



**Sharon Adams**  
Chief People and Member Services Officer

July 1, 2025

Janice Mitchell  
CFO  
City of Ocala  
201 SE 3rd St  
Ocala, FL 34471

**RE: Ocala Silver Springs Substation Relay Settings Review**

Dear Ms. Mitchell:

This letter will confirm the agreement between the Florida Municipal Power Agency (“FMPA”) and the Ocala Electric Utility (“OEU”) regarding OEU’s Silver Springs Substation Relay Settings Review project.

FMPA has made arrangements with Patterson & Dewar Engineers, Inc. (“Consultant”) to assist OEU with reviewing relay settings for Silver Springs substation. Consultant will perform the following tasks:

- Evaluation of low side bus differential protection scheme for the Ocala Silver Springs Substation
- Review of relay settings, relay one lines for the purpose of evaluating implementation of the differential scheme
- Determine acceptable coordination and propose adjustment of settings for the purpose of arc hazard incident energy mitigation
- Submit findings and recommendations to FMPA/City
- Discussions as necessary

Additional details, assumptions and responsibilities are described in the attached scope.

This project has a total, not-to-exceed cost of Four Thousand Dollars (\$4,000.00), which includes estimated expenses for the project. Consultant shall not be required to furnish additional services or incur additional expenses without written authorization from FMPA.

In April 2022, the FMPA Board of Directors adopted “Amended Guidelines for Development of Member Services” (“Guidelines”), which provide for allocation of FMPA staff time costs to an individual member in the event that significant staff time is expected to be provided to such individual member. In accordance with these guidelines, FMPA has estimated its staff time associated with the support required for the work, and the estimated level of support falls below the 80-hour mark established by the Guidelines. Therefore, FMPA does not propose any direct charges to OEU for staff labor or expenses associated with FMPA’s support role.

Letter of Agreement: Ocala Silver Springs Substation Relay Settings Review

July 1, 2025

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FMPA staff will assist in coordinating with Consultant, however, OEU is responsible for directing and monitoring Consultant's work. FMPA will pay Consultant's invoice, with approval from OEU, and issue an invoice to OEU for Consultant's billed hours plus Consultant's expenses. OEU hereby agrees to pay the invoice from FMPA within 30 days of receipt.

To acknowledge your agreement with the terms of this letter, please sign below as indicated in the signature block and return a fully executed letter to me.

Sincerely,

Signed by:

Sharon Adams

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Sharon Adams

Chief People and Member Services Officer  
Florida Municipal Power Agency

ACCEPTED AND AGREED:

Signed by:

Janice Mitchell

55198B43858A4E1...

Janice Mitchell

CFO

City of Ocala

7/29/2025

Date

Signed by:

William E. Sexton, Esq.

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William E. Sexton

Attorney

City of Ocala

7/29/2025

Date

## Certificate Of Completion

Envelope Id: B15155A5-B4BF-4F76-B45A-1923FAF5AEF6  
 Subject: SIGNATURE: FMPA Letter - Silver Springs Substation Relay Settings Review  
 Source Envelope:  
 Document Pages: 2  
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Envelope Originator:  
 Patricia Lewis  
 110 SE Watula Avenue  
 City Hall, Third Floor  
 Ocala, FL 34471  
 plewis@ocalafl.org  
 IP Address: 216.255.240.104

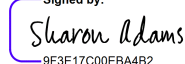
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## Signer Events

Sharon Adams  
 sharon.adams@fmpa.com  
 Chief People and Member Services Officer  
 Security Level: Email, Account Authentication (None)

## Signature

Signed by:  
  
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 Signature Adoption: Pre-selected Style  
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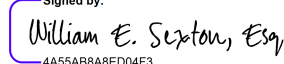
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## Electronic Record and Signature Disclosure:

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William E. Sexton, Esq.  
 wsexton@ocalafl.gov  
 City Attorney  
 Security Level: Email, Account Authentication (None)

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 ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Janice Mitchell  
 jmittell@ocalafl.org  
 CFO  
 City of Ocala  
 Security Level: Email, Account Authentication (None)

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## Status

## Timestamp

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## Status

## Timestamp

Certified Delivery Events	Status	Timestamp
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Certified Delivered	Security Checked	7/29/2025 11:24:06 AM
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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact City of Ocala - Procurement & Contracting:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [contracts@ocalafl.org](mailto:contracts@ocalafl.org)

### **To advise City of Ocala - Procurement & Contracting of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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- ii. send us an email to [contracts@ocalafl.org](mailto:contracts@ocalafl.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Ocala - Procurement & Contracting as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.