MINUTES OF A DRY-RUN WEBEX MEETING OF THE FORT PIERCE UTILITIES AUTHORITY, TUESDAY, APRIL 16, 2020, 1:00 P.M., via WebEx: www.fpua.com/live.

Members Present on line: Chairman Glynda Cavalcanti; Vice Chairman Charlie Frank Matthews; Secretary Darryl Thomas-Bey; Deputy Secretary Frank H. Fee, IV; and Mayor Linda Hudson.

Others present on line: John K. Tompeck, Director of Utilities; Barbara A. Mika, Director of Financial Services; Paul A. Jakubczak, Director of Electric & Gas Systems; Bowdoin G. Hutchinson, Director of W/WW Systems, and Javier Cisneros, Director of Utility Support Services; and Joshua P. Gang, Director of Regulatory Affairs.

Mr. Tompeck said this a public meeting under Florida Sunshine Laws, Section 286 of the Florida Statutes, the meeting is being recorded, minutes of the meeting will be available. By participating in the meeting you consent to being recorded. If you do not wish to be recorded, please disconnect now. He said the sole purpose of this meeting today is to acquaint the Board and other panelists with the WebEx meeting platform to ensure a smooth Board meeting next Tuesday. There will not be any business items discussed, no votes will be taken, and no issues other than the technology will be discussed. Mr. Tompeck said what he would like to do first is give the floor to Tom Fryar, he will give a brief introduction of the WebEx meeting platform, and after he is finished, the meeting will be turned back over to Chairman Cavalcanti. We can quickly run through the items and this will be the same as a regular meeting. Mr. Tompeck will introduce the item and employee and they will acknowledge they are on the phone and then he will introduce the next item. He said there will not be any presentations today. We just want to make sure we can go through the mechanics so the meeting on Tuesday will be relatively smooth.

Ms. Cavalcanti said okay that she will call the roll and then turn it back over to Mr. Tompeck.

Mr. Tompeck said let's call the roll because it is a posted meeting. He said we will not take any votes and we do have public comments available and Tom will explain the details on how somebody can put in a public comment.

Tom Fryar, ITS Manager, said the WebEx Quick Usage is on the screen and he went through it to show the Board and the public how to use WebEx. He said each person's browser or connection may be different so these are overall basic ones. On the screen now is a template and the icons on the bottom of the screen show how to mute/unmute the microphone, how to Chat with Host, and how to exit WebEx. When the mute button is red, it means it is muted and it will turn black when it is unmuted. The Chat with Host button is very important during public comments where they can click on it to type a message to the Host and they will have to provide their name and information so we can introduce them. When they are invited on to speak during the public comments, we will call their name, and they will hear a couple of beeps to let them know they are connected. They can click on exit if they want to leave the meeting. At the top of the screen is a microphone icon to show if you are muted in case the icons disappear at the bottom of the screen.

Mr. Fryar said it is suggested to connect by phone as follows: At the top of the screen you must click on the button "Communicate – Audio Connection", which will bring up the next window. To the right hand side where it says "View", click on that which will bring up the next screen. You will need to dial the number displayed and it will prompt you to enter your Access Code and Attendee ID for this meeting which is also displayed. The icon on the bottom to the right is where you can send a message to the host. Mr. Fryar turned the meeting over to Chairman Cavalcanti.

The meeting was called to order by Chairman Cavalcanti.

The Pledge of Allegiance was recited.

The roll was called and a quorum declared.

Ms. Cavalcanti said she does not have an agenda.

Mr. Tompeck said he will run through it to give Ms. Cavalcanti a hand. He said the next two items are presentations by Paul Jakubczak for the lineman's rodeo and the FMEA Community and Safety Awards. He asked if Paul is on the line.

Mr. Fee asked if John could hear him now.

Mr. Tompeck and Board Members said they could hear him loud and clear.

Mr. Fryar said that Paul is an attendee and not a participant during the dry run.

Mr. Tompeck said he should have mentioned that all the participants on Tuesday will be in the Admin Conference Room so it will be a little bit smoother and all the presentations will be loaded so we can go through them rather easily. Next we would normally set the agenda, approve the minutes, and we can skip right to comments from the public and he asked Tom if there were any comments.

Mr. Fryar said there were no comments from the public at this time. During the public comment section, he would start the timer that is set for three minutes to give any person the opportunity to get to our Host. After the three minutes are up then there will be no more public comments. If there is a person during public comment, then we would start the timer again for them to come on.

Mr. Tompeck said we would then proceed through the remainder of the agenda like we normally do to see if there is anything to be pulled or if there is something to vote on.

Ms. Cavalcanti said she is confused and asked if we will be doing everything from the Tuesday agenda.

Mr. Tompeck said as far as the exercise is concerned the answer is yes, but we will not be to voting on anything.

Ms. Cavalcanti continued on going down the agenda until she got to the new business.

Mr. Tompeck said the first item is the Business Development update and Ana Johnson will make the presentation, but she was not included in this dry run. He continued down the agenda and mentioned each person that will be presenting the items. After we finish the presentations of all of the items, Glynda will then turn it back over to John for comments and then we will essentially be finished. Mr. Tompeck said a couple of things he would suggest for Tuesday's meeting is he is assuming we will be available to connect into the meeting any time after 3:30.

Mr. Fryar said we may start a little bit earlier so we can get everybody on, but 3:30 will be the latest to start getting everybody into it.

Mr. Tompeck said he would suggest everybody connect in as close to 3:30 as possible so we can make sure we have the technical glitches taken care of before we start at 4:00. He said if everybody is on and ready to go there should not be any problems. The meeting will be run exactly as it has been done in the past, it is just that we will not be sitting next to each other. If you have any technical difficulties, Tom and his staff will be available Tuesday afternoon so please do not hesitate to give us a call. Mr. Tompeck thanked everyone for participating this afternoon and he said he knows it may be a little rocky getting everybody on, but hopefully it will be a little bit smoother on Tuesday.

Mayor Hudson said she wants to make sure she receives whatever is supposed to get to her because she did not get her attendee number, Mr. Fryar had to furnish it to her. She said something happened to that email, but she does not know what happened. Her and Tom need to straighten that out before Tuesday.

Mr. Fryar said he will make sure that he sends it to Mayor Hudson this afternoon and make sure she gets it. He told her if she does not get it by the end of the day, let him know. It will be similar information that he just sent her almost 30 minutes ago.

Mayor Hudson thanked Tom.

Mr. Tompeck asked Tom if he would be sending out a separate meeting invite.

Mr. Fryar said he believes Doug Pupard has already sent out the invitations, but he will check with him and make sure he gets them out.

Ms. Cavalcanti asked if she should adjourn the meeting now.

Mr. Tompeck said if nobody else has any questions.

Mr. Matthews asked how the public would know how to participate in this particular technology.

Mr. Fryar asked if Mr. Matthews is asking if this is was publicly placed on the FPUA.com website.

Mr. Matthews said yes.

Mr. Fryar said if they go to FPUA.com there will be some instructions on how to connect in and we actually posted it for this dry run. He said if there was anybody from the public watching it, they could hear our conversations during the dry run.

Mr. Cisneros said he just showed Mr. Matthews where it is posted on FPUA's website. He said it will also be posted on Facebook as well.

Mr. Matthews said he got it.

Mr. Fee said just to be clear, there will be a separate invitation that will go out for Tuesday's meeting.

Mr. Fryar said that is correct and if you have not received it, he will talk to Doug to make sure the invitations go out. He said they will be coming from Cisco and not from FPUA so it could be getting filtered by some kind of spam filter if you did not get it. He will send out another email stating this is the generic information for the connection.

Mrs. Mazzarella said she has not received the email for the meeting on next Tuesday.

Mr. Fryar said it is possible we have not sent it out to make sure this meeting goes through.

Mr. Tompeck said if anything else comes up, give us a call tomorrow or Monday. He said we want to make Tuesday as smooth as virtually possible.

The meeting was adjourned.

ATTEST:

SECRETARY

CHAIRMAN