

November 13, 2020

**OFFICIAL NOTICE
OF A
REGULAR MONTHLY MEETING**

The Kerrville Public Utility Board will hold its Regular Monthly Meeting on Wednesday, November 18, 2020, beginning at 8:30 a.m. The meeting will be held via WebEx teleconference event number 146 811 6361 . A copy of the agenda is attached to this notice.

Click here to join meeting:

<https://kpub.webex.com/kpub/onstage/g.php?MTID=ee27c9ad7a411862b22a3d6772c6f1a2d>

Join the meeting by phone by dialing: +1-408-418-9388

Access code: 146 811 6361



Lidia S. Goldthorn, Assistant Secretary

AGENDA
KERRVILLE PUBLIC UTILITY BOARD
REGULAR MONTHLY MEETING
WEDNESDAY NOVEMBER 18, 8:30 A.M.
WEBEX EVENT NUMBER 146 811 6361

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KPUB MEETING PROCEDURES DURING DISASTER PERIOD

COVID-19 (Coronavirus) provides a unique concern in that gathering members of the public and KPUB staff within a physical setting constitutes a public health risk. The Texas Open Meetings Act (Ch. 552, Tx. Gov't Code) does not contemplate an instance where a governing body meeting might be completely virtual to avoid further spread of COVID-19. However, on March 16, 2020, the Texas Governor suspended certain requirements of the Open Meetings Act to permit open meetings to occur in a fully virtual setting (e.g., telephonic or videoconference meeting).

Pursuant to the City's Declaration of Disaster, as issued by the Mayor and approved by City Council and which may be found on the City's website, the City recommended that any public gatherings of 10 or more people in a single indoor location be canceled or postponed until further notice. Based upon this information and the Governor's most recent order, KPUB plans to hold board meetings only as necessary. When it is necessary for KPUB to hold a meeting, KPUB will convene in a virtual forum (e.g. webinar and/or teleconference) to avoid and mitigate the public health risks.

Based upon the above stated concerns and actions from the federal, state, and local governments:

1. Please be patient as KPUB implements the process and technology involved;
2. Understand that the process may change moving forward. If it does, KPUB will post such changes to its website and on the agendas; and
3. Should you wish to participate in a meeting, the earlier the better. For example, you may wish to email KPUB Staff prior to the meeting. Should you wish to address the Board, the earlier that you can call and line-up to speak the better.

Here then is the process that KPUB will use for its meeting:

1. KPUB Board meetings are recorded and future recordings will be posted on KPUB's website.
2. Any person who wishes to address the KPUB Board must join the meeting online or call in to the meeting by telephone between 8:00 a.m. and 8:15 a.m. A speaker must provide his/her first and last name, an address, and identify the item to address. Anyone calling after 8:15 a.m. will not be registered to speak. After registering, the speaker must remain on hold and the call will be muted until the appropriate time. The speaker will be able to hear the meeting. At some point, the speaker will be prompted to enter the discussion by stating his or her full name and address. The speaker may then speak to the Board for up to four minutes. Should the speaker get disconnected, it is the speaker's responsibility to call back.
3. A person may also submit a written comment on an agenda item, which comments will be read into the meeting record. Comments must include a name, address, and a reference to the relevant item. Comments that do not include such information will not be read and KPUB must receive all comments by 8:15 a.m.
 - a. Comments may be dropped off at the KPUB Utility Payments Drive Thru Drop-Box; or
 - b. Comments may be emailed to lgoldthorn@kpub.com.

1.	<u>CALL TO ORDER</u>	
2.	<u>PLEDGE OF ALLEGIANCE</u>	
3.	<u>APPROVAL OF MINUTES</u>	
	Discussion and consideration of the October 21, 2020, Regular Monthly Meeting Minutes	1
4.	<u>CITIZEN/CONSUMER OPEN FORUM:</u>	
	Members of the public may address the Board. Prior to speaking, each speaker must sign in with their name, address and the topic to be addressed. The Board may not discuss or take any action on an item not on the agenda but may place the issue on a future agenda. The number of speakers will be limited to the first ten speakers and each speaker is limited to four minutes.	
5.	<u>ANNOUNCEMENTS OF COMMUNITY INTEREST:</u>	
	Announcements of community interest, including expressions of thanks, congratulations, or condolences; information regarding holiday schedules; honorary recognition of KPUB officials, employees; reminders about upcoming events sponsored by KPUB. No action taken.	
	<i>*Please note: The December Regular Monthly Board Meeting is tentatively scheduled for Wednesday, December 16, 2020 at 8:30 a.m.</i>	
6.	<u>REPORT FROM THE KERRVILLE ECONOMIC DEVELOPMENT CORPORATION (KEDC) – GILBERT SALINAS, EXECUTIVE DIRECTOR:</u>	
7.	<u>CONSIDERATION AND ACTION ON RESOLUTION NO. 20-20 – JILL SADBERRY, CFO:</u>	
	Discussion and consideration of a Resolution approving payments to various providers of services or supplies	6
8.	<u>FINANCIAL REPORT – JILL SADBERRY, CFO:</u>	9
9.	<u>CONSIDERATION AND ACTION ON SEPTEMBER QUARTERLY FUNDS REPORT – JILL SADBERRY, CFO:</u>	14
10.	<u>CONSIDERATION AND ACTION ON RESOLUTION NO. 20-21 – JILL SADBERRY, CFO:</u>	
	Discussion and consideration of a Resolution approving using emergency funds to reimburse KPUB for use of revenue funds for Memorial Day Weekend storm expenses	16
11.	<u>APPROVAL AND REPORTING OF PURCHASES AND SALES:</u>	19
	A. Quote No. 2799 – Transformers (Damon Richardson, Purchasing Agent)	
	B. Quote No. 1806 – Wood Distribution Poles (Damon Richardson, Purchasing Agent)	
	C. Schneider Engineering – Power Supply Planning (Mike Wittler, CEO)	
	D. Wood Pole Inspection and Treatment Services (Ricardo Berrios, Distribution Engineer)	

12.	<u>CONSIDERATION AND ACTION ON IDENTITY THEFT POLICY AND PROCEDURES – ALLISON BUECHÉ, INTERIM DIRECTOR OF CUSTOMER & COMMUNITY RELATIONS:</u>	37
13.	<u>STATUS UPDATE ON CHANGE FOR CHARITY PROGRAM – ALLISON BUECHÉ, INTERIM DIRECTOR OF CUSTOMER & COMMUNITY RELATIONS:</u>	38
14.	<u>CONSIDERATION AND ACTION ON EMPLOYEE INCENTIVE PLAN PAYMENTS FOR FY 2020 – TAMMYE RILEY, H.R. MANAGER:</u>	39
15.	<u>CONSIDERATION AND ACTION ON MANAGEMENT INCENTIVE PLAN PAYMENTS FOR FY 2020 – TAMMYE RILEY, H.R. MANAGER:</u>	44
16.	<u>UPDATE AND DISCUSSION ON COVID-19 – TAMMYE RILEY, HR MANAGER:</u>	
17.	<u>ADJOURNMENT</u>	