Utilities Advisory Board
Regular Meeting Minutes

August 23,2022 at 12:00 p.m.

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

Present

Vice Chair; Linda Lindsey, Leon Huffman, Mary Dipboye, Paul Conway, Alison Yurko, Fred Guitton, (arrived at 12:27)

Assistant Director of Electric Utility Justin Isler; Director of Water & Wastewater Utility David Zusi; Director of Finance Wes Hamil; Assistant Director of Water & Wastewater Utilities Jason Riegler; Director of Communications Clarissa Howard; Director of Sustainability Gloria Eby (zoom); Recording Secretary Pamela Bracko

Absent: Michael Poole (Chairman)

(1) Call to Order

Linda Lindsey called the meeting to order at 12:02 p.m.

(2) Consent Agenda

Motion made by Paul Conway, seconded by Mary Dipboye to approve the July 26,2022 meeting minutes. Motion carried unanimously with a 5-0 vote

(3) Staff Updates

Mr. Zusi reminded the Board Members to reframe from communicating with each other on board matters outside of regularly scheduled meetings.

Educational Campaign - Ms. Howard discussed the Educational Campaign with handouts to the Board which covers electric and water utilities. She provided stats with charts within the handout. There were rate comparisons with other utility companies. She spoke of the undergrounding and solar projects that are happening within the city, fuel cost increases and provided detail. She spoke of the water conservation programs such as rebates and restrictions.

Ms. Lindsey requested getting the information sooner to have the opportunity to read it and be prepared to ask questions. Please include OUC in the graphs since we have customers that use them as their provider. Also, use the car wraps to advertise the City's Website.

Electric Utility – Mr. Isler had nothing to report and asked for questions. No one had any questions.

Water and Wastewater – Mr. Zusi mentioned that he was working with Sustainability and Lake Boards on how to deal with private lift stations. He will bring the results back to this board.

Sustainability Quarterly Report - Ms. Eby mentioned that the draft, "Sustainability Action Plan" was recently updated and consolidated and was presented to "Keep Winter Park Beautiful" board and will go to a work shop session September 29th. Rebates for electric and water have been relaunched. There have been 41 requests in the first month to have energy audits. They are getting about 5 requests on average weekly for energy audits. They will be working with schools and library to promote restoration and community as water conservation. September 24th there will be an electric vehicle car show. There will be table events, great venues and vendors and hope to have up to 30 cars on site and it will be held at the Farmers Market. There will be a water paddle board clean up this weekend August 27, at 9 a.m. The City is collaborating with the League of Women Voters of Orange County to collect elections signs and deliver them to a company called "New Cycle" for recycling.

Performance Measurements - Mr. Hamil had a chart with statistics showing the call volume and what the calls entailed. Average wait time slipped in June due to loss of staffing and we went live with the new system. The auto pay has gone from PSN (Payment Service Network) to Payments and customers need to resign up for auto pay.

(4) Public Comments (for items not on Agenda)

(5) Non-Action Items

1. **Septic Tank Incentive Program** - Mr. Zusi spoke about the septic tank connectivity to sewer and if it's available to the customer. The plan is to have customers pay 20% of the impact fee up front, then spread the rest over a 24-month period evenly. This would be all voluntary for the customer unless their septic tanks or drainage field fail, then a permit would not be issued and the customer would have to connect to sewer. If you are a new construction and sewer is available, then you have to connect to sewer.

2. **Roadmap to Renewable Resources** – Ms. Eby stated our status for renewable contract is with Quanta Technologies and has been finalized. A letter of intent will be sent to begin work and we anticipate our first kick off meeting. Within 2 weeks all that exciting work shall begin.

   Energy Efficient Study – Ms. Eby mentioned that "15 Light Years" is currently doing the audits for residential customers. The contract was amended to include City buildings. It will not be all buildings, but the most important buildings. We will be getting a quote to see how many of those buildings we can afford and are excited for that kick off to begin.

3. **Fuel Cost Recovery** – Mr. Hamil discussed the fuel cost recovery showing charts and graphs. Jerry Warren provided a spreadsheet allowing us to forecast the fuel cost stabilization fund balance at March 2023 based on the fuel cost recovery rate selected. There was great discussion by the Board in regards to not impacting the customers too much. After much discussion they would like to set the average fuel rate at a level that would provide a $200,000 balance in the fuel fund at March 2023.

(6) Action Items

UAB Strategic Plan - Mr. Zusi did not have any further update past where we were at the last UAB meeting. We attempted to use a piggybacking methodology to use the engineer to do our strategic planning for us but was denied by the procurement group. This will be put on the agenda for the next month. Ms. Lindsey suggested for the Board for the next month's update we have a start date recognizing that when it starts it can still take months before it's brought to the Commission.

(7) Public Hearings

(8) Board Comments

Broadband and Smart City – Mr. Conway commented that we got the RFP for an outside consultant to help with the network analysis. The new committee will meet September 13th to go over the proposals and get them down to three. September 20th there will be a public meeting.

Mr. Huffman asked what kind of electrical load is it to charge the electric cars. Homes could potentially need an electrical upgrade. There will be research done and bring this back to the UAB meeting in September, October, or November.

(9) Adjournment

Meeting adjourned at 2:32 p.m. Next meeting September 27,2022

Minutes approved by the board on 10/25/2022.
/s/ Recording Secretary Pamela Bracko