimates, KPUB may request mixed loads, but will always request fully loaded trucks. KPUB will request the releases. *** PRICES BASED ON FULL TRUCKLOAD QTY RELEASES	666.33	1-2 WKS

REQUEST FOR QUOTATION



**Kerrville
Public
Utility
Board**

City of Kerrville, Texas
Electric Distribution System
Revenue Fund
2250 Memorial Blvd. • PO Box 294999
Kerrville, TX 78029-4999 • 830-257-3050

Vendor	Quotation
70	2806
Print Date	Page
10/19/2020	1

TO
TECHLINE INCORPORATED
4314 DIVIDEND DR
SAN ANTONIO, TX 78219

SHIP TO KERRVILLE PUBLIC UTILITY BOARD
2250 MEMORIAL BLVD
KERRVILLE, TX 78028-5613
Phone: (830)257-3050
Fax: (830)792-8244

Response Due Date: 10:00 am 11/6/2020

Phone:

Fax:

Requested Terms

Shipment Method	Shipment Terms	FOB	Payment Terms
			NET

LN	ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	DEL DT/LEAD TM
1	10355	10.000	EA	Wood POLE 35 CLASS 5	\$218.00 each	1-2 weeks
2	10404	140.000	EA	Wood Pole 40 foot class 4 Creosote per attached specifications.	\$313.00 each	1-2 weeks
3	10403	20.000	EA	Wood Pole 40 foot class 3 Creosote per attached specifications.	\$361.00 each	1-2 weeks
4	10453	150.000	EA	Wood Pole 45 foot class 3 Creosote per attached specifications.	\$435.00 each	1-2 weeks
5	10503	10.000	EA	Wood Pole 50 foot class 3 Creosote per attached specifications.	\$516.00 each	1-2 weeks
6	10501	5.000	EA	Wood Pole 50 foot class 1 Creosote per attached specifications. ***Kerrville Public Utility Board is seeking to enter a one year blanket purchase order for wood poles, specifications attached. These quantities are estimates, KPUB may request mixed loads, but will always request fully loaded trucks. KPUB will request the releases. ***	\$687.00 each	1-2 weeks

REQUEST FOR QUOTATION



**Kerrville
Public
Utility
Board**

City of Kerrville, Texas
Electric Distribution System
Revenue Fund
2250 Memorial Blvd. • PO Box 294999
Kerrville, TX 78029-4999 • 830-257-3050

Vendor	Quotation
18391	2806
Print Date	Page
10/19/2020	1

TO TEXAS ELECTRIC COOPERATIVES, INC.
MATERIALS
PO BOX 201338
DALLAS, TX 75320-1338

SHIP TO KERRVILLE PUBLIC UTILITY BOARD
2250 MEMORIAL BLVD
KERRVILLE, TX 78028-5613
Phone: (830)257-3050
Fax: (830)792-8244

Response Due Date: 10:00 am 11/6/2020

Phone:
Fax:

Requested Terms

Shipment Method	Shipment Terms	FOB	Payment Terms
			NET

LN	ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	DEL DT/LEAD TM
1	10355	10.000	EA	Wood POLE 35 CLASS 5	\$225.00	2-3 weeks aro
2	10404	140.000	EA	Wood Pole 40 foot class 4 Creosote per attached specifications.	\$322.00	2-3 weeks aro
3	10403	20.000	EA	Wood Pole 40 foot class 3 Creosote per attached specifications.	\$372.00	2-3 weeks aro
4	10453	150.000	EA	Wood Pole 45 foot class 3 Creosote per attached specifications.	\$450.00	2-3 weeks aro
5	10503	10.000	EA	Wood Pole 50 foot class 3 Creosote per attached specifications.	\$580.00	2-3 weeks aro
6	10501	5.000	EA	Wood Pole 50 foot class 1 Creosote per attached specifications. ***Kerrville Public Utility Board is seeking to enter a one year blanket purchase order for wood poles, specifications attached. These quantities are estimates, KPUB may request mixed loads, but will always request fully loaded trucks. KPUB will request the releases. ***	\$706.00	2-3 weeks aro

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Mike Wittler

Date: November 12, 2020

Re: Agenda Item 11C – Approval and Reporting of Purchases and
Sales: Schneider Engineering, Power Supply Planning Support

Staff is recommending approval of a blanket purchase order for a total amount of \$60,000 to Schneider Engineering to provide power supply planning and support for FYE 2021. The attached proposal outlines the services that Schneider has normally been providing to KPUB. In addition to the routine power supply planning activities, next year we are in the process of issuing a Request for Proposal for load following energy supply starting in January 2024.

Please let me know if you have any questions or concerns.

Sincerely,



Mike Wittler, P.E.

SCHNEIDER ENGINEERING, LTD.



PROPOSAL
POWER SUPPLY PLANNING

PREPARED FOR
KERRVILLE PUBLIC UTILITIES BOARD

2020-2021

Client: Kerrville Public Utilities Board (KPUB)
Proposal: Power Supply Planning – ERCOT Market Support
Scope of Work: Power supply planning and contract support for ERCOT.

Scope of Work shall include the following:

- Procurement of short / long term energy resources.
- Management of existing power contracts and contract requirements.
- Review of monthly wholesale power invoicing from suppliers.
- Management of existing QSE agreement and agreement requirements.
- Development of strategy and procurement for congestion revenue rights as needed.
- Management of ERCOT compliance requirements as needed.
- Presentations to KPUB Board of Directors on market issues, power supply matters, and other issues as requested by the KPUB.
- Special projects as assigned by the CEO/General Manager. Budget would be amended as needed.

Compensation:

Schneider Engineering, Ltd. will perform services under this agreement related to the above referenced scope of work and will provide the Kerrville Public Utilities Board itemized invoices for services performed. Services will be billed on an hourly/work performed basis plus reimbursable expenses. Fees will be based on actual work performed. The estimated cost for the engineering services for the scope of work outlined above is **\$60,000**, plus reimbursable expenses.

Approval: _____

Date: _____

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Ricardo Berrios Jr.

Date: November 12, 2020

Re: Agenda Item No. 11 — Approval and Reporting of Purchases and Sales

Presented for your consideration and review are these recommendations for purchase and/or sale of goods or services.

B. Wood Pole Inspection and Treatment Services - Staff recommends award of an annual PO to Osmose Utility Services, Inc for the continuation of the three-year contract with the possibility of two (2) one year extensions. The initial contract award in November 2017 was after a competitive bid process and the evaluation is attached for your reference. This year will start the first year extension. Staff recommends an annual purchase order be issued for \$92,000 for 2,282 poles at an estimated cost of \$40.32 per pole. The award of this contract and purchase order will allow KPUB to continue its preventative maintenance program for wood poles, which is based on a 10-year cycle. The past year's results are attached for reference.

The Feeders for 2020 inspection are the following:

1. RR60 – 367 poles
2. HR20 – 816 poles
3. HR30 – 1574 poles (If the budget allows.)
4. HR60 – 1027 poles
5. HR70 – 557 poles

Please let me know if you have any questions or require more specific information.

Sincerely,

Ricardo Berrios Jr

Ricardo Berrios, Interim Manager of Engineering

Pole Inspection Evaluation Matrix



RFP Bid No.:	Pole Inspection
Date Proposal Obtained:	11/17/2017

Category:	Evaluator 1	Evaluator 2	Evaluator 3	Average Total Score
Total Score Available Per Respondent	100	100	100	100
Respondent				
Osmose	88	90	98	92
QPIM	85	72	65	74
TXUE	84	79	76	80

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Allison Bueché

Date: November 12, 2020

RE: Agenda Item #12—Consideration & Action on Identity Theft Policy & Procedures

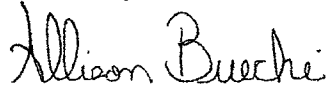
As part of KPUB's Identity Theft Prevention Program, our customer service department verifies a customer's identity by running an ONLINE Information Utility Exchange report.

For that purpose, KPUB has an agreement in place with ONLINE Information Services since October 2008. During the last 12 months, KPUB has processed 2,000 identity verification checks with zero issues. The total cost including monthly fees was \$3,960.

Our internal identity theft committee met on November 12, 2020, to review our identity theft policies and procedures. Based on that review, we are not recommending any changes to the existing program.

Please let me know if you have any questions or concerns.

Sincerely,



Allison Bueché
Interim Director of Customer & Community Relations
Kerrville Public Utility Board

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Allison Bueché

Date: November 12, 2020

RE: Agenda Item #13—Change for Charity Program Fund Update

The Kerrville Public Utility Board (KPUB) Change for Charity program fund continues to be well received with the majority of our customers, and the partnership with St. Vincent de Paul is continuing smoothly as well.

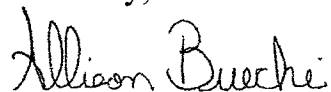
We have had 634 residential customers opt-out of the program as of November 12, 2020.

For the month of November, we have granted \$4,336.91 in program funds to-date to 44 households.

Since the program's inception in July, we have granted a total of \$59,095.91 in bill payment assistance through the Change for Charity fund to 357 families in our community.

Please let me know if you have any questions or concerns.

Sincerely,



Allison Bueché
Interim Director of Customer & Community Relations
Kerrville Public Utility Board

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Tammye Riley

Date: November 12, 2020

Re: Agenda Item No.14 – Consideration and Action on Employee Incentive Plan Payments for FY 2020

Annually, all KPUB employees not classified as management are eligible to participate in an incentive plan that provides additional motivation and incentive to achieve, or exceed, KPUB's set goals for the fiscal year, as well as foster teamwork while obtaining these objectives.

These goals and objectives are established with verifiable measures of performance based on job positions and descriptions. We are extremely proud of all our employee's hard work this year, even in the face of COVID 19, in contributing to the success of KPUB in serving our community.

This year, the seventh of the Employee Incentive Plan, all forty-three eligible employees have qualified to receive incentive pay. As with any organization, there are often times promotions, transfers and new hire events that happen throughout the year. These employees receive a combination of payments for which s/he is eligible, prorated according to time spent in each position during the plan year.

Please see the attached Employee Incentive Plan calculation for details.

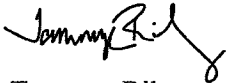
Staff is requesting approval for the following incentive payout amount for FYE 2020.

Total of Award Payouts **\$45,266.86**

Max Award Permitted \$73,220.10

Percentage of Max Met **61.8%**

Respectfully submitted,



Tammye Riley
Manager of HR, Safety & Training

**FY 2020 Employee Incentive Plan
Calculation of Award Payments by Department**

Department	Max Award (% of Base)	Group Award (% of Base)	Base Pay	Total Proposed Award
Accounting	3.00%	2.33%	\$ 100,545.12	\$ 2,339.12
Customer Service	3.00%	1.65%	\$ 262,184.00	\$ 4,332.13
Dispatch	3.00%	2.70%	\$ 58,385.25	\$ 1,576.40
Executive Department	3.00%	2.25%	\$ 60,887.84	\$ 1,369.98
Engineering	3.00%	0.60%	\$ 334,488.66	\$ 2,006.93
IT	3.00%	2.22%	\$ 122,824.00	\$ 2,727.18
Field Services	3.00%	1.95%	\$ 119,092.10	\$ 2,322.30
Operations	3.00%	2.14%	\$ 1,173,949.92	\$ 25,096.65
Substation	3.00%	1.35%	\$ 139,224.43	\$ 1,879.53
Stores	3.00%	2.63%	\$ 61,586.72	\$ 1,616.65
Total Award Payment				\$ 45,266.86
Max Award Permitted				\$ 73,220.10
Percentage of Max				61.8%

Position / Dept.	Goal	Note	Weight	Threshold	Target	Outstanding	Actual Performance	Recommended Award	Award (% of Base)	Average Award
Accounting Clerk	Safety: Lost Time Accidents	1	10%	N/A	No Lost Time Accidents	No Lost for 2nd consecutive year	Not Met	0%	0.00%	
Accounting Clerk	First Draft Financials Submitted by 4th Work Day of Each Month		20%	Submission by noon of 5th work day	Submission by noon of 4th work day	Submission by noon of 3rd work day	8 Months Outstanding, 4 Months Target	133%	0.80%	
Accounting Clerk	Annual Audit		30%	Audit worksheets prepared in a timely manner with no significant disagreements or difficulties with the Auditors	No significant audit adjustments, referencing information available to Management by October 31	No audit adjustments	Threshold	50%	0.45%	
Accounting Clerk	Journal Entries Accuracy		20%	< 5 errors per year	< 3 errors per year	< 2 errors per year	Outstanding	150%	0.90%	
Accounting Clerk	Deposit Management Accuracy		20%	< 25 errors per year	< 20 errors per year	< 15 errors per year	Threshold	50%	0.30%	2.45%
AP Clerk	Safety: Lost Time Accidents	1	10%	N/A	No Lost Time Accidents	No Lost for 2nd consecutive year	Not Met	0%	0.00%	
AP Clerk	First Draft Financials Submitted by 4th Work Day of Each Month		10%	Submission by noon of 5th work day	Submission by noon of 4th work day	Submission by noon of 3rd work day	8 Months Outstanding, 4 Months Target	133%	0.40%	
AP Clerk	Annual Audit		30%	Audit worksheets prepared in a timely manner with no significant disagreements or difficulties with the Auditors	No significant audit adjustments, referencing information available to Management by October 31	No audit adjustments	Threshold	50%	0.45%	
AP Clerk	Write Job Duties Procedure Manual		20%	by 8/1/2020	by 7/1/2020	by 6/1/2020	Not Met	0%	0.00%	
AP Clerk	Prepare Bank Reconciliation Independently		30%	by 3/20/2020	by 2/20/2020	by 1/20/2020	Outstanding	150%	1.35%	2.20%
CSR	Safety: Lost Time Accidents	1	10%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%	
CSR	Telephone Responsiveness (Missed Calls with Full Staffing)		15%	Less than 2.6%	Less than 2.3%	Less than 2%	Not Met	0%	0.00%	
CSR	Increase paperless bills on active accounts		15%	Less than 1m:10 secs	Less than 80 secs	Less than 0m:50 secs	Outstanding	150%	0.68%	
CSR	Increase total number of bank draft customers		15%	≥ 4650 Total	≥ 5300 Total	≥ 5950 Total	Threshold	50%	0.23%	
CSR	Increase percentage of email addresses on file for active accounts		15%	≥ 65%	≥ 68%	≥ 71%	Threshold	50%	0.23%	
CSR	Increase number of prepaid accounts		15%	Add 75 New Prepaid Accounts for 209 Total	Add 150 New Prepaid Accounts for 284 Total	Add 225 New Prepaid Accounts for 359 Total	Not Met	0%	0.23%	
CSR	Process Improvement Recommendations (Individual Goal)	13	15%	1 Recommendation by FYE	2 Recommendations by FYE	3 Recommendations by FYE	Average	83%	0.38%	1.65%
Dispatch	Safety: Lost Time Accidents	1	10%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%	
Dispatch	Reliability (SALDI excluding Major Event Days as Defined in IEEE 1366-2012)		15%	25.5 Minutes	22.25 Minutes	20.0 Minutes	Threshold	50%	0.23%	
Dispatch	Provide EIP Suggestions for FYE 2021		5%	1 goal	2 goals	3 goals	Outstanding	150%	0.23%	
Dispatch	Complete Command Center Online Training		15%	N/A	By FYE	N/A	Target	100%	0.45%	
Dispatch	Research & Provide Recommendations for a Recording System for Dispatch Radio		15%	Proposal by June 30	Proposal by April 30	Proposal by February 29	Outstanding	150%	0.68%	
Dispatch	Develop a Weekly Misoperations Spreadsheet/Email to Forward Investigation Requests to Engineering and Operations		15%	By FYE	By May 31	By February 19	Outstanding	150%	0.68%	
Dispatch	Certification Module Completion (Individual Goal—based on % of training modules completed—prorated award from Threshold to Outstanding)		15%	50% by FYE	75% by FYE	100% by FYE	Not Met	0%	0.00%	
Dispatch	Backup Operations Center Monthly Drill		10%	8 Monthly Drills Completed by FYE	10 Monthly Drills Completed by FYE	12 Monthly Drills Completed by FYE	Outstanding	150%	0.45%	2.70%

Executive Assistant	Safety: Lost Time Accidents	1	10%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%
Executive Assistant	Board Packet & Minutes Accuracy		30%	Errors <5 per year	Errors <3 per year	Errors <2 per year	Target	100%	0.90%
Executive Assistant	Reorganize CEO Files		30%	65% Complete by FYE	80% Complete by FYE	95% Complete by FYE	Not Met	0%	0.00%
Executive Assistant	Update Board Position Description & Checklist: Orientation Information, Binder, Training Required, Tours, etc.		30%	By August 1	By May 1	By March 1	Outstanding	150%	1.35%
Engineering	Safety: Lost Time Accidents	1	15%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%
Engineering	Safety: Preventable Vehicle Accidents	7	10%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle Accidents for 2nd consecutive year	Outstanding	150%	0.45%
Engineering	Reliability (SAIDI excluding Major Event Days as Defined in IEEE 1366-2012)		10%	25.5 Minutes	22.25 minutes	20.0 Minutes	Threshold	50%	0.15%
Engineering	Creation of Customer Civil Construction Specifications (to include transformers, trench, and padmount equipment)		25%	By July 1	By May 1	By March 1	Not Met	0%	0.00%
Engineering	Correct Geospatial Locations for Service Points, Poles, Padmount Equipment, and Connected Features		40%	Complete 25% of Feeders	Complete 50% of Feeders	Complete 75% of Feeders	Not Met	0%	0.00%
IT	Safety: Lost Time Accidents	1	10%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%
IT	Network & Critical Servers Availability		15%	99.95% uptime (4hours, and 0 minutes of downtime per year)	99.97% uptime (3 hours and 0 minutes of downtime per year)	99.99% uptime (52 minutes and 33 seconds of downtime per year)	Outstanding	150%	0.68%
IT	IT Helpdesk Tickets		10%	4 Hours = Average Resolution Completed by September 30	2 Hours = Average Resolution Completed by July 31	1 Hour = Average Resolution Completed by March 31	Outstanding	150%	0.45%
IT	Establish IT Section(s) of Disaster Recovery (DR) Plan		20%	N/A	Complete all quarterly tests, and document issues and remediation processes.	N/A	Not Met	0%	0.00%
IT (SR)	Conduct Quarterly Failover Tests between the Primary Office & the Backup Operations Center (BOC)		20%	N/A	Complete 85% of Subcontrols	Complete 95% of Subcontrols	Target	100%	0.60%
IT (SR)	Develop Security Controls (75 Subcontrols Identified)		25%	Complete 75% of Subcontrols	Complete 85% of Subcontrols	Complete 95% of Subcontrols	Not Met	0%	0.00%
IT (Tech)	Conduct Monthly End User Awareness Training (via KnowB4 web portal)		20%	Employee completion at 90% at the end of each month for six months	Employee completion at 90% at the end of each month for eight months	Employee completion at 90% at the end of each month for ten months (December to September)	Outstanding	150%	0.90%
IT (Tech)	Develop Security Controls (58 Subcontrols Identified)		25%	Completed 75% of Subcontrols	Completed 85% of Subcontrols	Completed 95% of Subcontrols	Target	100%	0.75%
Field Services	Safety: Lost Time Accidents	1	15%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%
Field Services	Safety: Major Accidents	8	5%	N/A	No Major Accidents	No Major Accidents for 2nd consecutive year	Not Met	0%	0.00%
Field Services	Safety: Preventable Vehicle Accidents	7	20%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle Accidents for 2nd consecutive year	Outstanding	150%	0.90%
Field Services	Develop In-House Manual & Daily Instructions for AMI Procedures		15%	By August 1	By June 1	By April 1	Not Met	0%	0.00%
Field Services	Weekly Vehicle Inspections through eCompliance		5%	85%	90%	95%	Not Met	0%	0.00%
Field Services	Complete Online Training for Command Center and Smith Driving		20%	N/A	By FYE	N/A	Target	100%	0.60%
Field Services	Participate in Monthly Yard/Fleet Housekeeping Schedule		10%	Participate in 5	Participate in 7	Participate in 9	Outstanding	150%	0.45%
Field Services	Visual Inspections of AMI Meters		10%	90% by FYE	95% by FYE	100% by FYE	Not Met	0%	0.00%
Operations	Safety: Lost Time Accidents	1	15%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0%	0.00%
Operations	Safety: Major Accidents	8	10%	N/A	No Major Accidents	No Major Accidents for 2nd consecutive year	Not Met	0%	0.00%
Operations	Safety: Preventable Vehicle Accidents	7	15%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle Accidents for 2nd consecutive year	Target	100%	0.45%
Operations	Reliability (SAIDI excluding Major Event Days as Defined in IEEE 1366-2012)		15%	25.5 Minutes	22.25 Minutes	20.0 Minutes	Threshold	50%	0.25%
Operations	Participate in Monthly Yard/Fleet Housekeeping Schedule		10%	Participate in 5	Participate in 7	Participate in 9	Outstanding	150%	0.45%
Operations	Develop and Present In-House Dept. Safety Meetings/Field Trainings		5%	N/A	Participate with a Group at 1 Meeting	Target + Meaningful Participation at All Meetings	Not Met	0%	0.00%
Operations	Process Improvement Recommendations (Individual Goal)	13	10%	1 Recommendation by FYE	2 Recommendations by FYE	3 Recommendations by FYE	Threshold (Average)	50%	0.15%
Operations	Safety Meeting Attendance (Individual Goal)		20%	No more than 2 missed meetings	No more than 1 missed meeting	No missed meetings	Outstanding (Average)	150%	0.60%
									2.25%
									2.25%
									1.95%
									2.12%

Substation	Safety: Lost Time Accidents	1 and 17	15%	N/A	No Lost Time Accidents	No Lost Time Accidents for	Not Met	0%	0.00%
Substation	Safety: Major Accidents	8	10%	N/A	No Major Accidents	No Major Accidents for 2nd	Not Met	0%	0.00%
Substation	Safety: Preventable Vehicle Accidents		15%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	Accidents for 2nd consecutive	Outstanding	150%	0.68%
Substation	Reliability (SAIDI excluding Major Event Days as Defined in IEEE 1386-2012)		15%	25.5 Minutes	22.25 Minutes	20.0 Minutes	Threshold	50%	0.23%
Substation	Process Improvement Recommendations (Individual Goal)	13	10%	1 Recommendation by FYE	2 Recommendations by FYE	3 Recommendations by FYE	Not met	0%	0.00%
Substation	Safety Meeting Attendance (Individual Goal- January through FYE)		10%	No more than 2 missed meetings	No more than 1 missed meeting	No missed meetings	Outstanding	150%	0.45%
Substation	Substation Inspection Program (100% Compliance with KPUB Standards with Supporting Documentation)		25%	N/A	February through FYE	Entire FY	Not Met	0%	1.35%
Stores	Safety: Lost Time Accidents	1	15%	N/A	No Lost Time Accidents	No Lost Time Accidents for	Not Met	0%	0.00%
Stores	Safety: Major Accidents	7	15%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	2nd consecutive year	Not Met	0%	0.00%
Stores	Safety: Preventable Vehicle Accidents		10%	Participate in 5	Participate in 7	Accidents for 2nd consecutive	Outstanding	150%	0.45%
Stores	Participate in Monthly Yard/Fleet Housekeeping Schedule		10%	Participate in 5	Participate in 7	Participate in 9	Outstanding	150%	0.45%
Stores	Statewide Procurement Training	20	20%	Complete 2 trainings by FYE	Complete 3 trainings by FYE	Complete 4 trainings by FYE	Target	100%	0.60%
Stores	Develop Disaster Recovery Plan Appendix with Vendor Database for Large Events		15%	By FYE	By June 1	By March 1	Target	100%	0.45%
Stores	Develop Job Duties Manual		15%	By FYE	By July 1	By April 1	Outstanding	150%	0.68%
Stores									2.65%

MEMORANDUM

To: Bill Thomas
Philip Stacy
Mark Cowden
Larry Howard
Mayor Bill Blackburn

From: Tammye Riley

Date: November 12, 2020

Re: Agenda Item No. 15 – Consideration and Action on Management Incentive Plan Payments for FY 2020

KPUB management employees are eligible to participate in an incentive program which is designed to achieve or exceed KPUB's goals and objectives for the fiscal year; to establish objectively verifiable measures of performance; and to foster teamwork among key members of management in attaining KPUB's strategic plans.

Based on attainment of the Board established goals for the past fiscal year, the following summarizes the proposed payout for each individual as outlined in the plan.

Individual	Position	Max Award (% of Base)	Award (% of Base)	Actual Award
Mike Wittler	General Manager & CEO	3%	1.28%	\$ 2,689.03
Ricardo Berrios	Chief Engineer/Interim Position	3%	0.90%	\$ 946.39
Jill Sadberry	Chief Financial Officer	3%	2.48%	\$ 3,822.37
Gerald Bryla	Controller	3%	1.15%	\$ 1,161.05
Jo Anderson	Manager of Customer Service	3%	1.13%	\$ 729.40
Tammye Riley	Mgr. Human Resources	3%	0.83%	\$ 844.44
Larry Lee	General Foreman	3%	1.28%	\$ 1,420.15
Howard Hall	Superviosr. Field Services	3%	2.18%	\$ 2,192.69
Robby McCutcheon	Mgr. IT	3%	1.58%	\$ 1,947.79
Allison Bueche	Interim Dir Community & Cust	3%	2.40%	\$ 2,373.13
				\$ 18,126.43

Additional supporting information for each position and goal is included in the attached spreadsheets. Please let me know if you would like additional information or have any questions.

Respectfully submitted,



Tammye Riley
Manager of HR, Safety & Training

Position / Dept.	Goal	Note	Weight	Threshold	Target	Outstanding	Recommended Award	% of Base for Item
CEO	Safety: Lost Time Accidents		25%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
CEO	Safety: Preventable Vehicle Accidents (Corporate)		20%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle for second consecutive year	Target	100.00%
CEO	Reliability (SAIDI excluding Major Event Days as Defined in IEEE 1366-2012)		15%	25.5 Minutes	22.25 Minutes	20.0 Minutes	Threshold	50.00%
CEO	Total O&M, less depreciation and power supply, per retail customer		15%	≤ \$349.56	≤ \$341.23	≤ \$332.91	Target	50.00%
CEO	Complete Strategic Plan with Board Workshop for Inclusion in FYE 2019 Budget		15%	Report by August 30	Report by June 30	Report by April 30	Not Met	0.00%
CEO	Annual Safety Checks, Job Observations, or Work Area Observations		10%	9 per FY	18 per FY	27 per FY	Not Met	0.00%
Chief Engineer	Safety: Lost Time Accidents		15%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
Chief Engineer	Safety: Preventable Vehicle Accidents (Departmental)		15%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle for second consecutive year	Outstanding	150.00%
Chief Engineer	Reliability		15%	25.5 Minutes	22.25 Minutes	20.0 Minutes	Threshold	50.00%
Chief Engineer	Distribution O&M per retail customer		15%	≤ \$35.24	≤ \$34.56	≤ \$33.88	Not Met	0.00%
Chief Engineer	Capital Budget Completion: Complete planned projects overall under budget	1	10%	Performed >50%	Performed > 75%	Performed 90%	Not Met	0.00%
Chief Engineer	Advances KPIB's APPA Reliable Public Power Designation		15%	by March 31, 2018	by February 28, 2018	by January 31, 2018	Pending Results	0.00%
Chief Engineer	Service Policy & Service Process: Create a more user friendly service policy and define service process timelines so expectations are clearly defined upon onset of customer request. Define specific milestones that will generate communications from KPIB to customer.		15%	Complete 1 Trainings & Recommend and Support 1 Process Improvements	Complete 2 Trainings & Recommend and Support 2 Process Improvements	Complete 3 Trainings & Recommend and Support 3 Process Improvements	Not Met	0.00%
CFO	Safety: Lost Time Accidents		10%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
CFO	Customer Accounting Expenses per Retail Customer	1	10%	≤ \$28.62	≤ \$27.94	≤ \$27.26	Outstanding	150.00%
CFO	Annual Audit		15%	No significant audit adjustments, referencing information available to Management by Sep. 30	No audit adjustments	No audit adjustments for Second Consecutive Year	Not Met	0.00%
CFO	Comprehensive Annual Financial Report (CAFR)		10%	Distribute CAFR to investment and rating agencies and to GFOA for awards consideration by Feb. 29, 2020	Meet Threshold Goals and receipt of "Certificate of Achievement in Financial Reporting" for FY 2019 CAFR	Meet Target Goals for Second Consecutive Year	Outstanding	150.00%
CFO	Write-offs as a percent of Operating Revenues		10%	0.115%	0.103%	0.092%	Outstanding	150.00%
CFO	Power Supply Plan for 2024: Evaluation of OSE Services Proposals, Identify Required Support Services, Establish Market Activities and Operations Plan, Credit Requirements, etc.	14	20%	N/A	Report to Power Supply Committee by FYE	N/A	Target	100.00%
CFO	Update Policy/Procedures to Address Deposit Requirements for High Risk Accounts (High Load Factor, Crypto Currency Mining, Historical Bankruptcies, etc.		15%	By July 31, 2020	By May 30, 2020	By March 31, 2020	Threshold	50.00%
CFO	Financial Benefits Tracking: Establish a method to capture financial benefits provided without charge to cities, counties, school districts, non-profits, etc.		10%	N/A	Report by October 2020	N/A	Target	50.00%

Controller	Safety: Lost Time Accidents	10%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
Controller	Annual Audit	30%	No significant audit adjustments, referencing information available to Management by Sep. 30	No audit adjustments	No audit adjustments for Second Consecutive Year	Not Met	0.00%
Controller	Create Financial Statement in NISC to match Board Report and Audit Report Format	10%	N/A	by FYE	N/A	Not Met	0.00%
Controller	Job Duties Manual	20%	by September 30, 2018	by June 30, 2018	by March 31, 2018	Not Met	0.00%
Controller	Update standard costing within NISC asset management module	10%	by September 30, 2020	by June 30, 2020	by March 31, 2020	Target	100.00%
Controller	First Draft Financials Submitted by ___ Work Day of Each Month	10%	Submission by noon of 5th Work Day	Submission by noon of 4th Work Day	Submission by noon of 3rd Work Day	8 Outstanding, 4 Target level achievements	131.00%
Controller	Review A/P Clerk Bank Reconciliation	10%	by September 30, 2019	by June 30, 2019	by March 31, 2019	Outstanding	150.00%
Manager of Customer Service	Safety: Lost Time Accidents	10%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
Manager of Customer Service	Implement Service Quality Improvement Program: Establish Standards for Customer Service Calls, Implement Call Recording and Customer Feedback, and Implement Call Review, Rating and Improvement System Service Quality	25%	N/A	by FYE	N/A	Not Met	0.00%
Manager of Customer Service	Write Offs as a percent of Operating Revenues	15%	0.115%	0.103%	0.092%	Outstanding	150.00%
Manager of Customer Service	Develop and Implement Customer Service Employee Development Program (Individual Training, Rotation, Cross Training, Etc.)	15%	by March 31	by February 29	by January 31	Not Met	0.00%
Manager of Customer Service	Increase number of paperless bill customers (Active accounts)	5%	≥ 5200 Total	≥ 5500 Total	≥ 5800 Total	Outstanding	150.00%
Manager of Customer Service	Annual Audit	10%	No significant audit adjustments, referencing information available to Management by October 31	No audit adjustments	No audit adjustments for Second Consecutive Year	Not Met	0.00%
Manager of Customer Service	Increase number of prepaid customers	5%	Add 75 New Prepaid Accounts for 209 Total	Add 150 New Prepaid Accounts for 284 Total	Add 225 New Prepaid Accounts for 359 Total	Not Met	0.00%
Manager of Customer Service	Increase total number of bank draft customers	5%	>4500 Customers	>4750 Customers	>5000 Customers	Threshold	50.00%
Manager of Customer Service	Implement process improvements from staff	10%	3	6	9	Threshold	50.00%

Manager of Human Resources	Safety: Lost Time Accidents	15%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
Manager of Human Resources	Safety: Preventable Vehicle Accidents (Corporate)	10%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle for second consecutive year	Target	100.00%
Manager of Human Resources	Safety Culture Survey: Implement Changes to Improve Safety Culture and Reissue Survey	10%	1 Improvement; Reissue Survey in September 2020	2 Improvements; Reissue Survey in September 2020	3 Improvements; Reissue Survey in September 2020	Not Met	0.00%
Manager of Human Resources	Incentive Plan Quarterly Progress Report	15%	Issued 6 weeks after end of quarter	Issued 4 weeks after end of quarter	Issued 2 weeks after end of quarter	Not Met	0.00%
Manager of Human Resources	Submit proposal for mitigation to PTO to CEO (Include summary of survey results, draft policy and Migration Plan)	20%	by May 31	by March 31	by February 29	Not Met	0.00%
Manager of Human Resources	Leverage eCompliance to Improve Safety	10%	1 Improvement	2 Improvements	3 Improvements	Threshold	50.00%
Manager of Human Resources	Annual Safety Checks, job observations, or work area observations	10%	9 per FY	18 per FY	27 per FY	Threshold	50.00%
Manager of Human Resources	Advance KPUB's APPA Reliable Public Power Provider Designation	10%	N/A	by FYE	N/A	Pending	
Manager of Information Technology	Safety: Lost Time Accidents	10%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
Manager of Information Technology	Network and Critical Servers Availability	15%	99.95% uptime (4 hours, and 0 minutes of downtime per year)	99.97% uptime (3 hours and 0 minutes of downtime per year)	99.99% uptime (52 minutes and 33 seconds of downtime per year)	Outstanding	150.00%
Manager of Information Technology	Establish a Disaster Recovery Plan (Include Corporate Framework with IT Sections Complete and Placeholders for Other Departments)	20%	Complete DR Plan by September 30	Complete DR Plan by July 31	Complete DR Plan by May 31	Not Met	0.00%
Manager of Information Technology	Develop Security Controls (113 Subcontrols Identified)	20%	Complete 75% of Subcontrols	Complete 85% of Subcontrols	Complete 95% of Subcontrols	Threshold	50.00%
Manager of Information Technology	Conduct Quarterly Follower Tests between the Primary Office and the Backup Operations Center (BOC)	20%	N/A	Complete all quarterly tests, and document issues and remediation processes.	N/A	Target	100.00%
Manager of Information Technology	Security Access System Updated (Main Office, Warehouse, Yard Gates, and BOC)	15%	N/A	FYE	N/A	Not Met	0.00%
General Foreman	Safety: Lost Time Accidents	2	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0.00%
General Foreman	Safety: Major Accidents	6	N/A	No Major Accidents	No Major Accidents for 2nd consecutive year	Not Met	0.00%
General Foreman	Safety: Preventable Vehicle Accidents	4	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle Accidents for 2nd consecutive year	Target	100.00%
General Foreman	Reliability (SAIDI) excluding Major Event Days as Defined in IEEE 1366-2012)	15%	25.5	22.25	20	Threshold	50.00%
General Foreman	Develop a vehicle stock checklist for all construction vehicles (Crew Leader trucks, Buckets, Boom Truck etc.)	10%	N/A	Submitted for review by February 29	N/A	Target	100.00%
General Foreman	Schedule Monthly Yard Maintenance & Clean up for Crews	10%	5 monthly events	7 monthly events	9 monthly events	Outstanding	150.00%
General Foreman	Implement changes bases on safety culture survey	10%	1 Improvement	2 Improvements	3 Improvements	Not Met	0.00%
General Foreman	Annual Safety Checks, job observations, or work area observation	10%	140 per FY	170 per FY	200 per FY	Not Met	0.00%
General Foreman	Coordination of in house safety meetings: Establish topics, outlines, review presentations in advance, etc.	10%	N/A	4 meetings prepared	N/A	Not Met	0.00%

Field Services	Safety: Lost Time Accidents	2	15%	N/A	No Lost Time Accidents	No Lost Time Accidents for 2nd consecutive year	Not Met	0.00%
Field Services	Safety: Major Accidents	6	5%	N/A	No Major Accidents	No Major Accidents for 2nd consecutive year	Not Met	0.00%
Field Services	Safety: Preventable Vehicle Accidents	4	20%	No more than one Preventable Vehicle Accident	No Preventable Vehicle Accidents	No Preventable Vehicle Accidents for 2nd consecutive year	Outstanding	150.00%
Field Services	Reliability (SAIDI) excluding Major Event Days as Defined in IEEE 1366-2012)		10%	25.5	22.25	20	Threshold	50.00%
Field Services	Review and sign off on truck inspections daily as submitted through ecompliance		15%	N/A	Ongoing for entire fleet	N/A	Target	100.00%
Field Services	Maintain posted tree trimming job schedule		15%	Maintain Schedule 2 Weeks Out for FY	Maintain Schedule 3 Weeks Out for FY	Maintain Schedule 4 Weeks Out for FY	Outstanding	150.00%
Field Services	Develop checklist and perform monthly safety audits on DOT trucks		10%	Implemented by Aug 1	Implemented by May 1	Implemented by March 1	Not Met	0.00%
Field Services	Visual Inspection of AMI Meters		10%	85% by FYE	90% by FYE	95% by FYE	Not Met	0.00%
Marketing Manager	Safety: Lost Time Accidents	2	10%	No Major Accidents	No Lost Time Accidents	No Lost Time Accidents for Second Consecutive Year	Not Met	0.00%
Marketing Manager	Monthly Social Media Content Plan (Starting in February)		15%	N/A	Issued Monthly	N/A	Target	100.00%
Marketing Manager	Outage Communications: Develop Outage Communications using social media, push notifications from SmartHub, website, text messaging, IVR inbound messages. Establish threshold for outbound communications and responsibility for developing/posting messages		15%	N/A	By FYE	N/A	Target	100.00%
Marketing Manager	APPA Excellence in Communication Award		10%	N/A	1 Award	2 or More Awards	Target	100.00%
Marketing Manager	Establish Key Accounts Program		15%	Documented Program by FYE	Documented Program by June 30	Documented Program by April 30	Not Met	0.00%
Marketing Manager	Develop Formal Employee Volunteering Program		10%	2 Projects + Policy	4 Projects + Policy	8 Projects + Policy	Outstanding	150.00%
Marketing Manager	Prepare "KPUB Annual Report Card" to Release with Audit and Annual System Meeting		15%	N/A	Release at January Board Meeting	N/A	Target	100.00%
Marketing Manager	Develop Brand Style Policy and Guide		10%	N/A	By FYE	N/A	Target	100.00%