



AGENDA
ENERGY BOARD MEETING
PROVO POWER
Monday, February 4, 2019
4:00 P.M.

1. Welcome & Introductions – Chairman Ned Hill
2. Review & Approval of Minutes—December 4, 2018
3. Financial Report—Charlie Fuller
4. KPI Report – Charlie Fuller / Travis Ball
5. Sustainability Presentation – Don Jarvis
6. Manager Report – Travis Ball
 - RFP for Strategic Plan
7. Agenda Items for St. George Meetings – Travis Ball
8. Calendar & Scheduling
 - Legislative Rally (Travis) February 25-27, 2019
 - UMPA Annual Meetings, St. George Utah March 20-22, 2019

*A copy of the agenda was posted in the Civic Center, and the Provo City Library,
on January 30, 2019 and also delivered to the Mayor,
City Council Members, required news media, and adjacent cities in compliance
with the Utah Code 52-4-6*

**The City of Provo
Department of Energy
Minutes of the Provo City Energy Board Meeting
December 3, 2018**

Energy Board Members

Ned Hill
Norm Wright
Cheryl Taylor
Mary Rasband

City Staff & Administration

Travis Ball Karen Larsen
Scott Bunker Brian Jones
Kat Linford
Charlie Fuller

Municipal Council & Staff

Gary Winterton
George Stewart

Visitors:

Tim Blodgett, Hometown Connections

Welcome & Introduction

Chairman Ned Hill conducted the meeting and welcomed everyone.

Approval of Minutes

Approval of the minutes from the November 5th, 2018 meeting. Cheryl Taylor motioned to approve the minutes, Mary Rasband seconded, all approved (4:0).

Financial Report

The Finance Department was invited to present the financial report this month but was unable to attend. The last financial report given in November indicated a very large surplus in our budgets and we questioned why such a drastic difference. Our team met with John Borget, the Finance Director and their team the day after the report was given where we were informed that the auditors had found the chargeback to 3-1-1 (Customer Service) of approximately 2 million dollars had not been processed, and, in addition, the power cost adjustments (PCA) had not been made in the budget since June which was about another 2 million dollars. In total, this reflected in our budgets as a 4 million dollar surplus.

Charlie is still working with finance to create a report that includes the monthly PCA budgeted amount in advance as not show a large surplus each month and which will reflect a more accurate budget on the reports each month. The ending fund balance is now a more accurate representation taking into consideration the errors on the prior reports. Based on this and the forecasts from UMPA, the fund balance is trending appropriately and we will keep a closer eye on this.

Key Performance Indicators (KPI's)

Nothing out of the ordinary to report on the KPI's during August – October 2018.

Hometown Connections Strategic Planning

Tim Blodgett, the CEO of Hometown Connections (Consultant in cooperation with APPA) gave a presentation to the board regarding strategic planning.

Strategic planning is the tool the utility should use to serve customers. A strategic plan should be implemented and used, not ignored or looked at years down the road. In a strategic plan, the board members are involved in the discovery, development, and focus efforts and the staff is responsible for goals, action items, and the accountability of the plan, but by working together can create and implement a good plan.

A survey was sent to all of the board members asking specific questions regarding a SWOT Analysis (Strengths, weaknesses, Opportunities, Threats). The survey results will be sent to all board members for review. According to Tim, the answers given were not surprising because the majority of utilities are in the same position, if not in an unhealthier situation than Provo Power.

Tim went through the survey responses with the board members and discussed options moving forward and what Hometown Connections can do to establish a strategic plan for Provo Power.

The board discussed that because of the needs and requirements to study and compare national trends of utilities for a complete and in-depth strategic plan, it would be wise to seek outside counsel. Travis will write an RFP (request for proposal) and go out for bid and update the board members of any information at the next meeting. It may be that we ask for participation from board members in selecting a consultant, and also ask to everyone to weigh in where appropriate.

Calendaring and Scheduling

- Energy Department Christmas Luncheon
 - Wednesday, December 12, 2018 12:00pm
- Next Energy Board Meeting
 - Monday, January 7th, 2018

Norm Wright motioned to adjourn. Cheryl Taylor approved. Meeting adjourned at 5:25pm.