Utilities Advisory Board Meeting Minutes

October 25, 2022 at 12:00 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

In person: Alison Yurko, Linda Lindsey, Leon Huffman, Paul Conway; Virtually: Michael Poole, Fred Guitton, and Mary Dipboye; Board Coordinator Tatia Ghviniashvili.

Staff Present

Director of Electric Utility Dan D' Alessandro; Director of Communications Clarissa Howard; Director of Water and Wastewater Utility David Zusi; Director of Finance Wes Hamil; Assistant Director of Electric Utility Justin Isler; Assistant Director of Water and Utility Jason Riegler.

1) Call to Order

Michael Poole called the meeting to order at 12:01 p.m. With the arrival of Alison Yurko at 12:05 p.m. a quorum was established. Vice Chair Linda Lindsey chaired the meeting.

2) Consent Agenda

a. Approval of the regular meeting minutes August 23, 2022

Ms. Dipboye suggested the following changes to the minutes. Clarify staff names and position; under Staff Updates/Educational Campaign change "water conservations" to "water conservation programs"; under Sustainability Quarterly report, change the last sentence to read "The city is collaborating with League of Women Voters of Orange County to collect election signs, and deliver them to a company called, NewCycle for Recycling"; under Non-Action Items/Energy Efficient Study, delete "rebates"; under Board Comments/EV's, change the term "drain" with "load".

Motion made by Michael Poole to approve the minutes with amendments suggested by Ms. Dipboye; seconded by Linda Lindsey. Motion carried unanimously with a 7-0 vote.

3) Public Comments (for items not on the agenda):

4) Action Items

a. Review update to Cost of Service Study - Craig Shepard

Mr. Shepard, Leidos Engineering, presented an update to the Cost of Service Study. Overall results of the study indicated a slight decrease in rates for residential and small commercial customers, as well as a slight increase for large commercial customers. Mr. Shepard presented two rate options:

1. Discontinue the Time of Use Rate, in which resulting savings would be passed along to residential and small general service customers. This option would seek to combine the Time of Use customers with general service demand customers.
2. Implement a phased-in change, which would result in an increase to the Time of Use Rate and a corresponding decrease for residential and general service non-demand customers.

After initial discussion followed, Mr. Hamil mentioned setting an effective date for implementation to notify customers of the rate changes. The board discussed standing issues regarding fuel rates, the fuel cost stabilization fund, and the current billing system. Ms. Lindsey made clarifying remarks about future adjustment of rates, and staying the course with what was decided at the August 23, 2022 meeting. Mr. Poole and Ms. Lindsey talked about presenting the electric cost of service study recommendations to the City Commission for approval.

Board held an ongoing conversation about a potential date of implementation, suggesting that spring would be a suitable time, and Mr. Shepard indicated a 6-month notice was reasonable, as long as the date does not align with a big increase in fuel. The board recommended an effective date of April 1, 2023.

Motion made by Leon Huffman to support staff recommendation for date of implementation (April 1, 2023); seconded by Alison Yurko. Motion carried unanimously with a 7-0 vote. Amended on December 6, 2022

b. Educational Campaign - Clarissa Howard

Ms. Howard gave an update on the Utilities Educational Campaign. The December issue of the Winter Park Update will include cost study information in preparation for the April implementation. Discussion was held on the best way to present data to customers (graphic or narrative) and the board suggested that Ms. Howard work with Mr. D' Alessandro to create a mockup of a graphic displaying data, and present to the board at its next meeting.

Discussion followed of how to properly portray rate comparisons of other utility providers in the area. Information discussed will be available in the upcoming update as well as in the quarterly utility bill inserts.

Motion made by Paul Conway to support staff recommendation to approve updates in the Educational Campaign Plan; seconded by Alison Yurko. Motion carried unanimously with a 7-0 vote. Amended on December 6, 2022

Mr. Guitton expressed concern about presenting a consistent message to customers when presented with questions in a social environment. Ms. Howard agreed to distribute helpful links to the board as talking point suggestions.

The board continued a discussion about bulk power, fuel charges, and billing statements. Some of the changes to the billing statements include added graphics of water and electricity usage, and detailed breakdowns of cost; rate per Kilowatt to be included.

5) Non-Action Items

a. SAIDI – Data Available & How to Communicate – Justin Isler

Mr. Isler gave an update on SAIDI and presented benefits of undergrounding versus overhead lines and historical data of outages. He responded to questions and said that underground outages take longer to repair than those overhead. At the request of the board, Mr. Isler agreed to put together a year-to-date report of outages to accompany the rolling monthly report.

The discussion continued as Mr. D'Alessandro explained the technicalities behind power outages and complications during Hurricane Ian. Mr. D'Alessandro noted that frequency of underground outages is significantly less on average than overhead, however, length of repairs takes longer.

Discussion continued about Hurricane Ian and its implications on power outages. Ms. Yurko requested clarification regarding percentages of underground vs. overhead customers who lost power during the hurricane. Mr. D' Alessandro discussed the decision to lift switch gears for future flood events.

Michael Poole left the meeting at 1:06 p.m.

b. Financial report for the fiscal year ended September 30, 2022

Director of Finance Wes Hamil presented preliminary financial reports for fiscal year 2022. Water and Wastewater Revenues and expenses were both within budget. Electric Operations revenues indicated actual revenues for non-fuel to be a bit ahead of budgeted revenues, while actual revenues for fuel were more than double the budgeted. Electric Services Fund Operating expenses showed non-fuel expenses were greater than budgeted expenses as a result of the refunds given to individuals who paid the undergrounding service fee while crews were in their area.

Number of Days Working Capital indicated a decrease in Water and Wastewater due to negative market adjustments in the city's investment portfolio. A discussion followed about fuel rates and corresponding adjustments based on cost. Ms. Lindsey commented on fuel charge transparency with customers, as well as inconsistencies in billing.

Alison Yurko left the meeting at 1:18 p.m.

Ms. Dipboye asked about disconnects. Staff advised that there were no disconnects while the City is in transition to the new billing system.

6) Staff Updates

a. Electric Utility - Dan D'Alessandro

Mr. D' Alessandro gave a brief update on power outages and various factors contributing to restoration to customers after Hurricane Ian and gave an update on solar awning. Additional discussion was held about the availability of equipment to make repairs, specifically transformers and meters.

b. Water & Wastewater Utility - David Zusi

Mr. Zusi informed the board that an agreement between Altamonte Springs and Winter Park has been signed. Mr. Zusi spoke about Hurricane Ian and noted many overflows of wastewater into lakes and homes as a result of the storm and discussion followed on lake recovery and wastewater in communities. Mr. Zusi advised the board of potential requests for more generators and generator relocation for future natural disasters.

Mr. Conway addressed the collection system and ways in which the city could improve its system to prevent damages caused by natural disasters. Discussion continued regarding lakes and what could have been done during Hurricane Ian to prevent overflows.

Mr. Zusi gave a brief update on septic to sewer conversion issues. It was suggested this be on a future agenda to discuss incentives for connection

c. Performance Measurement - (attachment only)

7) Board Comments

a. Broadband and Smart City Ad-Hoc Committee Update - Paul Conway

Mr. Conway gave a brief update on Broadband and Smart City indicating the RFP process was finished in September and the city is now in negotiation with Magellan.

The goal is to define a roadmap of Winter Park and discuss building out a fiber network. A brief discussion followed.

8) Upcoming Agenda Items

a. Upcoming Board Items

- Presentation of regular reports as part of staff reports.
- Educational Campaign provided by Ms. Howard for discussion.
- Septic - Sewer Conversion discussion to be held as an action item to reinstate a policy to encourage conversion from septic to sewer.

9) Adjournment

The meeting adjourned at 2:07 p.m.

Minutes approved by the board on December 6, 2022.

/s/ Tatia Ghviniashvili, Board Coordinator