



Utilities Advisory Board Regular Meeting Minutes

June 28, 2022 at 12:00 p.m.

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

Present

UAB Members: Michael Poole (Chair), Paul Conway, Fred Guitton, Leon Huffman, Linda Lindsey, Alison Yurko

City Staff: Dan D'Alessandro (Director of Electric Utility), Justin Isler (Asst. Director of Electric Utility), David Zusi (Director of Water & Wastewater Utility), Jason Riegler (Asst. Director of Water & Wastewater Utility), Karen Hood (Recording Secretary)

Guest: Marty Sullivan (City Commissioner)

Absent: Mary Dipboye, Wes Hamil (Director of Finance)

(1) Call to Order

Michael Poole called the meeting to order at 12:03 p.m.

(2) Consent Agenda

Motion made by Paul Conway, seconded by Alison Yurko to approve the April 26, 2022 meeting minutes.

Motion carried unanimously with a 6-0 vote.

Motion made by Linda Lindsey, seconded by Paul Conway to approve the May 24, 2022 meeting minutes.

Motion carried unanimously with a 6-0 vote.

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

None

(4) Action Items

a. Election of Chair and Vice Chair

Nomination from the floor for Michael Poole as Chair. Motion made by Linda Lindsey, seconded by Paul Conway to approve nomination of Michael Poole for Chair.

Motion carried unanimously with a 6-0 vote.

Nomination from the floor for Linda Lindsey as Vice Chair. Motion made by Paul Conway, seconded by Alison Yurko to approve nomination of Linda Lindsey for Vice Chair.

Motion carried unanimously with a 6-0 vote.

(5) Non-Action Items

a. What Should sequence of these three initiatives be?

1. **Electric Cost of Service Study** - Michael Poole led the discussion stating before the study can be completed the utility budgets must be finalized and the Time of Use (TOU) class must be addressed by either eliminating or opening up to others. The UAB has determined that the class does not apply. The utility needs to either move forward and get rid of it, or staff needs to

devise a plan that allows other companies to have access. As a system TOU does not do anything for the Utility, other than capacity relief. Capacity relief is not an issue, so again it has no benefit for the system as an operation.

2. **UAB's Strategic Plan** - David Zusi reported the staff met with _____ (CHA) and discussed their capabilities. It was agreed CHA would submit a contract for the scope by piggybacking on an existing contract. After the meeting the Procurement department reviewed and felt this fell under Competitive Consultants Negotiation Act (CCNA) and could not be piggybacked. David is going to push back on this since the piggyback contract was a competitive process. Otherwise, the request will have to be written again, advertised, time allowed to respond, and selection process again. This could take three to four more months.

3. **100% Renewable Energy Initiative** - Michael Poole said they are just starting this.

Michael Poole stated he does not think there's any special sequencing. There were no other comments on this from other members.

- b. **Remote Meters - Productivity with Manual Process** - Paul Conway brought this topic to the UAB's attention. Is there a way to gain productivity with remote meters? Dan D'Alessandro stated he and Justin have discussed remote meters. He also reported the billing department (Customer Service at City Hall) does a reconnect or disconnect during the day, after hours the Electric Utility perform the connections. The most connections are in multifamily dwellings, so it would make sense to us in there. Dan D'Alessandro also said, the biggest bang for our buck would be in apartment complexes. Concern with the remote connections for example customers may set their box on their stove that has been left on and it could be dangerous. Justin Isler told the UAB there is software that can detect that and mitigate. However, in apartment complexes customers don't have access to their meter and to make that system work, you need to be you need to have access to your meter. As far as what meters cost over so our normal meter, which is our residential meter we use it, we have about 11,000 of them in the system they're about 53% more expensive; in dollars this would be \$101 compared to \$154. David Zusi said for consideration of whether you can actually be able to reduce staff is that remote meters only work inside the city and not multi-family dwellings (where they have trouble getting to the meter). He reported a remote water meter was is much more expensive. Paul Conway said he is not suggesting water meters. Justin Isler, we said staff has certainly looked into this and its part of discussion with the City management. This is a project to probably look at down the road. There was an in-depth discussion on this topic and the UAB agreed to come back to this in a year.
- c. **Measuring Success of the Outsourcing of Substation Maintenance** - Paul Conway said we have this outsourcing agreement with OUC and it has been reported we are getting good value. He would like to know how that success is measured? Dan D'Alessandro reported that the substation maintenance has always been outsourced and the contractor used WHH (was Phil who was retired from OUC) is retiring he is 75 years old. We now are using OUC The Electric Utility have always outsourced maintenance. Justin Isler said the inspections are done with inspection sheets, recommendation for the repairs, the Electric utility decides what order and the priority, the actual work is done. Justin Isler said the main priority is a working substation. Paul Conway asked if there was a way to leverage the relationship. Dan D'Alessandro reported OUC had met with Randy Knight yesterday regarding OUC taking over the Utility. At this time the City of Winter Park does not feel turning the Utility over to OUC would be in its best interest.
- d. **Review Hurricane Disaster Recovery Plan** - Justin Isler commented the detail in the package is comprehensive. Justin Isler did mention he and Dan D'Alessandro attended a Hurricane Forum that FMEA presented where Kevin Guthrie (the disaster preparedness guy for Gov. Desantis) on how the state is working on updating the forms for FEMA to have drop down menus and make it easier for municipalities get to reimbursed efficiently. Linda Lindsey asked of the City has different accounts and tracking procedures so the costs from storms are captured? David Zusi and Dan D'Alessandro confirmed this is in place but also added they will incorporate this into written detail that is attached in the package. Justin Isler also said Kevin Guthrie said "policy dictates better pay off." An example, if you have a policy in place set by the Commission that states specific policy on resources, like crews brought in early, you can get paid or reimbursed for your resources even though the storm did not hit us. This policy setting is something we have to work on.

- e. **Proposed Water & Wastewater and Electric Budgets and Capital Improvement Plans for FY 2023-** Wes Hamil was not present at the meeting and the budgets are not ready at this time so this will be reviewed at the July meeting.
- f. **Fuel rate increases** - Wes Hamil was not present at the meeting. Dan D'Alessandro said the market futures have dipped a smidgen. He said potentially this could lower rates a small amount but he has asked the rates be left the same in anticipation of them bouncing back up. He stated we are experiencing a dip but believe it is temporary. Wes Hamil will have more information on the intricacies of how much that impacts rates and to what extent, but this month there is no change.

(6) Staff Updates

- a. **Electric Utility** - Dan D'Alessandro asked if anyone had any questions on his attached update. He reported the Electric Utility is interviewing candidates tomorrow for an engineer. He also said they are pleased with Mourad Belfakih, the Sr. Engineer brought on two months ago. He announced Karen Hood is retiring and they have hired Ann Newhouse from within the City as the new administrative coordinator. Michael Poole thanked Karen Hood for working with the UAB. Dan D'Alessandro also reported to the UAB the results from the joint work session was not to have the .009 increase. They will extend the period of time of the undergrounding program. This has been shared with the public by some of the Commissioners.
- b. **Water & Wastewater Quarterly Report** - David Zusi David Zusi reported the Water utility is required to annually give a water quality report (available online) to all of the customers. He reviewed the attached slides with the UAB discussing the water quality, the rainfall versus demand, and the *Consumptive Use Permit (CUP)*. Allocation how much we're allowed to withdraw compared to how much we are withdrawing we are doing well. In 2025 we have a conservative use permit renewal, that will be a huge project big you know a lot of work goes into to that renewal and we will be working very closely with St. John's River water management district.

Through conservation efforts we have removed some non-potable uses from the potable supply. He discussed other conservation efforts on the part of the City. We do have some rebates and some controllers that are good. The City has an ordinance for new construction and renovations called the DRIP program. The Water Utility would have to perform system improvements to divert additional flow to have the available capacity to create reclaimed water and then construct the distribution system to get it out to our customers.

David Zusi said there is an inverted rate structure but the combined bill does not adequately make this noticeable to customers. When the upgrades to our system are in place we can actually see somebody was irrigating three days a week, instead of two days a week, then we could send out letters to those customers. Right now, everything we treat we re-use in the parks, cemeteries, golf courses, etc. That doesn't really help us in our consumptive use permit but. What we want to do is get people that are irrigating their yard with drinking water to switch over to reclaimed water. We have an ordinance for landscaping that requires if you are new construction you use drip irrigation and micro spray heads.

David Zusi went on to discuss that the Water Utility had a part-time person who did irrigation audits for water and this was well received by the customers. They are advertising for another part-time person to do these audits but it hard to hire someone. One possibility would be to create a full-time position and add some responsibilities to make it full time. The UAB to help facilitate getting another position to do the water audits that possibly could be shared with Sustainability. Michael Poole said these are good ideas that he believes are worthy of pushing forward. He also said David Zusi's point is well taken that we are looking at 2025 big deal permit and having this type of program on board is very well thought of. Michael Poole suggested the Water Utility has a month to work with Sustainability to come up with a presentation at the July meeting for a full-time position to present to the UAB to see whether they will endorse and recommend to the Commission. Linda Lindsey suggested if there are any metrics from when the position was filled before, any stats about either how many residences or customers they visited, or results of customers satisfied, those type of details would help.

- c. Performance Measurement - (attachment only) - Dan D'Alessandro commented on the System Average Interruption Duration Index (SAIDI) Sum on the Performance Measurements. He stated in the past this metric was not reported correctly because outages for we were responsible were omitted for example a squirrel on the line causing an outage. We are reporting it correctly now. We are running 45, but it is up significantly because we had a few big outages. We are allowed to exclude named storms or events outside of our control like if Duke drops the transmission line we are exempt from that. When everything's underground and trees don't fall on the power line then 18 SAIDI is doable. People have a hard time understanding while we are transitioning even though let's say your neighborhood is all underground, unfortunately, the feeder that feeds it is still overhead until we get all the way done there's still overexposure. There was a lengthy discussion about how to report SAIDI and how to express this through communications to the City customers. The consensus was for Dan D'Alessandro and Justin Isler to come back with an agenda item to the UAB with the suggestions of how we could communicate the data to the customers to translate to the customers. The goal is for people to understand SAIDI is the minutes of outage.

(7) Board Comments

- a. Broadband & Smart City Ad Hoc Committee Update - Paul Conway gave the UAB an update on meeting from the Broadband & Smart City Ad Hoc Committee.

(8) Upcoming Agenda Items

- a. Upcoming Board Items - Review Cost of Service Study to be pushed out until Strategic Plan complete.

For the July agenda:

1. Review draft of Financial Budgets for Utilities - Wes Hamil
2. Irrigation/Conservation Position Analysis - David Zusi & Gloria Eby
3. Time of Use Plan for Elimination or Plan to Open to Others - Wes Hamil & Dan D'Alessandro
4. Marketing Communication Plan (Interim and to include Fuel Adjustment) - Clarissa Howard

For the August agenda:

1. SAIDI - Data Available & How to Communicate - Dan D'Alessandro & Justin Isler

(9) Adjournment

Meeting adjourned at 1:50 p.m. Next meeting is July 26, 2022.

Minutes approved the board on July 26, 2022.

/s/ Recording Secretary Karen Hood