

**MINUTES FROM THE FLORIDA SUNSHINE LAW/PUBLIC RECORDS WORKSHOP OF THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA, HELD AT 2:30 P.M. ON WEDNESDAY, MARCH 8, 2017 AT THE KEYS ENERGY SERVICES BOARD ROOM LOCATED AT 1001 JAMES STREET, KEY WEST, FLORIDA**

The above referenced workshop of the Utility Board of the City of Key West, Florida, convened at 2:30 P.M., on the above date and location and was called to order by Chairman Batty.

**Utility Board Members Present**

Peter Batty, Chairman  
Mona Clark, Vice Chair  
Charlie Bradford, Member  
Timothy Root, Member

**Staff Present**

Lynne Tejeda, General Manager & CEO  
Jack Wetzler, Assistant General Manager & CFO  
Edee Delph, Executive Assistant to GM/CEO & UB  
Julio Torrado, HR & Communications Director  
Dale Finigan, Engineering & Control Center Director  
Erica Zarate, Customers Services Director  
Fred Culpepper, Transmission & Distribution Director  
Dan Sabino, Generation Director  
Stan Rzas, Compliance Administrator  
Gricel Owen, HR Specialist & Records Coordinator  
Heather Arencibia, Human Resources Supervisor  
Kim Free, Executive Assistant & Pension Administrator  
Catherine Nix, Customer Programs Rep & Pension Trustee  
Tiffany Curry, Associate for UB Attorney Nathan Eden

**Other Present**

Jody Finklea, FMPA General Counsel & Manager of Legal Affairs  
Amanda Swindle, FMPA Counsel

This presentation was for informational purposes and the following was discussed:

- Overview of Florida Public Records Laws
  - Retention of Public Records
  - Access to Public Records
  - Exempt and/or Confidential Records
- Common Types of Public Records
- How to Handle Public Records Request
- Overview of Florida Open Meetings Laws
  - What is a Public Meeting
  - What Discussions are Included
  - Notice and Procedural Requirements
- Common Open Meeting Issues

(A copy of the power point presentation is available upon request)

**ADJOURNMENT**

The Florida Sunshine Law & Public Records Workshop of March 8, 2017, was adjourned by Chairman Batty at 4:41 P.M.

APPROVE:

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Peter Batty, Chairman

ATTEST:

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Lynne E. Tejeda, General Manager/CEO & Secretary

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