

**June 11, 2021**

**OFFICIAL NOTICE  
OF A  
REGULAR MONTHLY MEETING**

**The Kerrville Public Utility Board will hold its Regular Monthly Meeting on Wednesday, June 16, 2021, beginning at 8:30 a.m. The meeting will be held in the KPUB Conference Room at the Utility Board offices located at 2250 Memorial Blvd. The meeting site is accessible to handicapped persons. A copy of the agenda is attached to this notice.**



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**Lidia S. Goldthorn, Assistant Secretary**

**AGENDA**  
**KERRVILLE PUBLIC UTILITY BOARD**  
**REGULAR MONTHLY MEETING**  
**WEDNESDAY, JUNE 16, 2021, 8:30 A.M.**  
**KPUB CONFERENCE ROOM**  
**KERRVILLE PUBLIC UTILITY BOARD OFFICES**  
**2250 MEMORIAL BLVD.**  
**KERRVILLE, TEXAS**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

Discussion and consideration of the May 19, 2021, Regular Monthly Board Meeting Minutes.....

**4. CITIZEN/CONSUMER OPEN FORUM:**

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. ANNOUNCEMENTS OF COMMUNITY INTEREST:**

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.

*\*Please note: The July Regular Monthly Board Meeting is tentatively scheduled for Wednesday, July 21, 2021 at 8:30 a.m.*

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

**I. EXECUTIVE CLOSED SESSION – CONSULTATION WITH ATTORNEY:**

In accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.071, the Kerrville Public Utility Board will recess for the purpose of “Consultation With Attorney” regarding the following matter:

- A. Consultation with Attorney Regarding Pending or Contemplated Litigation – Mike Wittler, CEO

**II. EXECUTIVE CLOSED SESSION – COMPETITIVE MATTERS:**

In accordance with Texas Statutes Subchapter D, chapter 551, Government Code Section §551.086, the Kerrville Public Utility Board will recess to discuss and take any necessary action on the following “Competitive Matters”:

A. Bidding and pricing information for purchased power, general and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies; Risk management information, contracts, and strategies, including fuel hedging and storage;

(1) Discussion on Hedging Activities, ERCOT Invoicing and Purchased Power Contracts – Mike Wittler, CEO

**7. CONSIDERATION AND ACTION AS A RESULT OF EXECUTIVE CLOSED SESSIONS:**

**8. CONSIDERATION AND ACTION ON RESOLUTION NO. 21-15 – MIKE WITTLER, CEO:**

Discussion and consideration of a Resolution approving payments to various providers of services or supplies .....

**9. FINANCIAL REPORT – MIKE WITTLER, CEO: .....**

**10. CONSIDERATION AND ACTION ON RESOLUTION NO. 21-16 – MIKE WITTLER, CEO:**

Discussion and consideration of a Resolution authorizing and approving signatures for the Kerrville Public Utility Board of Trustees and Management for purposes of bank accounts, investments and financial transactions .....

**11. CONSIDERATION AND ACTION ON RESOLUTION NO. 21-17 – MIKE WITTLER, CEO:**

Discussion and consideration of a Resolution approving and changing authorized representatives for Local Government Investment Cooperative .....

**12. CONSIDERATION AND ACTION ON RESOLUTION NO. 21-18 – MIKE WITTLER, CEO:**

Discussion and consideration of a Resolution approving and amending authorized representatives for Texas Local Government Investment Pool .....

**13. APPROVAL AND REPORTING OF PURCHASES AND SALES:**

- A. Construction Services & Conduit Installation, Clay/Water Intersection (Mike Wittler, CEO)
- B. Fleet Sales – (Howard Hall, Field Services Supervisor) .....
- C. Bid #2911 – Overhead Transformers (Damon Richardson, Purchasing Agent) .....

**14. CONSIDERATION AND ACTION ON RESOLUTION NO. 21-19, RATE STABILIZATION – MIKE WITTLER, CEO: .....**

15. **REPORT ON WINTER STORM URI RESPONSE – TAMMYE RILEY, DIRECTOR OF HUMAN RESOURCES, SAFETY & TRAINING:** .....
16. **REVIEW AND DISCUSSION ON STRATEGIC PLAN – MIKE WITTLER, CEO:** .....
17. **ADJOURNMENT**

**MINUTES OF THE  
KERRVILLE PUBLIC UTILITY BOARD  
REGULAR MONTHLY MEETING  
WEDNESDAY, MAY 19, 2021, AT 8:30 A.M.  
Optional WebEx Event 187 720 3345**

**TRUSTEES PRESENT:**

Philip Stacy  
Mark Cowden  
Larry Howard  
Bill Thomas

**STAFF PRESENT:**

Mike Wittler, General Manager and CEO  
Paul Martinez, Director of Engineering  
Robby McCutcheon, IT Manager (*Via teleconference*)  
Tammye Riley, Director of Human Resources & Safety  
Allison Bueché, Director of Customer and Community Relations  
Howard Hall, Field Services Supervisor  
Mark Alejandro, IT Tech  
Vickie Finley, IT Tech (*Via teleconference*)  
Lidia S. Goldthorn, Assistant Secretary to the Board

**TRUSTEES ABSENT:**

Mayor Bill Blackburn

**OTHERS PRESENT:**

Stephen Schulte, Legal Counsel

**1. CALL TO ORDER:**

Mr. Philip Stacy, 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 April 21, 2021, Regular Monthly Board Meeting. Bill Thomas, Treasurer, motioned to approve the minutes. Mark Cowden, Vice Chairman, seconded the motion. Vote was by a show of hands. Motion carried 4 – 0.

**4. CITIZEN/CONSUMER OPEN FORUM:**

There were no citizens/consumers to speak.

**5. ANNOUNCEMENTS OF COMMUNITY INTEREST:**

Mr. Wittler advised that System Operator Chad Beard will be retiring in June after 13 years with KPUB. Mr. Wittler highlighted the BT Wilson 6<sup>th</sup> Grade Career Day on April 30<sup>th</sup>. KPUB community involved events coming up include the Hill Country Charity Ball on July 31<sup>st</sup>, the Light on the Hill/Mega Mobile Food Pantry Event on May 24<sup>th</sup>, and a Community Blood Drive for June 17<sup>th</sup>. He also advised that KPUB offices will be closed in observance of Memorial Day on May 31<sup>st</sup>. Mr. Wittler advised the next regular board meeting will be scheduled for June 16, 2021 at 8:30 a.m.

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

I. **EXECUTIVE CLOSED SESSION – CONSULTATION WITH ATTORNEY:**

In accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.071, the Kerrville Public Utility Board will recess for the purpose of “Consultation With Attorney” regarding the following matter:

- A. Consultation with Attorney Regarding Pending or Contemplated Litigation – Mike Wittler, CEO

II. **EXECUTIVE CLOSED SESSION – COMPETITIVE MATTERS:**

In accordance with Texas Statutes Subchapter D, chapter 551, Government Code Section §551.086, the Kerrville Public Utility Board will recess to discuss and take any necessary action on the following “Competitive Matters”:

- A. Bidding and pricing information for purchased power, general and fuel, and Electric Reliability Council of Texas bids, prices, offers, and related services and strategies; Risk management information, contracts, and strategies, including fuel hedging and storage;
- (1) Discussion on Hedging Activities and Risk Management Policy – Mike Wittler, CEO

Chairman Stacy asked the Board of Trustees if he had a motion that the Board convene in Executive Closed Session to discuss “Consultation With Attorney” in accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.071, and “Competitive Matters” in accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.086, and “Personnel Matters” in accordance with Texas Statutes Subchapter D, Chapter 551, Government Code Section §551.074. Mr. Thomas so moved. Larry Howard, Secretary, seconded the motion. Vote was by show of hands. Motion carried 4 – 0.

The Board entered Executive Closed Session at 8:36 a.m. Chairman Stacy adjourned the Executive Closed Session and reconvened into Open Session at 9:08 a.m.

7. **CONSIDERATION AND ACTION AS A RESULT OF EXECUTIVE SESSION:**

No action taken by the Board.

8. **CONSIDERATION AND ACTION ON RESOLUTION NO. 21-13 – ROSIE VELA, INTERIM CFO:**

Mr. Wittler presented last month’s wire transfers for operating expenses to the Board. Mr. Thomas motioned for approval of Resolution No. 21–13. Mr. Cowden seconded the motion. Vote was by a show of hands. Motion carried 4 – 0.

9. **FINANCIAL REPORT – ROSIE VELA, INTERIM CFO:**

Mr. Wittler presented the Financial Statements (unaudited) for the Fiscal Year 2021 through April 30, 2021. Mr. Wittler reviewed the Statements and Balance Sheets for the month. He went over the Statement of Revenues, Expenses and Changes in Retained Earnings. He added that the Debt Service coverage was 21.81 for the month and 15.36 for the Fiscal Year.

**10. CONSIDERATION AND ACTION ON MARCH 2021 QUARTERLY FUNDS REPORT – ROSIE VELA, INTERIM CFO:**

Mr. Wittler presented the summary pages on the Quarterly Funds Report for the quarter ending March 31, 2021; which summarizes the fund investments. Mr. Wittler advised KPUB is required by state law to present the quarterly report for the Board's acceptance after review by the Investment Committee. This item did not require a motion and second because it was being submitted for Board approval by the Investment Committee. Vote was by a show of hands. Motion carried 4 – 0.

**11. STATUS UPDATE ON CHANGE FOR CHARITY PROGRAM AND DISCUSSION WITH POSSIBLE ACTION ON RESOLUTION NO. 21-14 – ALLISON BUECHÉ, DIRECTOR OF CUSTOMER & COMMUNITY RELATIONS, AND MIKE WITTLER, CEO:**

Ms. Bueché gave the Board an update on the KPUB Change for Charity program fund. She advised that there was 1 customer opt out since the last report, bringing a total of 752 residential customers who have opted out of the program as of May 12<sup>th</sup>. The program is continuing to do well. Ms. Bueché added that since the program's inception in July, KPUB has granted almost \$130,000 bill payment assistance to close to 1,100 families in the community.

Board members discussed the continuance of the program. Mr. Wittler stated that he had spoken with City staff, who advised they would be discussing the disaster status at their May meeting next Tuesday. The indication is that the City would need to keep the declaration on-going in some form for the time being, mainly due to some of the federal programs that are in place. Ms. Bueché advised she had a conversation with St. Vincent de Paul about partnering with KPUB in a transition program. They were excited about the idea. After discussion by the Board, it was suggested to do comparisons regarding repeat customers, more research on how other utilities are handling assistance programs, and more information on St. Vincent de Paul's organization to bring back to the Board next month.

**12. UPDATE AND DISCUSSION ON COVID-19 – TAMMYE RILEY, DIRECTOR OF HUMAN SERVICES:**

Ms. Riley advised that KPUB Management decided to begin developing plans for reopening the lobby to the public and returning the workforce to the office, following guidelines from industry leaders, health organizations and local government. Employees are currently being phased back in, and by June 1<sup>st</sup>, public facing staff will all be returned to the office and crew yard, with safeguards remaining in place to ensure the safety and health of employees. Ms. Riley advised that KPUB has moved to having masks optional. Extra sanitation and disinfection processes will remain in place. Ms. Riley advised that as KPUB returns to its normal operations, staff is committed to the goals that were established in the beginning, which is to ensure the safety and health of the workforce while continuing operational integrity and reliability of power to the community. Staff members are excited to return to the office and crew yard, as well as being able to safely interact face to face with one another again. Board Members thanked Ms. Riley.

**13. DISCUSSION ON EV CHARGING STATIONS – PAUL MARTINEZ, DIRECTOR OF ENGINEERING:**

Mr. Martinez presented the Board with information regarding electric vehicle charging stations and their rate structures. He provided two charts with preliminary analysis so that he may receive feedback from the Board. He advised that there are 5 flat rate users at this time, who pay \$30 every six months. Mr. Wittler added the charge was a starting point based on what other utilities were charging in the area. Board members asked what the cost to KPUB is each month. Mr. Martinez advised he would gather that data for the Board to bring back at a future date. He did advise that specific to those flat rate customers, there is one that accounts for almost half of the entire energy consumption. Mr. Martinez went over the first chart, showing the total consumption of the charging stations broken out by quarter, with a trend line that more easily showed the increased usage. The second chart showed that 91% of customers used the chargers less than ten times; which showed the infrequency of people that were stopping in Kerrville to use the chargers. Mr. Wittler added that the initial thought for the charging program, starting with downtown garage location, was to encourage visitors to the downtown area. Mr. Martinez went over the minimum fees currently being charged, as well as the cost for the different level chargers. Mr. Wittler added that staff may need to re-evaluate or re-adjust the program depending on fees vs. cost.

**14. APPROVAL AND REPORTING OF PURCHASES AND SALES:**

A. Fleet Purchase (Howard Hall, Field Services Supervisor)

Mr. Hall recommended the approval of a purchase order to Altec Industries Inc., for a total of \$250,134.00 to purchase a 2023 Freightliner truck with a new Altec Model DH50H Hydraulic Derrick. Truck specifications meet those of Sourcwell, which is a cooperative purchasing program the nation's two leading cooperative purchasing organizations, National IPA and U.S. Communities. This unit will replace Unit #207, which is a 2006 Ford F-750 Digger Derrick with approximately 50,000 miles and over 2700 PTO hours. Mr. Hall advised that due to the manufacturer's delay in obtaining components to build trucks there is a 600-day delivery time frame, which is why he is requesting this purchase order be approved for the 2021-2022 capital budget. Mr. Hall attached the quote for the Board's review.

Mr. Thomas motioned for approval of purchases and sales. Mr. Howard seconded the motion. Vote was by a show of hands. Motion carried 4 – 0.

**19. ADJOURNMENT**

Chairman Stacy adjourned the Regular Board Meeting at 10:09 a.m.

**Date Approved:** \_\_\_\_\_

\_\_\_\_\_  
Philip Stacy, Chairman

**ATTEST**

\_\_\_\_\_  
Lidia S. Goldthorn, Assistant Secretary to the Board



**MEMORANDUM**

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

FROM: Mike Wittler

DATE: June 10, 2021

SUBJECT: Agenda Item No. 8 - Resolution No. 21-15

Presented for your review, wire transfers for operating expenses.

I. WIRE TRANSFERS - Operating Expense

LCRA - Power Cost Billing 04/01/2021 to 04/30/2021. Paid May 28, 2021 Transfer from TexPool Investment Fund to LCRA.	\$ 564,520.54
CPS ENERGY - Power Cost Billing 04/01/2021 to 04/30/2021. Paid May 20, 2021 Transfer from TexPool Investment Fund to CPS ENERGY.	\$ 1,188,452.86
NEXTERA - Power Cost Billing 04/01/2021 to 04/30/2021. Paid May 19, 2021 Transfer from TexPool Investment Fund to NEXTERA.	\$ 469,440.00
DG TEXAS SOLAR, LLC - Power Cost Billing 04/01/2021 to 04/30/2021. Paid <u>May 21</u> , 2021 Transfer from TexPool Investment Fund to DG TEXAS SOLAR, LLC.	\$ 46,320.86
DG TEXAS SOLAR, LLC - Power Cost Billing 04/01/2021 to 04/30/2021. Paid <u>May 24</u> , 2021 Transfer from TexPool Investment Fund to DG TEXAS SOLAR, LLC.	\$ 46,320.86
CONCHO BLUFF - Power Cost Billing 04/01/2021 to 04/30/2021. Paid May 05, 2021 Transfer from TexPool Investment Fund to CONCHO BLUFF.	\$ 59,128.53
ENGIE LONG DRAW SOLAR - Power Cost Billing 04/01/2021 to 04/30/2021. Paid May 26, 2021 Transfer from TexPool Investment Fund to ENGIE LONG DRAW SOLAR	\$ 90,401.76

II. WIRE TRANSFERS – Investments

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

<u>Date</u>		<u>Principal</u>
May 14, 2021	\$	150,000.00
May 17, 2021		200,000.00
May 24, 2021		500,000.00
May 28, 2021		100,000.00
June 07, 2021		1,000,000.00

III. WIRE TRANSFERS - Payroll

Automated Clearing House for Pay Periods Ending:

May 14, 2021	\$	109,363.18
May 28, 2021	\$	106,245.96

IV. WIRE TRANSFERS - Payroll - Federal Reserve Bank

Federal Withholding and FICA for Period Ending:

May 14, 2021	\$	41,925.25
May 28, 2021	\$	38,824.04

V. WIRE TRANSFER - TMRS and TML

Texas Municipal Retirement System (TMRS)

Retirement Plan Contribution for the month of May – Paid 05/01/2021	\$	114,046.88
<i>*Duplicate payment was made – credit to follow</i>		

Texas Municipal League (TML)

Monthly Premium - Medical, Dental, Vision and Life for the month of May – To be paid 06/14/2021	\$	69,919.13
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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,

Mike Wittler  
General Manager and CFO

**RESOLUTION NO. 21-15**

**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 16<sup>th</sup> day of June, 2021**

\_\_\_\_\_  
**Philip Stacy, Chairman**

**ATTEST:**

\_\_\_\_\_  
**Larry Howard, Secretary**

## Item #9 – Financial Report

Financials are still being worked on. They will be emailed as soon as they're available.

**RESOLUTION NO. 21-16**

**A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD AUTHORIZING AND APPROVING SIGNATURES FOR THE KERRVILLE PUBLIC UTILITY BOARD OF TRUSTEES AND MANAGEMENT FOR PURPOSES OF BANK ACCOUNTS, INVESTMENTS AND FINANCIAL TRANSACTIONS**

**WHEREAS**, among the powers of the Board of Trustees, the power to have and exercise exclusive possession and control of the System and to collect and enforce the collection of funds and revenues and to disburse the same in accordance with the provisions, of this division and in the manner provided by TEX. REV. CIV. STAT. ANN. Art. 1115; and,

**WHEREAS**, the Board has entrusted signature responsibilities to the General Manager and Chief Executive Officer, and the Chief Financial Officer in the operation of the System; and

**WHEREAS**, the Board in the execution of duties in operation of the System requires signatures for financial transactions and with the Board's Depository Bank, Happy State Bank of Kerrville; now, therefore

**BE IT RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD THAT:**

**Section 1. Trustees of the Board:**

Philip Stacy  
Mark Cowden  
Larry Howard  
Bill Thomas  
Mayor Bill Blackburn

And

**Management Members:**

Amy Dozier, Director of Finance  
Paul Martinez, Director of Engineering  
Mike Wittler, General Manager and Chief Executive Officer

are approved as signatories for the Kerrville Public Utility Board.

**Section 2.** That this Resolution shall take effect immediately from and after its passage.

**PASSED, APPROVED AND ADOPTED on this 16<sup>th</sup> day of June, 2021**

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**Philip Stacy, Chairman**

**ATTEST:**

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**Larry Howard, Secretary**

**RESOLUTION NO. 21-17**

**A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD APPROVING AND CHANGING AUTHORIZED REPRESENTATIVES FOR LOCAL GOVERNMENT INVESTMENT COOPERATIVE**

**WHEREAS**, the Kerrville Public Utility Board (the "Government Entity") by authority of that certain Local Government Investment Cooperative Resolution 02-12 (the "Resolution") has entered into that certain Interlocal Agreement (the "Agreement") and has become a participant in the public funds investment pool created thereunder known as Local Government Investment Cooperative ("LOGIC");

**WHEREAS**, the Resolution designated on one or more "Authorized Representatives" within the meaning of the Agreement;

**WHEREAS**, the Government Entity now wished to update and designate the following persons as the "Authorized Representatives" within the meaning of the Agreement; now, therefore

**BE IT RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD:**

**Section 1.** The following officers, officials or employees of the Government Entity are hereby designated as "Authorized Representatives" within the meaning of the Agreement, with full power and authority to: deposit money to and withdrawal money from Government Entity's LOGIC account or accounts from time to time in accordance with the Agreement and the Information Statement describing the Agreement and to take all other actions deemed necessary or appropriate for the investment of funds of the Government Entity in LOGIC:

Signature: \_\_\_\_\_

Printed Name: Philip Stacy

Title: Chairman

Signature: \_\_\_\_\_

Printed Name: Bill Thomas

Title: Treasurer

Signature: \_\_\_\_\_  
Printed Name: Mike Wittler  
Title: General Manager and CEO

Signature: \_\_\_\_\_  
Printed Name: Amy Dozier  
Title: Director of Finance

Signature: \_\_\_\_\_  
Printed Name: Paul Martinez  
Title: Director of Engineering

**Section 2.** The foregoing supersedes and replaces the Government Entity's previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement pursuant to Section 4 of the Resolution. Except as hereby modified, the Resolution shall remain in full force and effect.

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

**PASSED, APPROVED AND ADOPTED on this 16<sup>th</sup> day of June, 2021**

**ATTEST:**

**By:** \_\_\_\_\_

Larry Howard  
Printed Name

**Title:** Secretary

**By:** \_\_\_\_\_

Philip Stacy  
Printed Name

**Title:** Chairman

**RESOLUTION NO. 21-18**

**A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD APPROVING AND AMENDING AUTHORIZED REPRESENTATIVES FOR TEXAS LOCAL GOVERNMENT INVESTMENT POOL**

**WHEREAS**, the Kerrville Public Utility Board, Location Number 77882 (“Participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investments funds; and

**WHEREAS**, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

**WHEREAS**, the Texas Local Government Investment Pool (“TexPool/TexPool *Prime*”), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; now, therefore

**LET IT BE RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD:**

**Section 1.** That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/TexPool *Prime* and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

**Section 2.** That an Authorized Representative of the Participant may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant’s TexPool/TexPool *Prime* Account or (2) is no longer employed by the Participant; and

**Section 3.** That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee or agent of the Participant;

Listed are the Authorized Representatives of the Participant. Any new individuals will be issued





**NAME OF PARTICIPANT** \_\_\_\_\_ Kerrville Public Utility Board \_\_\_\_\_

**By:** Signature \_\_\_\_\_

Printed Name Philip Stacy \_\_\_\_\_

Title Chairman \_\_\_\_\_

**ATTEST:** Signature \_\_\_\_\_

Printed Name Larry Howard \_\_\_\_\_

Title Secretary \_\_\_\_\_

## MEMORANDUM

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

From: Mike Wittler

Date: June 11, 2021

Re: Agenda Item 13. A. – Approval and Reporting of Purchases and Sales:  
Conduit Installation at Clay and Water Street Intersection

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Staff has received a quotation from local contractor Graham Construction to install conduits under the Clay and Water Street intersection for a future undergrounding and beautification project in that area. Staff attempted to solicit bids from two other contractors that have done underground work for KPUB in the past and we were unable to get bids from them.

KUTS is planning to place art on the asphalt at the intersection of Clay and Water Streets. I am recommending that KPUB move forward with the installation of conduits under the intersection so that we won't have to repair/replace the art or incur higher costs to bore under the intersection if we decide to move forward with the Clay and Water Street underground project at some point in the future.

There are several details that we are still working through and I hope to have additional information at the Board meeting. The quotation from Graham Construction is \$39,655.00, but the following details need to be resolved:

- The quote assumes complete closure of the intersection for the 2-3 week duration of the project and we may want to explore options that will keep Water St more open (partial closure or after hours work).
- Traffic control is not included in the quotation.
- Curb, limestone and paving restoration is not included in the proposal.
- Location and exposure of gas lines is not included in the proposal.

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

Sincerely,



Mike Wittler, P.E.

# GRAHAM CONSTRUCTION

Fax 257-6869

**General Construction**

bettygrm@hotmail.com

## 830-257-6813

<b>PROPOSAL SUBMITTED TO:</b>	<b>PROPOSAL #1</b>
Name: RICHARD DREISS	JOB: WATER STREET KERRVILLE
Address:	ELECTRICAL CONDUIT JOB
City, State, Zip:	Date: MAY 14, 2021
Phone #	
<b>MATERIAL AND LABOR TO INSTALL THE FOLLOWING:</b>	
370 LINEAR FEET OF 4 " SCHEDULE 40 PVC CONDUIT	
1080 LINEAR FEET OF 3" SCHEDULE 40 PVC CONDUIT	
880 LINEAR FEET OF 2" SCHEDULE 40 PVC CONDUIT	
ALL CONDUIT WILL BE BEDDED WITH A MINIMUM OF 6" SAND TOP/BOTTOM WITH	
MINIMAL SEPARATION BETWEEN PIPES HORIZONTALLY IN THE DITCH. EACH LEVEL OF	
CONDUIT WILL BE SEPARATED BY 6". SAND TO BE COVERED WITH APPROXIMATELY 18"	
OF FLOWABLE FILL TO SURFACE LEVEL. WATER STREET TO BE BLOCKED OFF BY THE CITY	
OF KERRVILLE DURING CONSTRUCTION.	
EXCLUSIONS: CITY PERMITS/FEES, BID PERFORMANCE AND MAINTENANCE BONDS,	
LIMESTONE AND PAVING RESTORATION OVER DITCH AREA, STREET CLOSURES, CURB	
AND SIDEWALK REPAIR, ACTIVE GAS LINE TO BE LOCATED AND POTHOLED BY OTHERS	
(HYDROVAC PREFERRED).	
**DUE TO RISING MATERIAL PRICING AND SHORTAGES, THIS PRICING AND SHORTAGES,	
THIS PRICE IS VALID FOR 7 DAYS ONLY**	
	\$39,665.00

## MEMORANDUM

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

From: Howard Hall

Date: June 08, 2021

Re: Agenda Item No. 13 – Approval and Reporting of Purchases and Sales

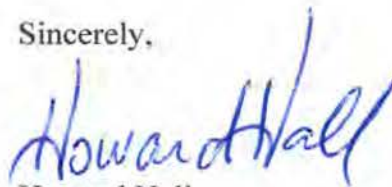
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Presented for your consideration and review are these recommendations for purchase and/or sale of goods or services.

**B. Fleet Sales.** The following vehicles were auctioned and sold thru JJ Kane Auctioneers. Unit 3218, 2008 F-750 Digger-Derrick for \$38,475 and Unit 3199, 2004 Chevrolet ½ ton Extended Cab 4X4 for \$6,887.50. These amounts reflect the price received after commission. Attached are the Lot Summaries from the auction.

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

Sincerely,



Howard Hall

Payout ID: 116041  
 Auction ID: 566



1000 S Lenola Rd Bldg One, Suite 203  
 Maple Shade, NJ 08052  
 Phone: (856) 764-7163  
 Fax: (856) 764-4098

J.J. Kane Exchange, LLC d/b/a J.J. Kane Auctioneers  
 33 Inverness Center Parkway Birmingham AL 35243

**LOT SUMMARY**

KERRVILLE PUBLIC UTILITY BOARD

2250 Memorial Blvd

Kerrville, TX 78028

5/18/2021 AL (Birmingham) - 566 Timed Auction

<b>36155</b> 3218 No Sale <input type="checkbox"/>	Terex/Telect Commander 4047, 23,670 Lb Digger Derrick s/n 2080736515, with 47 ft sheave height, 3 section hydraulic boom, 2 spd digger, heel winch, pole grabs, riding console & 4 hydraulic outriggers, rear mounted on 2008 Ford F750 Flatbed/Utility Truck, Cat C7 diesel, Auto, A/C, with front winch, (43,092 miles) (Runs, Moves & Upper Operates) NOTE: This unit is being sold AS IS/WHERE IS via Timed Auction. For pickup information and terms, please reference the Hauler Sheet. (Missing manuals, See Auction Company for Manufacturers Information to obtain manuals) (Buyer is responsible for removal. Assistance by consignor or JJ Kane Auctioneers is not assured.) VIN: 3FRXF75T38V069859	Amt Bid: <b>\$40,500.00</b> Commission: \$2,025.00 Transportation: \$0.00 Washing: \$0.00 Decomission: \$0.00	---EXPENSE--- Adjustments: 0 Parts/Repairs: \$0.00 Misc Exp 1: \$0.00 Misc Exp 2: \$0.00	---EXPLANATION---	<b>\$38,475.00</b>
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<b>73132</b> 549 No Sale <input type="checkbox"/>	2004 Chevrolet K1500 4x4 Extended-Cab Pickup Truck, 8-cyl Auto, A/C, (93,526 miles) (Runs & Moves, Minor Body Damage) NOTE: This unit is being sold AS IS/WHERE IS via Timed Auction. For pickup information and terms, please reference the Hauler Sheet. (Buyer is responsible for removal. Assistance by consignor or JJ Kane Auctioneers is not assured.) VIN: 1GCEK19T24E351665	Amt Bid: <b>\$7,250.00</b> Commission: \$362.50 Transportation: \$0.00 Washing: \$0.00 Decomission: \$0.00	---EXPENSE--- Adjustments: 0 Parts/Repairs: \$0.00 Misc Exp 1: \$0.00 Misc Exp 2: \$0.00	---EXPLANATION---	<b>\$6,887.50</b>
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**LOT SPECIFIC AMOUNTS and FEES**

<b>TOTAL AMOUNT of ALL LOTS SOLD:</b>	<b>\$47,750.00</b>
TOTAL AMOUNT of Commission:	\$2,387.50
TOTAL AMOUNT of Transportation:	\$0.00
TOTAL AMOUNT of Washing:	\$0.00
TOTAL AMOUNT of Decomission:	\$0.00
TOTAL AMOUNT of Adjustments:	\$0.00
TOTAL AMOUNT of Parts/Repairs:	\$0.00
TOTAL AMOUNT of Misc Exp 1:	\$0.00
TOTAL AMOUNT of Misc Exp 2:	\$0.00
<b>LOTS SUBTOTAL</b>	<b>\$45,362.50</b>

**SELLER SPECIFIC EXPENSES and INCOME**

Advertising:	\$0.00
Seller Expenses	\$0.00
Seller Income	\$0.00
Tax (not included):	\$0.00

**SELLER NET: \$45,362.50**

6/1/2021

Payout ID: 116041  
Auction ID: 566



1000 S Lenola Rd Bldg One, Suite 203  
Maple Shade, NJ 08052  
Phone: (856) 764-7163  
Fax: (856) 764-4098

J.J. Kane Exchange, LLC d/b/a J.J. Kane Auctioneers  
33 Inverness Center Parkway Birmingham AL 35243

ATTN HOWARD HALL  
KERRVILLE PUBLIC UTILITY BOARD  
2250 MEMORIAL BLVD  
KERRVILLE TX 78028

Dear Howard Hall,

Enclosed please find a check made payable to Kerrville Public Utility Board in the amount of \$45,362.50 for the net proceeds from the auction we conducted on 5/18/2021.

<b>Gross Sales Total :</b>		<b>\$47,750.00</b>
<b>---Adjustments---</b>		
	Total No Sales	\$0.00
	Lot Adjustments	\$0.00
<b>Total Adjustments/No Sales</b>		<b>\$0.00</b>
<b>Adjusted Sales Total</b>		<b>\$47,750.00</b>
<b>Seller Costs</b>		
	Commission Charged 5%	\$2,387.50
	Advertising	\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>Total Seller Costs :</b>		<b>\$2,387.50</b>
<b>Individual Lot Costs :</b>		
	Transportation	\$0.00
	Washing	\$0.00
	Decommission	\$0.00
	Parts/Repairs (see attached report)	\$0.00
	Misc Lot Costs (see attached report)	\$0.00
	Misc Lot Costs (see attached report)	\$0.00
<b>Total Seller Costs :</b>		<b>\$0.00</b>
<b>Seller Income:</b>		
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>Total Seller Income:</b>		<b>\$0.00</b>
<b>Tax (not included):</b>		<b>\$0.00</b>
<b>Seller Net Proceeds:</b>		<b>\$45,362.50</b>

If you have any questions about this payout, please feel free to contact us at (856) 764-7163 or [jjkane@jjkane.com](mailto:jjkane@jjkane.com).

**Thank you for your business!**

6/1/2021

DATE 03-Jun-21

SUPPLIER NAME

KERRVILLE PUBLIC UTILITY BOARD

SUPPLIER NO

64761

INVOICE NO.	INVOICE DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET AMOUNT
116041	18-May-21	AUCTION PAYOUT	0.00	0.00	45,362.50
PLEASE DETATCH AND RETAIN THIS STATEMENT AS YOUR RECORD OF PAYMENT.			0.00	0.00	45,362.50

THE ORIGINAL DOCUMENT HAS A WHITE REFLECTIVE WATERMARK ON THE BACK.

HOLD AT AN ANGLE TO VIEW. DO NOT CASH IF NOT PRESENT.



Tall Oaks Corporate Center  
 1000 Lenola Rd., Bld1, Ste. 203  
 Maple Shade, NJ 08052  
 (856) 764-7163

1024252

CHECK DATE	CHECK NUMBER	CHECK AMOUNT
03-Jun-21	1024252	*****45,362.50
	Wells Fargo Bank San Francisco, CA	11-24 1210

PAY: Forty-Five Thousand Three Hundred Sixty-Two Dollars And Fifty Cents\*\*\*\*\*

TO THE ORDER OF: KERRVILLE PUBLIC UTILITY BOARD  
 2250 MEMORIAL BLVD  
 KERRVILLE, TX, 78028  
 United States

*Handwritten Signature*

AUTHORIZED SIGNATURE

⑈ 1024252 ⑈ ⑆ 121000248 ⑆ 4736790510 ⑈



## MEMORANDUM

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

From: Damon Richardson

Date: June 09, 2021

Re: Agenda Item No. 13 – Approval and Reporting of Purchases and Sales


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

**C. Bid No. 2911: Overhead Transformers.** Staff is recommending the approval of a purchase order totaling \$56,886.70 to Stuart Irby for the purchase of overhead transformers. Request for quotations went out to four (4) vendors. Two (2) vendors responded resulting in three (3) different quotes. Award is based on transformer efficiency evaluation. Supporting documents are attached.

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

Sincerely,

  
Damon Richardson  
Purchasing Agent

# 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	2911
Print Date	Page
06/01/2021	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

**Phone:**  
**Fax:**

**Response Due Date:** 10:00 am 6/9/2021

### Requested Terms

Shipment Method	Shipment Terms	FOB	Payment Terms
			NET

LN	ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	DEL DT/LEAD TM
1	12025	30.000	EA	Transfmr OH 25 KVA 120/240 ERMCO 7200/12470y 2 bushing. Include Brand and NL/L Losses.	964.95 NL 68, LL 258	14-16 WKS
2	12033	20.000	EA	Transfmr OH 50 KVA 120/240 ERMCO 7200/12470y 2 bushing. Include Brand and NL/L Losses.	1396.91 NL 119, LL 411	14-16 WKS

### Vendor Terms

Shipment Method	Shipment Terms	FOB	Payment Terms

**Valid Through  
Date:**

**Authorizing Signatures**

*Damon Richardson*

DAMON RICHARDSON  
PURCHASING AGENT  
(830)792-8239

# 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
77	2911
Print Date	Page
06/01/2021	1

**TO** WESCO DISTRIBUTION, INC.  
4410 DIVIDEND  
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 6/9/2021

**Phone:**  
**Fax:**

### Requested Terms

Shipment Method	Shipment Terms	FOB	Payment Terms
			NET

LN	ITEM	QUANTITY	UOM	DESCRIPTION	UNIT PRICE	DEL DT/LEAD TM
1	12025	30.000	EA	ERMCO-NL= 68 LL= 258 IZ=1.700 TL= 326 Transfmr OH 25 KVA 120/240 7200/12470y 2 bushing. Include Brand and NL/L Losses. POWER PARTNERS-No Load: 54 Watts at 85 degrees C; Load: 335 Watts at 85 degrees C	ERMCO, 985.263 PWR PRTRS, \$958.947 Total Loss: 389 Watts	14-16 WKS 20-22 WKS
2	12033	20.000	EA	Transfmr OH 50 KVA 120/240 7200/12470y 2 bushing. Include Brand and NL/L Losses. ERMCO, NL= 119 LL= 411 IZ=1.800 TL= 530 POWER PARTNERS-No Load: 91 Watts at 85 degrees C; Load: 564 Watts at 85 degrees C	ERMCO, \$1426.316 PWR PRTRS, \$1443.158 Total Loss: 655 Watts	14-16 wks 20-22 WKS

### Vendor Terms

Shipment Method	Shipment Terms	FOB	Payment Terms

<b>Valid Through Date:</b>
<b>Authorizing Signatures</b>
 _____ DAMON RICHARDSON PURCHASING AGENT (830)792-8239  _____

**RFQ 2911**  
**Pole Mount Transformers 50 kVA 120/240**  
**June 9, 2021**

**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	Wesco ermco	112	N	N	20	\$1,426.32	\$28,526.32		119	411	\$ 2,253.81	\$ 45,076.20
	Wesco pp	154	N	N	20	\$1,443.16	\$28,863.16		91	564	\$ 2,401.56	\$ 48,031.28
	lrby ermco	112	N	N	20	\$1,396.91	\$27,938.20		119	411	\$ 2,224.40	\$ 44,488.08
	0	56	N	N	20	\$0.00	\$0.00		0	0	\$ -	\$ -
	0	84	N	N	20	\$0.00	\$0.00		0	0	\$ -	\$ -
	0	56	N	N	20	\$0.00	\$0.00		0	0	\$ -	\$ -
	0	98	N	N	20	\$0.00	\$0.00		0	0	\$ -	\$ -

Max NL 119  
 Min LL 411  
 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	Wesco ermco	112	N	N	20	\$1,426.32	\$28,526.32	0.00	119	411	\$ 3,505.04	\$ 72,100.84
	Wesco pp	154	N	N	20	\$1,443.16	\$28,863.16	0.00	91	564	\$ 3,688.49	\$ 73,769.81
	lrby ermco	112	N	N	20	\$1,396.91	\$27,938.20	0.00	119	411	\$ 3,575.64	\$ 71,512.72
	0	56	N	N	20	\$0.00	\$0.00	0.00	0	0	\$ -	\$ -
	0	84	N	N	20	\$0.00	\$0.00	0.00	0	0	\$ -	\$ -
	0	56	N	N	20	\$0.00	\$0.00	0.00	0	0	\$ -	\$ -
	0	98	N	N	20	\$0.00	\$0.00	0.00	0	0	\$ -	\$ -

Max NL 119  
 Min LL 411  
 NL Loss Factor 10.297  
 LL Loss Factor 2.320

Evaluation	Vendor	Value
Total Lead Time	0	56
Minimum Ownership Cost (Historical Loss Factor)	0	\$ -
Minimum Ownership Cost (Current Loss Factor)	0	\$ -
Minimum Purchase	lrby ermco	\$1,396.91

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
Wesco ermco	2	2	2	2	8
Wesco pp	1	1	1	1	4
lrby ermco	2	3	3	3	11
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

**RFQ 2911**  
**Pole Mount Transformers 25 kVA 120/240**  
**June 9, 2021**

**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	Wesco ermco	112	N	N	30	\$985.26	\$29,557.89		68	258	\$ 1,488.30	\$ 44,648.85
	Wesco PP	154	N	N	30	\$958.95	\$28,768.41		54	335	\$ 1,528.09	\$ 45,842.81
	lrby ermco	112	N	N	30	\$964.95	\$28,948.50		68	258	\$ 1,467.98	\$ 44,039.46
		56	N	N	30		\$0.00				\$ -	\$ -
		84	N	N	30		\$0.00				\$ -	\$ -
		56	N	N	30		\$0.00				\$ -	\$ -
		98	N	N	30		\$0.00				\$ -	\$ -
												\$ -

Max NL 68  
 Min LL 258  
 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	Wesco ermco	112	N	N	30	\$985.26	\$29,557.89	0.00	68	258	\$ 2,283.93	\$ 68,518.03
	Wesco PP	154	N	N	30	\$958.95	\$28,768.41	0.00	54	335	\$ 2,292.08	\$ 68,762.44
	lrby ermco	112	N	N	30	\$964.95	\$28,948.50	0.00	68	258	\$ 2,283.62	\$ 67,908.64
	0	56	N	N	30		\$0.00	0.00	0	0	\$ -	\$ -
	0	84	N	N	30		\$0.00	0.00	0	0	\$ -	\$ -
	0	56	N	N	30		\$0.00	0.00	0	0	\$ -	\$ -
	0	98	N	N	30		\$0.00	0.00	0	0	\$ -	\$ -
												\$ -

Max NL 68  
 Min LL 258  
 NL Loss Factor 10.297  
 LL Loss Factor 2.320

Evaluation	Vendor	Value
Total Lead Time	0	56
Minimum Ownership Cost (Historical Loss Factor)	0	\$ -
Minimum Ownership Cost (Current Loss Factor)	0	\$ -
Minimum Purchase	Wesco PP	\$958.95

Rank	Total Lead Time	Minimum Ownership Cost (Historical Loss Factor)	Minimum Ownership Cost (Current Loss Factor)	Minimum Purchase	TOTAL
Wesco ermco	2	2	2	1	7
Wesco PP	1	1	1	3	6
lrby ermco	2	3	3	2	10
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

## MEMORANDUM

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

From: Mike Wittler

Date: June 11, 2021

Re: Agenda Item 14. – Consideration and Action on Resolution No. 21-19,  
Rate Stabilization

---

In February the Board approved Resolution No. 21-04 which effectively froze the Power Cost Adjustment Factor (PCAF) to set residential rates at \$85.00 per 1000 kWh for the residential customer class. I am recommending approval of attached Resolution No. 21-19 which will essentially return us to the rate stabilization policies that have been in place since 2012.

There are two primary components to the guidelines established by the policy we have used since 2012.

The first sets a 50% limit in setting the PCAF above or below neutral month recovery. As an example, in FYE 2020, the per kWh cost for energy including transmission costs varied widely on a monthly basis from a low of 3.66 cents per kWh in the August 2020 billing month to a high of 8.34 cents per kWh in April 2020. The average cost per kWh over the entire fiscal year was 5.52 cents. If we did not adjust the PCAF above and below the neutral month recovery level, our customers would experience widely varying costs per kWh from month to month. In this example, the August 2020 low would have been \$67.00 per 1000 kWh and the April high would have been \$114.85 per 1000 kWh. If we had a crystal ball in 2020, we would have set the PCAF for a residential cost of \$84.00 per 1000 kWh—the PCAF was actually set at \$85.00 per 1000 kWh for the entire year.

The second guideline limits cumulative over/under-collection of power costs to 10% of the total annual budgeted power supply costs (about \$2.8 M for the past several years). In the example above, the August neutral cost was \$67.00 and the April neutral cost was \$114.85, but we stuck with a levelized amount of \$85.00 throughout the year. This resulted in over-collection of power cost of \$1.015M in August and under-collection of \$841k in April. Cumulative over-collection for the year ranged from a high of \$2.81M at the beginning of the year to a low of \$867k in June and ended at \$1.861M in September.

The guidelines also allow staff to set the PCAF beyond these limits. In such cases, staff is required to present a plan at the next regular Board meeting including timeframe to replenish funds. The ability to set the PCAF beyond the guidelines was introduced because of the short period of time that our power bills are due (typically 10 days after receipt of invoice) and the difficulty in scheduling special Board meetings on short notice.

I have attached the Rider PCAF from our Tariffs, a chart historical cost per kWh and the proposed Resolution No. 21-19 with redlines clearly showing changes from the 2012 Resolution.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Wittler". The signature is stylized and cursive.

Mike Wittler, P.E.

# Historical Cost per kWh

\$ per 1000 kWh



SAFETY. OUR WAY OF LIFE.



---

## POWER COST ADJUSTMENT FACTOR RIDER PCAF

**APPLICATION**

Applicable to all rate schedules which include sales of electric energy through kWh billing.

The monthly bill for power supply charges computed in accordance with the appropriate electric rate schedule shall be increased or decreased to account for variances in purchased power expense from that amount included in each electric rate schedule. The Power Supply Charge in each rate schedule shall be multiplied by the Power Cost Adjustment Factor (PCAF) as calculated below on a monthly basis.

**METHOD OF CALCULATION**

The Power Cost Adjustment Factor (PCAF) is calculated for the current billing month for the system. The formula for determining the PCAF is:

$$PCAF = \frac{\left( \frac{C \pm A}{S} \right)}{0.04117}$$

C = Total Purchased Power Supply costs for the preceding month.

S = Total estimated retail energy sales in kWh for the current month as approved in the annual budget.

A = Adjustment to:

1. Correct for the difference between the actual Purchase Power Supply costs and Power Supply Charge revenues of the previous month;
2. Stabilize rates through over- or under-collection of power supply costs and transfers to and from the Rate Stabilization Fund within limits established by Resolution of the Kerrville Public Utility Board.

The PCAF is calculated to the nearest .000001.

The Power Supply Charge adjusted by the PCAF shall be calculated to the nearest .00001.

RESOLUTION NO. ~~12-2621-19~~

Formatted

**A RESOLUTION OF THE KERRVILLE PUBLIC UTILITY BOARD REVISING THE POLICY FOR ADMINISTRATION OF THE RATE STABILIZATION FUND AND OTHER RATE STABILIZATION ACTIVITIES.**

**WHEREAS**, the Kerrville Public Utility Board is empowered by the initial Bond Ordinance No. 87-45 of the City of Kerrville, Texas to establish and maintain additional accounting funds as the Board deems necessary; and

**WHEREAS**, on October 18, 2004, the Board established a Rate Stabilization Fund set up initially with refunds from the Lower Colorado River Authority from over collection of rates; and

**WHEREAS**, on June 22, 2009, the Board approved Resolution No. 09-16 establishing and revising a rate stabilization policy to benefit consumers by preventing drastic variations in electric bills due to changing power supply costs; and

**WHEREAS**, the amendment to the Rider PCAF (Power Cost Adjustment Factor) to the Tariff for Electric Service adopted on September 8, 2009 provides a mechanism to stabilize rates through over- or under-collection of power supply costs and transfers to and from the Rate Stabilization Fund within limits established by Resolution of the Board; and

**WHEREAS**, the staff has reviewed the current policy for the administration of the Rate Stabilization Fund and other rate stabilization activities, past rate stabilization activities, and anticipated rate stabilization needs; and

**WHEREAS**, the General Manager and Chief Executive Officer, ~~the Chief Financial Officer, and the Chief Engineer~~ recommend the following guidelines:

1. With each monthly PCAF calculation, the Chief Financial Officer and the Chief Engineer shall recommend for approval and the General Manager and Chief Executive Officer shall establish a PCAF up to 50% above or below neutral cost recovery. The General Manager and Chief Executive Officer is authorized to manage cumulative over/under-collection of power supply costs to a limit of 10% of the total annual budgeted power supply costs.

2. The Rate Stabilization Fund will be used to mitigate cash flow issues and supplement the Revenue Fund when under/over-collection beyond the 10% and 50% limits established in "1." above would be desirable to benefit the consumers. In such case, the Chief Financial Officer shall make a recommendation to transfer funds between the Rate Stabilization Fund and the Revenue Fund and the General Manager and Chief Executive Officer shall make such transfers if deemed necessary and appropriate. At the next regular Board meeting following such transfer or under/over-collection beyond the 10% and 50% limits established in "1." above, the General Manager and Chief Executive Officer shall present for Board approval a plan including timeframe to replenish the fund.
  
- ~~3. The target level for the Rate Stabilization Fund be increased to 10% of the total annual budgeted power supply costs. This target should be achieved by FYE 2016.~~
  
- ~~4. In addition to the guidelines established in "1.", "2.", and "3." above, to minimize the impact of any adverse ruling in the pending LCRA litigation, half of the savings realized from the termination of the Wholesale Power Agreement with LCRA and switch to new power suppliers shall be set aside in the Rate Stabilization Fund until resolution of the litigation between the Lower Colorado River Authority (LCRA) and the Kerrville Public Utility Board (KPUB) — Cause No. 12-1001-B in the 198<sup>th</sup> Judicial District, Kerr County, Texas, styled 'Lower Colorado River Authority v. City of Kerrville, Texas, acting by and through Kerrville Public Utility Board'.~~
  
- ~~5-3.~~ The Chief Financial Officer shall report to the Board on a monthly basis the current cumulative over/under-collection of power supply costs, the current residential cost per 1000 kWh and the status of the Rate Stabilization Fund.

**BE IT RESOLVED BY THE KERRVILLE PUBLIC UTILITY BOARD THAT:**

**Section 1.** That the Kerrville Public Utility Board accepts and approves and adopts the recommendations of management set forth herein.

**Section 2.** That the Board instructs the General Manager and Chief Executive Officer and the Chief Financial Officer to periodically review and recommend necessary changes for the rate stabilization policy and strategy.

**Section 3.** This Resolution shall replace the Rate Stabilization Policy approved by the Board on ~~June 22, 2009~~February 24, 2021, and take effect immediately.

**PASSED, APPROVED AND ADOPTED on this ~~15<sup>th</sup>~~16<sup>th</sup> day of ~~November, 2012~~June, 2021**

~~John E. Sample~~Philip Stacy, Chairman

ATTEST:

~~Stephen Fine~~Larry Howard, Secretary

## MEMORANDUM

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

From: Tammye Riley

Date: June 11, 2021

Re: Agenda Item No. 15 – Report on Winter Storm Uri Response

---

Winter Storm Uri wreaked havoc not only in Kerrville, but across the State of Texas. KPUB management had been monitoring the weather and sent correspondence to staff on February 9, 2021 to prepare for bad weather, possible ice, snow and extended freezing conditions. Engineering and Operations began to review substation/circuits that have historically seen loads peak during cold weather and possibly setting any relays for high load. PR was given the task to pull together social media tips for cold weather safety and energy conservation. While we were prepared, the event itself was beyond anything we could have imagined. We were hit with 6+ days of near to sub-freezing temperatures along with freezing rain, ice and snow. Within hours of the storm arriving in our area, we recognized the need to call in additional help for our line department, hotel rooms were put on reserve as a precaution and work shifts established for field personnel. We were also able to provide mutual aid assistance to our neighboring communities when resources were available.

Post storm, we gathered together staff at all levels to discuss the storm response, what worked well and what needed improvement. Over the course of a few meetings, we identified 64 action items and work flow processes that could be improved or implemented. One of those items was to implement an official Storm Operations Plan; we are in the infant stages of this process now. Most of the established action items were related to communications between departments/community, establishing standardized work processes for events and additional employee training. We have made significant progress with our first deadline of May 31<sup>st</sup>, with almost all items completed or are in progress. We have a final deadline of August 1<sup>st</sup> to complete all action items and develop a standing Storm Operations Plan. Management is confident deadlines will be met successfully.

Additionally, we discussed the need or possible benefit for local control of mandated outages. Our Director of Engineering has been tasked with communicating with LCRA on this matter and further updates and/or recommendations will be provided in the future.

I'll be happy to address any questions or concerns that you may have regarding our storm update.

Sincerely,

A handwritten signature in black ink, appearing to read "Tammye Riley". The signature is fluid and cursive, with a prominent initial "T" and a long, sweeping underline.

Tammye Riley  
Director of HR, Safety & Training

## MEMORANDUM

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

From: Mike Wittler

Date: June 11, 2021

Re: Agenda Item 16. – Review and Discussion on Strategic Plan

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In to provide staff with high level direction during the upcoming budgeting process and incentive plan development, I would like to review and update our strategic plan.

Attached are mission statement, vision, long term goals, and programs from the Strategic Plan that were last reviewed with the Board two years ago.

I would also like to go through a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) for our organization.

After our initial review at this Board meeting, staff will work on update to the goals and programs and present a final version to the Board in July.

Please let me know if I can provide additional information that would be helpful.

Thanks,



Mike Wittler, P.E.

## MISSION STATEMENT

KPUB is a responsive and efficient locally owned provider of safe and reliable utility service at the lowest responsible price.

## VISION

### SAFETY

Safety is built into how we work, how we live and what we teach.

We only do the work when we can do it safely.

### EMPLOYEES

We will be a leading employer in the area by striving to achieve employee engagement, and a purpose-driven environment where people want to work.

Employees will be connected with each other, and knowledgeable of all areas of the business.

### CUSTOMERS

We are responsive to our customers and committed to serving them.

Our customers are supportive that we are their locally-controlled electric provider.

As we implement technology, we will increase our customer's positive connection with KPUB.

### VALUE

We will be widely recognized as a cornerstone of the economic success of the community because of the value we provide.

We will actively look for opportunities to take advantage of changing technologies to manage cost of energy for our customers.

We will be prepared to address trends and changing requirements that provide value to our customers.



## LONG TERM GOALS

### SAFETY

S1	1.Shift to an employee-driven safety culture
S2	2.Move to a proactive indicator of safety performance
S3	3.Implement a recurring survey of safety culture
S4	4.Develop a purpose-driven community safety outreach program
S5	5.Line the halls with APPA Safety Award Plaques
S6	6.Achieve top designation for RP3

### EMPLOYEES

E1	1.Perform regular compensation surveys and address deficiencies to maintain a competitive compensation program to retain employees (Linemen, customer service, engineering,
E2	2.Develop a more formal employee development plan, including continuing education and
E3	3.Build an intentional communications plan, and continually monitor and adapt communications and programming for employees (office and field), to ensure all staff is
E4	4.Improve cross department knowledge and communications
E5	5.Increase employee participation in Community Activities to increase Employee to Customer and Employee to Community interaction

### CUSTOMERS

C1	1.Design a customer portal so customers can do EVERYTHING online. No fax, no email, ...
C2	2.Develop a purpose-driven, ongoing customer communications plan that drives information about KPUB out to customer base
C3	3.Develop Key Accounts program, with intent to maintain strong stakeholder relationships.
C4	4.Design programs to build customer's long-term loyalty to KPUB so we create advocates in

### VALUE

V1	1.Develop a plan to provide TOU or market-based pricing by Jan-2024 (current contract
V2	2.Identify and remove barriers to EV Adoption, and promote it to the customer base.
V3	3.Further leverage AMI technology in areas of advanced distribution modeling and
V4	4.Continually review power supply path and prepare appropriately (manage wholesale market transactions in house or have supplier do this for us).
V5	5.Evaluate competitive electric service and other utility services (gas, water, waste water, broadband, distributed solar) to add to KPUB's mission.
V6	6.Support the City's Comprehensive Plan where KPUB is called on to participate: EV chargers, retrofit street lighting in older neighborhoods, street light plan, holiday lighting, fiber optics and high-speed network, alternative modes of transportation, automated water
V7	7.Establish an onboarding process for Board members, with defined orientation training, attendance at APPA/TPPA meetings, and ongoing training events.
V8	8.Develop comprehensive analysis of financial benefits to address periodic questions about City transfer payment and other benefits provided inside and outside city limits.

Description	Staff Lead	Comments
<b>S1.Shift to an employee-driven safety culture</b>		
Employee Driven Safety Culture: Engage employees in building more of our safety practices. Do routine safety checks and audits performed by employees, which will help build ownership. Develop a culture where management communicates to the employees that they do NOT need to be in a managerial position to step up when it comes to safety. Have employees recognize that everyone is responsible for a safe work environment and watching out for fellow employees.	Managers for their functional areas; compliance audited by HR Manager	Employee Safety Committee established. Need to leverage e-Compliance app more (more safety checks). Need to revise EIP Safety Goals
<b>S2.Move to a proactive indicator of safety performance</b>		
Proactive Safety Goal Setting: Set baselines on e-Compliance and roll out goals	HR Manager	9/30/2019 (first year goals rolled out). Need to revise EIP Safety Goals
<b>S3.Implement a recurring survey of safety culture</b>		
Safety Culture Identification: Conduct external safety culture assessment to set baseline and identify opportunities of improvement	HR Manager	Survey complete 09/28/2018 Need to ID opportunities and work on those. Next survey due Sept. 2020. (Overdue)
<b>S4.Develop a purpose-driven community safety outreach program</b>		
Develop Social Media Program to address utility safety, storm safety, home safety... Refine Arc-n-Spark safety program and increase program exposure.	HR Manager / Marketing Manager	Safety is incorporated into monthly social media plans. Need to work on Arc-n-Spark and similar opportunities.
<b>S5.Line the halls with APPA Safety Award Plaques</b>		
APPA Safety Awards: Achieve the APPA Safety Award annually	Department Managers	Received award for second year in a row, then OSHA recordable
<b>S6.Achieve top designation for RP3</b>		
RP3 Level Advancement: Implement necessary changes to achieve the <i>next level</i> evaluation rating for RP3 Awards. This award assesses reliability, safety, workforce development and system improvement.	HR Manager / Chief Engineer	Submitted application Sept. 2020 and held rating at gold level. This program also contributes to Value.
<b>Description</b>	<b>Staff Lead</b>	<b>Comments</b>
E1.Perform regular compensation surveys and address deficiencies to maintain a competitive compensation program to retain employees (Linemen, customer service, engineering, management)		

	Compensaion: Perform regular compensation surveys and address deficiencies to maintain a competitive compensation program to retain employees (Linemen, customer service, engineering, management)	HR Manager / GM	Currently participate in APPA Survey Annually KPUB Mgmt 2017 KPUB Full 2013 Boerne Survey results Summer 2019 Participate in surveys as asked KPUB full survey again possibly 2022.
	E2.Develop a more formal employee development plan, including continuing education and succession planning		
	Employee Development Program: Develop a short and long term employee development plan for all employees in KPUB. The plan may include internal training, external courses, internal leadership opportunities, external leadership programs, The employee development plan is driven, monitored and updated by the department managers.	Managers for their functional areas; compliance audited by HR Manager	Operations in good shape. Customer Service next area to address--being addressed with formal cross training and individual training plans. Engineering has well defined plan. Dispatch certification program in place. Management, IT, Accounting, Substation less organized.
	Formal New Hire Onboarding Process: Implement a new employee orientation program that consists of software, presentations, etc., to provide information and training to employees. The orientation material would be available and used on each new hire's first day and would include: -safety (with trainings) -work environment -job description review (in detail) -benefits (and eligibility) -company culture and history -organization chart	HR Manager with department managers	Goal to be Revised by Tammye with goal to move online and employee mentor program for new hires
	<b>Description</b>	<b>Staff Lead</b>	<b>Comments</b>
	E3.Build an intentional communications plan, and continually monitor and adapt communications and programming for employees (office and field), to ensure all staff is informed, engaged and connected to KPUB		
	Monthly Employee Update: Issue monthly employee update based on sneak peek of Board Briefs	Marketing Manager	In progress
	E4.Improve cross department knowledge and communications		
	Outside/Inside Communications: Combine inside and outside management staff meetings, when possible, to deliver same information to office and field personnel and foster improved information sharing and collaboration.	General Manager / Department Managers	Restarted 6/2019

Employee Shadowing Program: Create formalized program for each department to provide a shadowing opportunity for employees from other departments to understand how work is performed within that department.	HR Manager	No update
E5.Increase employee participation in Community Activities to increase Employee to Customer and Employee to Community interaction		
Volunteer Policy/Culture: KPUB currently does a lot of "sponsorships", would like to develop a more formal plan of volunteer opportunities. Where the employees are proud to work for a company that gives back to their communities. Volunteering efforts where groups are assembled quarterly/semi quarterly to volunteer or help with raising money for a certain cause/organization etc. It will help promote leadership and build skills.	Marketing Manager / Employee Committee	Goal is to initially sponsor 1 KPUB community volunteer project per year and increase in future years. Policy needs to address compensable vs. volunteer activities. Examples: Adopt a Highway (w/ Customer Invited for \$10 Bill Credit), Employee Leader each quarter, Meals on Wheels, Community Service Infusion  Regularly supporting Light on the Hill, Habitat and Blood Drives
<b>Description</b>	<b>Staff Lead</b>	<b>Comments</b>
C1.Design a customer portal so customers can do EVERYTHING online. No fax, no email, ...		
NISC Committee Involvement: Get one employee on an NISC committee by YE 2020. First establish regional workshop participation/leadership with cooperation with CTEC, and then build network within NISC user base to establish electability.	IT Manager	May move this program to a Value goal. NISC MIC attendees are to attend the Advisory Committee Meetings in Sept. 2019--missed.  Working on hosting regional workshops.
Develop and refine KPUB's Customer Facing Platforms: Social Media.	Marketing/PR	Regular monthly plans in place
Develop and refine KPUB's Customer Facing Platforms: Website.	Marketing/PR	Website redesign complete.
Develop and refine KPUB's Customer Facing Platforms: Outage Messaging, etc.	Marketing/PR	Text notifications are enabled.  Need to look into settings in OMS to publish estimated restoration times.
Engineering Self Service Portal: Develop interface questionnaire to be used to create self serve portal for Engineering inquiries and service orders	Chief Engineer	Need to re-evaluate (New Chief Engineer)
Increase SmartHub Utilization: Get X% of customers using SmartHub at least 1x every quarter; Need to establish baseline before committing to %	Customer Service Manager / Marketing Manager	Does this rise to EIP, or will it need to be addressed in other ways?
C2.Develop a purpose-driven, ongoing customer communications plan that drives information about KPUB out to customer base		

Service Policy and Service Process: Create a more user friendly service policy and defined service process timelines so expectations are clearly defined upon onset of customer request. Define specific milestones that will generate communications from KPUB to customer. Implement work management tracking so that customer service can provide status information to customers upon request.	Chief Engineer	Service Policy revision Board approved ____. Not complete. Milestone definition in progress. Work management notifications in 2020-- complete?
Website and Social Media Content Refresh: Establish a committee to improve the website and execute continuous refresh of content that provides information to customers and builds KPUB loyalty. Include social media as a communications channel for updated content.	Marketing Manager	Re-evaluate? Had planned review twice a year.
Monthly Board Briefs: Publish monthly Board Briefs summarizing Board activities.	Marketing Manager	Re-evaluate?
Outage Communications: Develop Outage communications plan using Social Media, push notifications from SmartHub, website, text messaging, IVR inbound messages. Establish threshold for outbound communications, and responsibility for developing/posting messages.	Marketing Manager	Working on parts of this, hoping to bring together in 2022.
Community Organization Partnerships: Partner with community organizations and events to communicate the value of KPUB and build goodwill.	Marketing Manager	In progress
<b>Description</b>	<b>Staff Lead</b>	<b>Comments</b>
C3.Develop Key Accounts program, with intent to maintain strong stakeholder relationships.		
Key Accounts Program: Evaluate need and identify next steps	Marketing Manager	Evaluate staffing needs?
Key Accounts Program: Design	Marketing Manager	Evaluate staffing needs?
Key Accounts Program: Implementation	Marketing Manager	Evaluate staffing needs?
C4.Design programs to build customer's long-term loyalty to KPUB so we create advocates in the community.		
Volunteer Program will help support this goal.		
Solar cars at Peterson Middle school		Provided support for robotics teams.
<b>Description</b>	<b>Staff Lead</b>	<b>Comments</b>
V1.Develop a plan to provide TOU or market-based pricing by Jan-2024 (current contract ends Jan 2024).		
Variable Customer Billing Rates: Investigate feasibility of TOU rates: most immediate application could be EV charging and load shedding; long term market signals possible in 2024; intermediate signals could be based on wind and solar portfolio	Finance / Customer Service / Engineering	Longer term.
V2.Identify and remove barriers to EV Adoption, and promote it to the customer base.		
EV Adoption: Review hurdles and identify incentive opportunities to increase EV Adoption including system impacts (pros and cons)	Chief Engineer	May transition to a Customer goal in the future

EV Municipal Collaboration: Collaborate with other Municipal utilities to establish shared EV network	GM	Have reached out to Central Texas Muni's. Meeting being scheduled with CPS, New Braunfels and Austin.  No interest from CPS and Austin.
V3.Further leverage AMI technology in areas of advanced distribution modeling and optimization.		
Distribution Automation (DA) Deployment: Create plan for DA deployment utilizing AMI network	Chief Engineer / Manager of IT	1. Solar reclosers 2019 2. Ingram/Hunt Recloser Ties 2019 3. Reclosers & Regulators 2020 4. Capacitor Control System 2021 (controls must be replaced first)  Need status update and next steps.
Improve Billing Processes: Use AMI capabilities to improve billing processes: NISC unbilled revenue calculation, reduce lag time, improve estimate accuracy, reduce errors.	CFO	Per Audit Firm, NISC calculation does not work very well Firm read dates in progress  Needs further investigation.
Power Quality with AMI: Utilize AMI to actively identify customers with low voltage or other power quality programs, and take action to correct the problem without customer initiating a complaint.	Chief Engineer	In progress--reviewed daily, seems to be working well, going to train Dispatch to do this review as well and will have a new service order type.
<b>Description</b>	<b>Staff Lead</b>	<b>Comments</b>
V4.Continually review power supply path and prepare appropriately.		
Power Supply Planning: Continually review power supply path and prepare appropriately.	GM	RFP on street for baseload and wind products, evaluate and possible execution by Oct. 2019. Jan. 2020 will issue RFP for managing dailyt wholesale market transactions.  Uri has thrown a wrench in all of this, currently watching market to see how comfortable suppliers are quoting full requirements and complex transactions, will need to update Integrated Resource Plan in Fall 2021.

V5. Evaluate competitive electric service and other utility services (gas, broadband, distributed solar) to add to KPUB's mission.		
Expand Utility Services: Evaluate competitive electric service and other utility services (gas, broadband, distributed solar) to add to KPUB's mission and create value and economic development opportunities for our community.	GM	Water and waste water removed (May 2019). Ongoing discussions with community stakeholders.  Need to investigate open access fiber to the home projects in the Northwest.
V6. Support the City's Comprehensive Plan where KPUB is called on to participate: EV chargers, retrofit street lighting in older neighborhoods, street light plan, holiday lighting, fiber optics and high-speed network, alternative modes of transportation, automated water metering...		
Kerrville 2050: EV chargers, Retrofit street lighting, Street light plan, Holiday lighting, fiber optics and high-speed network, alternative modes of transportation, automated water metering...	Appropriate Department Managers	Not started
V7. Establish an onboarding process for Board members, with defined orientation training, attendance at APPA/TPPA meetings, and ongoing training events.		
Board Training Program: Develop a Board position description that includes commitments. Improve Checklist for in-coming board members to include orientation information packet/binder, training and tour.	General Manager / Executive Assistant	Initial version complete; now ongoing updates
V8. Develop comprehensive analysis of financial benefits to address periodic questions about City transfer payment and other benefits provided inside and outside city limits.		
Financial Benefits Tracking: Establish a method to capture financial benefits provided without charge to cities, counties, school districts, non-profits	CFO	
Future:		
Establish community lunch&learn where customers can learn about relevant topics from KPUB (energy efficiency, SmartHub app, ...). Goal is to hold 1 event every X months. Goal to be defined.		HCTC doing this, sounds like well liked by a very small group of customers, so may not be worth it.
External communication idea from meeting is to tell customers that it doesn't cost anything to call KPUB for power quality concerns		

	<p>Message to Customers: let us help you evaluate the benefits/payback of solar installation</p> <p>Are there online tools that we can point customers to?</p> <p>Put information out at a Chamber coffee talk?</p>		<p>Had a meeting with a customer, 23 year payback, customer had already made her mind made up</p>
	<p>Cyber Security:  Secure Works IT Policy Review  Secure Works IT Incident Response Plan  3-5 Year Cyber Security Program &amp; Review</p>		
	<p>Scholarship program update/increase funding</p>	<p>Marketing  Manager</p>	<p>Need to get direction from Fred on this for action late this Fall  May want to focus on Trade School Scholarships  Allison will get with Fred and get more direction</p> <p>Completed--need to review again in Fall 2021.</p>