Utility Advisory Board Regular Meeting Minutes

December 7, 2021, at 12:00 p.m.

Virtual Meeting

Present:

Michael Poole (Chair), Leon Huffman, Mary Dipboye, Paul Conway, Fred Guitton. Absent: Jack Miles, Linda Lindsey.

Also Present:

Director of Electric Utility Dan D'Alessandro; Operations Manager Justin Isler; Director of Water & Wastewater Utility David Zusi; Director of Finance Wes Hamil.

Call to Order

Mr. Poole called the meeting to order at 12:00 pm

Consent Agenda

Motion made by Leon Huffman and seconded by Mary Dipboye to approve the minutes from October 12, 2021, and October 26, 2021 meetings. Motion carried 5-0.

Staff Updates

A. Electric Utility

Mr. Isler reported on department staff shortages.

B. Water & Wastewater Utility
Mr. Zusi gave an update on past issues, we now have supply and availability of liquid oxygen, good samples for disinfection of by products & no longer need to send notifications regarding conserving water. In early discussion with Altamonte Springs and Orlando regarding partnering to get additional reclaimed water for Winter Park.

C. Performance Measurements
Mr. Conway asked about the call data information. Mr. Hamil indicated where it was at on the report and that the person was back who could extract the information. Mr. Conway asked about a call back feature for the customer and yes, we do offer a call back to customers who request it.

D. Financial Report
Mr. Hamil reviewed and discussed the financial report. Fuel cost is the biggest thing going on with the electric. Mr. Conway asked about adjusting the fuel cost 3 or 4 times a year.

Mr. Zusi commented that we try not to do too many adjustments on the fuel in general. We have a target, but if it goes well above or below, then we are forced to tinker with it.

Public Comments (for items not on Agenda)

None

Non-Action Items

A. Mr. Conway spoke about broadband, building out the fiber network & improving the internet service for the City. He spoke of an outside consultant helping with the project. Mr. Guitton will share information he found to help with the project. Ms. Dipboye asked about Smart City's effort. Mr. Poole commented that we have Broadband across the City. There are so many definitions of Smart City & we are trying to define it. Mr. Zusi commented that the City is also speaking to IT for internal use of Broadband, Smart city, and having discussions and opportunities related to Smart City.

B. Hiring a Consultant to address Governance by the UAB. Discussion was held on having a work session on this topic.

Action Items

A. Undergrounding

Mr. Hamil discussed undergrounding residential service lines and refunding customers who have already paid to have their service line underground. Cost scenarios were presented for Option A (refund customers $1,000 in 2022) and Option B (refund customers $25/month until the $1,000 paid has been returned to the customer). Staff recommended processing all refunds in 2022 for ease of administration. The Board concurred with this recommendation. Staff also recommended only refunding customers who paid to have their service line underground while crews were working in their neighborhood and keeping the undergrounding fee for new construction, remodels, and undergrounding outside of current project areas in place. After discussion, Mr. Guitton suggested presenting to the City Commission a recommendation to refund only those customers who paid for undergrounding while crews were working in their neighborhood.

Motion made by Fred Guitton, seconded by Paul Conway to present approval recommendation to the City Commission to increase residential rates by $0.009/kWh to pay for undergrounding residential service lines and only refund customers who paid for undergrounding while crews were working in their neighborhood. Motion carried 5-0.

Mr. Conway also suggested the recommendation to the Commission include the option of refunding all customers who have paid for undergrounding their service line. Staff will create an agenda item for the Commission.

Discussion to have Wes present financial reports only on a quarterly basis vs. monthly. Discuss open calendar dates TBD to fill in the blanks with topics to review.

The board discussed issues related to Sustainability. Mr. Zusi discussed the need to increase water and wastewater rates more significantly than the automatic index increase to ensure revenues are adequate to cover upcoming capital and operating requirements. He recommended impact fees be reviewed. Mr. Poole recommended having rate studies performed by staff or a consultant every five years.

Board Comments

Mr Zusi- stated, the current City's septic to sewer policy is as follows. Connection to the City's sewer system where it is available is voluntary. However, if the customer's septic tank or drain field fail or if a substation renovation is being undertaken to the property, connection to City sewer is required if sewer service is available. Currently, payment of the impact fee is required in full at the time the permit is issued to connect to the system. In order to ease the burden of this upfront payment and encourage connection to City sewer, staff is preparing an ordinance that would allow the payment to be spread over a 24-month period. Ideally, the utility billing system would be used to bill the customer each month.

Mr. Hamil-$110,000.00 is included in the budget for Energy Audits at City facilities. Justin said the City's Natural Resources and Sustainability Department would be overseeing these audits.

Ms. Dipboye-Update on Solar panels being installed. Per Mr. Isler, the solar panel project is going to Commission tomorrow for a vote. Mr. Zusi stated that they got good quotes from several Vendors. The Vendor chosen is Advanced Roofing dba Advance Green Technologies.

Possibly having a live meeting for the next meeting.

Adjournment

Mr. Poole adjourned the meeting at 1:17 p.m.

The next UAB meeting is scheduled for Jan 25, 2022, at 12:00 p.m.

Minutes approved the board on mm/dd/yyyy.

Respectfully Submitted
Pamela Bracko