Utilities Advisory Board
Regular Meeting Minutes

February 22, 2022 at 12:00 p.m.

Virtual

Present

(1) **UAB Members**: Michael Poole (Chair), Paul Conway, Mary Dipboye, Fred Guitton, Leon Huffman, Linda Lindsey

City Staff: Justin Isler (Operations Manager), David Zusi (Director of Water & Wastewater Utility), Jason Riegler (Asst. Director of Water & Wastewater Utility), Wes Hamil (Director of Finance), Clarissa Howard (Director of Communications), Pam Bracko (Acting Recording Secretary)

Guest: Navid Nowakhtar (FMPA), Craig Shepard (Leidos)

Absent: Daniel D'Alessandro (Director of Electric) and Karen Hood (Recording Secretary)

(2) Call to Order

Michael Poole called the meeting to order at 12:00 p.m.

(3) Consent Agenda

Motion made by Paul Conway, seconded by Mary Dipboye to approve the December 7, 2021 meeting minutes.

Motion carried unanimously with a 6-0 vote.

Motion made by Paul Conway, seconded by Mary Dipboye to approve the January 25, 2022 meeting minutes.

Motion carried unanimously with a 6-0 vote.

(4) Staff Updates

a. **Communications** – Clarissa Howard presented "Historic Preservation Board Marketing Plan March 2021 thru February 2022" to board to show an example of what could be done for a Utilities to communicate their messages to the residents and public of Winter Park. There was discussion among the board members regarding what forms of communications they would like to see from the Utilities. Clarissa Howard stated the Utilities need to prepare and plan strategically on what they want to be messaged. To move forward, Michael Poole and Clarissa Howard will work together to create something to be sent out to the board and then the board can respond with comments to Clarissa Howard.

b. **Water & Wastewater Utility** – David Zusi talked about improvement in hiring for entry level positions. He reported they are working on a video for the water department and their 2023 budget.

c. **Electric Utility** – Justin Isler reported they are moving forward with the solar awning project. The department is short one lineman and an engineer, we are working on filling these positions. Questions were asked and comments were made.

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

None

(6) Non-Action Items

a. Fred Guitton asked what is spent on tree trimming and the canopy; Justin Isler told him it is in the budget under the Parks Department. Fred Guitton also asked if the City will pay the cost to make the connection for the customer after we complete undergrounding. Justin Isler responded we will be covering that cost.

(7) Action Items

a. Craig Shephard (Leidos) reviewed his presentation for assumptions to be used in updating the Electric Cost of Service Study. After discussion and questions from the board, there was a consensus to keep the revenue neutral. Craig Shephard suggested a work session before the next UAB regular meeting to further discuss. The board scheduled a work session on March 8, 2022 at 8:30 am.

(8) Board Comments

a. Mary Dipboye and Paul Conway asked about customer service call flow, why are people calling? This will be placed on the agenda for next month's meeting. Wes Hamil will provide information and answers at that time.

b. Paul Conway gave UAB an update on meeting from the Broadband & Smart City Ad Hoc Committee. David Zusi commented on the use of the GIS.

c. Michael Poole asked that the board send the Commission an email supporting the recommendation to hire a consultant to address governance by the UAB.

(9) Adjournment

Chmn. Poole adjourned the meeting at 1:53 p.m. Next meeting is March 22, 2021

Minutes approved by the board on March 22, 2022.
/s/ Recording Secretary Karen Hood