Utilities Advisory Board Meeting Minutes

June 27, 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 and Alison Yurko.

Absent

Mary Dipboye, and Fred Guitton.

Staff Present

Director of Water & Wastewater David Zusi; Director of Natural Resources & Sustainability Gloria Eby; Supervisor of Electric Utility Services Benjamin Wells; Electric Utility Engineer Manager Mourad Belfakih.

1) Call to Order

The meeting was called to order at 12:01 p.m.

2) Selection of Chair and Vice Chair

Motion made by Linda Lindsey to select Michael Poole as Chair; seconded by Paul Conway. Motion carried unanimously with a 4-0 vote.

Motion made by Paul Conway to select Linda Lindsey as Vice Chair; seconded by Leon Huffman. Motion carried unanimously with a 4-0 vote.

3) Consent Agenda

a. Approve the minutes of the regular meeting May 23, 2023.

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

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

There were none.

5) Action Items

a. Septic to Sewer Conversion - David Zusi

Per last months discussion, the approval for recommendation of the new ordinance has been deferred to this meeting to give the board sufficient time for review. Staff is looking to present the approved document at the July 12 City Commission meeting.

Motion made by Leon Huffman to approve for recommendation to the City Commission; seconded by Linda Lindsey. Motion carried unanimously with a 4-0 vote.

A brief discussion followed about communicating the changes to residents.

b. Sewer and Water Strategic Plan - David Zusi

Staff spoke about Robert Daley, a previous member of this board, who has experience with consulting work related to strategic planning of water and wastewater. Mr. Poole has arranged to meet with Mr. Daley, along with City Manager Randy Knight and Mayor Phil Anderson, to discuss this boards/city's goals and ensure everyone is on the same page. Following the initial meeting, staff hopes to invite Mr. Daley to the July meeting to meet with the rest of the board. Staff will disperse Mr. Daley's information the board following this meeting.

6) Non-Action Items

a. Fuel rate adjustment policy

The policy has been approved and is being implemented. The board requested staff provide a working model to help visualize how adjustments are made.

b. Storm Preparation - David Zusi and Mourad Belfakih

Staff provided background information on the city-wide storm preparation document that has been updated to include a checklist of tasks to complete before/during a storm.

The floor opened for discussion and the board asked questions pertaining to the document, and specifically about flooding and stormwater.

7) Staff Updates

a. Electric Utility - Mourad Belfakih

Mr. Belfakih provided the monthly electric utility update, highlighting that about 85% of undergrounding's Project "R" (found in the agenda packet) is completed. Fifty-seven homes have been converted from overhead to underground services. Staff continues to face supply issues for transformers.

A few other updates were provided regarding outages and solar installations and the board asked questions.

b. Water & Wastewater Utility - David Zusi

Mr. Zusi provided brief updates and noted that staff is facing a challenge with syncing the automatic meter reading system to the new Tyler System and collecting quality and consistent reads. There have also been difficulties with outage management, and staff is actively working with a consultant and the supplier to fix these issues.

A discussion ensued and the board asked questions about billing accuracy due to the meter issues.

c. Performance Measurement - Attachment only

The board briefly discussed the data presented.

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

The materials were presented; however, no discussion was held.

e. Renewable Energy - Gloria Eby

Updates were shared of the efforts related to Quanta and the Renewable Energy Study. Following the recent City Commission meeting, the Commission felt that minor additions and modifications had to be made to the document before approved. Staff is actively working on those amendments, and some-already completed, can found in the agenda packet. Ms. Eby highlighted that the City Commission did approve the Integrated Resource Program Manager position (which has already been advertised). Based on previous discussion with the board, certain components were also added such as, a task specific to dealing with tax revenue to breakdown the economic impact of the plan. Once this component is completed, an additional work session with this board and the Keep Winter Park Beautiful & Sustainable board, as well as an additional City Commission work session, will be held to discuss the changes and revisit the Sustainability Action Plan (SAP).

Alison Yurko arrived at 12:24 p.m.

An at-length discussion ensued and Ms. Eby highlighted that a draft slide deck of initiatives is also provided to the board, and staff is seeking edits and suggestions. The slide deck is aimed at condensing the information of the renewable energy study, to educate the public and communicate the information in a digestible format.

The board discussed energy conservation relative to housing sizes, specific to water use.

8) Board Comments

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

Mr. Conway updated the board, noting that the community outreach was a success, with both staff and Mayor Phil Anderson present. There were about 30-40 citizens in attendance, and Mr. Conway feels the material presented was very professional and educational.

A discussion was held.

9) Upcoming Agenda Items

- Standard Staff Updates

- Fuel Rate Adjustment Working Model
- Strategic Assessment/Electric
- Sewer and Water Strategic Plan + Robert Daley

10) Adjournment

The meeting adjourned at 1:21 p.m.
Next meeting is scheduled for July 25, 2023.

Minutes approved by the board on ___________.
/s/ Tatia Ghviniashvili, Board Coordinator