Utilities Advisory Board Meeting Minutes

July 25, 2023 at 12:00 p.m.

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

Present

Michael Poole, Linda Lindsey, Paul Conway, Leon Huffman, Mary Dipboye and Fred Guitton.

Absent

Alison Yurko.

Staff Present

Director of Electric Utility Dan D' Alessandro; Director of Finance Wes Hamil; Director of Water and Wastewater Utility David Zusi; Electric Operations Manager Miguel Cruz; Virtually: Board Coordinator Tatia Ghviniashvili.

1) Call to Order

The meeting was called to order at 12:00 p.m.

2) Consent Agenda

a. Approve the minutes of regular meeting June 27, 2023

Motion made by Paul Conway to approve the minutes as presented; seconded by Linda Lindsey. Motion carried unanimously with a 4-0 vote.

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

There were none.

4) Action Items

Mary Dipboye arrived at 12:02 p.m.

a. Sewer and Water Strategic Plan - David Zusi

Staff has initiated conversation with Robert (Bob) Daley and have put together a draft for a strategic plan. Mr. Daley will assist with developing the structure and framework for utility, to identify what needs to be done/what the city wants to do, and potential strategic partnerships with neighboring municipalities/other departments in the city.

Mr. Daley spoke before the board and further explained his role in the project. He highlighted that the financial plan will follow the strategic plan, and feels that instead of one report there should be individual deliverables that cover a variety of topics. Staff noted that the timeframe expected is four months, and the board will be updated every month on the progress. The board asked various questions and a discussion was held. Board suggestions for moving forward with the plan include an added section pertaining to customer service, and a financial/profitability rate study with anticipated future financial needs with input from multiple sources. Staff highlighted that the project can proceed without having to go before the City Commission.

Fred Guitton arrived at 12:18 p.m.

Motion made by Paul Conway to accept staff recommendation on the preliminary outline of the Sewer and Water Strategic Plan, with the additional recommendations made by the board; seconded by Linda Lindsey. Motion carried unanimously with a 6-0 vote.

b. Electric Strategic Assessment - Dan D'Alessandro

Staff spoke about using Quanta Technology to help with the Electric Strategic Plan, and noted that interviews have begun for the Integrated Resource Planner position, which will play a vital role in this process. Staff will continue to work alongside Quanta Technology on the strategic plan and will draft a scope of services for Quanta Technology, as well as a strategic plan for board review.

An at-length discussion followed about the Integrated Resource Planner role and the responsibilities that fall beneath it. The board voiced concern over the role, specifically how the quantity of responsibilities is too broad for one individual.

The board asked for a status update on the financial analysis regarding impact of rates that Quanta Technology was supposed to be engaged to do. A discussion followed and staff highlighted that the process has begun and the board will be kept updated moving forward.

c. Review proposed FY 2024 budgets for Water and Wastewater and Electric

Mr. Hamil presented highlights from the FY 2024 budget pertaining to each utility. For water and wastewater, a 7.07% rate increase will take effect on October 1, 2023, which is a direct result of inflation. The proposed budget in comparison to the prior year was shown and Mr. Hamil noted that investment earnings have improved. A long discussion ensued and the board asked various questions to clarify the data presented.

The budget for the electric side was discussed, and it was noted that the Integrated Resource Planner role has already been budgeted for. 406,000,000 kilowatt hours have also been budgeted for, which is more than in the last couple of years. Despite this, twelve-month rolling data has indicated a usage of 430,000,000 kilowatt hours. A further discussion ensued and the board asked questions.

Motion made by Paul Conway to approve the proposed FY 2024 budgets for Water & Wastewater and Electric; seconded by Mary Dipboye. Motion carried unanimously with a 6-0 vote.

5) Non-Action Items

a. Fuel rate adjustment policy - Wes Hamil

No presentation was given, and Mr. Hamil took board questions on this item. He also noted the most recent rate calculation which was put in place May 1.

Mr. D’Alessandro thanked the board for pushing for the fuel adjustment policy.

6) Staff Updates

a. Electric Utility - Dan D'Alessandro

No presentations were given; however, the board asked questions.

b. Water and Wastewater Utility - David Zusi

No presentations were given and no discussion was held.

c. Performance Measurement - Wes Hamil

Mr. Hamil highlighted that receivables over sixty days past due is decreasing, and the board asked a few questions about payment arrangements. A discussion followed about the potential to draft a policy in the future that can determined cut-off points.

Staff continues work on the new bill, and will share the proofs with the board for review.

d. Financial Report (Quarterly) - Wes Hamil

A cash buildup is present in the electric fund which was due to over-recovering on fuel.

e. Educational Campaign - (attachment only) provided by Clarissa Howard

No discussion was held.

7) Board Comments

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

The final report has been acquired from the consultants, and work on the connectivity report is in progress. The committee is also awaiting the smart city plan approach deliverable, which will hopefully be presented at their next meeting.

8) Upcoming Agenda Items

- Electric Strategic Plan
- Update on Quanta Technology Strategic Plan and Financial Analysis.
- Water and Wastewater Strategic Plan update.
- Preview of the new bill.
- Discussion pertaining to governance of the board.

All regular staff updates will carry over every month.

9) Adjournment

The meeting adjourned at 2:08 p.m.
Next meeting is scheduled for August 22, 2023.

Minutes approved by the board on August 22, 2023 .
/s/ Tatia Ghviniashvili, Board Coordinator.