

MINUTES FROM THE KEYS STRATEGIC PLANNING WORKSHOP OF THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA, HELD AT 11:00 A.M. ON TUESDAY, MAY 2, 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 11:00 A.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
Steven Wells, Member

Staff Present

Lynne Tejada, General Manager & CEO
Edee Delph, Executive Assistant to GM/CEO & UB

Mrs. Tejada thanked the Utility Board for their attendance and informed the Board that the purpose of the Strategic Planning Workshop is for the Board to review and discuss KEYS current Mission, Vision, Values, Goals and Strategies. Mrs. Tejada said any changes would be discussed and provided to staff; and any changes would be approved at a Board meeting subsequent to this workshop.

Mrs. Tejada reviewed the current Mission, Vision and Values, with the Board and it was the consensus of the Board there would be no changes at this time.

Mrs. Tejada reviewed the current Goals and Values for 2017/2018, with the Board and it was the consensus of the Board there would be no changes at this time.

Mrs. Tejada had additional discussion items for the Board:

- Enabling Act Legislation Update/ Advisory Committee
 - Advisory Committee – It was the consensus of the Board that the Advisory Committee will sunset on December 31, 2018, and a committee member whose term expires before will be asked to stay on. Additionally, any seat that becomes vacant will not be filled. This will come before the Board for approval after the Enabling Act Legislation passes.

- Customer Service Policies
 - Affordable Housing Discounts – It was the consensus of the Board to keep the Affordable Housing Discount. The Board asked to bring before the Board to be reaffirmed at the next Board meeting and revisit when Utility Board Policies are approved and reaffirmed annually. The Board also agreed that projects that include both market rate and affordable rate should not get the full discount but rather a ratio share of the discount.
 - Costal Barrier Resource Act (CBR). After discussion, it was the consensus of the Board to leave the CBR Policy as is.

- Lockbox Services – KEYS current agreement with First State Bank (FSB) expires on September 30, 2018, and they have expressed an interest of changing mailing address to an out of town address since cheaper to have bills processed out of town. Staff has concerns with customer response of not keeping business local. It was the consensus of the Board to discuss maintaining lockbox in Key West with FSB in January and if they agree to extend contract and if they disagree begin BID process.

- KEYS 75th Anniversary – August 13, 2018 - Mrs. Tejada informed that Board a committee was formed to oversee the event and commemorate the milestone. She provided the Board numerous ideas the Committee has discussed and said the budget may need to be increased approximately \$7,000. The Board was pleased with the Committees ideas and agreed to proceed.

- Employee Housing – The Board discussed the idea of placing Contractor Housing above the Stock Island Warehouse and were uncertain of the idea and agreed to discuss further with KEYS Architect prior to approving Stock Island Master Plan.

- Board Travel – The Board discussed the possibility of reducing the number of annual conferences the Board attends and determined to keep as is.

- Navy Easements – It was the consensus of the Board if the Navy was unable to come to an agreement with the Easements that KEYS was to stand firm and no additional changes to be negotiated in the contract and just continue to extend the current contract.

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

ADJOURNMENT

The KEYS Strategic Planning Workshop of May 2, 2017, was adjourned by Chairman Batty at 1:41 P.M.

APPROVE:

Peter Batty, Chairman

ATTEST:

Lynne E. Tejada, General Manager/CEO & Secretary

/ed