Utilities Advisory Board Meeting Minutes

January 24, 2023 at 12:00 p.m.

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

Present

In person: Michael Poole, Alison Yurko, Linda Lindsey, Paul Conway, Fred Guitton, Mary Dipboye; Virtually: Leon Huffman; Board Coordinator Tatia Ghviniashvili.

Staff Present

Director of Finance Wes Hamil; Natural Resources & Sustainability Director Gloria Eby; Assistant Director of Water and Utility Jason Riegler; Electric Utility Operations Manager Miguel Cruz; Senior Electrical Engineer Mourad Belfakih.

1) Call to Order

Michael Poole called the meeting to order at 12:02 p.m.

2) Consent Agenda

a. Approve the minutes of regular meeting, December 6, 2022

Motion made by Paul Conway to approve the minutes as presented; seconded by Linda Lindsey. Motion carried unanimously with a 6-0 vote.

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

There were no public comments.

4) Action Items

a. Electric Strategic Plan - Dan D'Alessandro and David Zusi

Mr. Poole made a request for the title of this item to read as, *Electric, Water & Sewer Strategic Plan* for the purpose of accuracy.

Item deferred to next meeting due to absence of staff.

b. Septic to Sewer Conversion - David Zusi

Item deferred to next meeting due to absence of staff.

Mr. Poole will reach out to staff to inquire about a possible supplementary meeting, per board request, to discuss the two action items above before the February meeting.

5) Non-Action Items

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

Mr. Conway spoke briefly on the recent Broadband and Smart City Ad-Hoc Committee meeting. He noted the upcoming steps being taken in collaboration with Magellan, such as data collection and analysis. A brief discussion followed.

Fred Guitton arrived at 12:08 p.m.

b. Private Lift Station Policy - David Zusi

Deferred to next meeting due to absence of staff.

Mr. Conway spoke on the Stormwater & Flood Management City Commission Work Session on January 12, and informed the board that the City is working on a storm readiness plan which might be beneficial for interim board review.

6) Staff Updates

a. Electric Utility - Dan D'Alessandro

In the absence of Mr. D' Alessandro, Mr. Belfakih gave a brief update on electric utility and all on-going projects (as highlighted in the agenda packet). After supply chain issues pertaining to acquiring transformers, the City is scheduled to receive a shipment in February, and will continue with the undergrounding project.

The board asked a few questions about the project timeline, pricing, and process. Staff made necessary clarifying remarks and noted that the anticipated completion date for the undergrounding project is 2030.

b. Water & Wastewater Utility - David Zusi

Item deferred to next meeting due to absence of staff.

c. Performance Measurement - (attachment only)

Mr. Hamil presented the Utility Monthly Performance Measurements and an ongoing discussion was held about the various metrics provided. The board brought up concerns associated with the number of customer hang-ups, and discussed possible solutions to prevent premature hang-ups. Staff will look into finding a way to specify *why* a customer might be hanging up, and share the findings with the board (if/when available).

A long discussion ensued about utility accounts receivable as a percentage of billed revenues, as well as the percentage of utility accounts receivable that are 60% or more past due. The board raised concerns/questions about the data presented and staff made the necessary clarifications.

The board inquired about the online ticketing system for utilities, and Mr. Cruz explained how the ticketing process works, and outlined some of its disadvantages. Staff emphasized that calling in a power outage is a better option for residents than submitting an online ticket.

d. Educational Campaign - Clarissa Howard

The board held a brief discussion about the attachments provided in the agenda packet.

e. Finance Quarterly - Wes Hamil

Mr. Hamil presented the quarterly financial report. Water and Wastewater Revenues were outlined, with water revenues 2.71% behind budget, while wastewater revenues were 2.14% ahead of budget. It was noted that operating expenses for water and wastewater were above budget due to additional wastewater treatment costs as a result of the water table being higher following Hurricane Ian and two other lesser storms, as well as generator rental while the generator at the Swoope Water Treatment Plant is being replaced. Electric Operating Revenues were also presented, with non-fuel being 2.53% below budget, and fuel being ahead of budget. Operating expenses for electric services were less than the budget.

Alison Yurko left at 12:53 p.m.

A lengthy discussion followed about fuel recovery and its current balance. The board asked staff to outline and share a written pricing policy for purposes of transparency and uniformity.

Mr. Hamil continued with sharing metrics and information, stating that revised sample bills will be shared with the board for feedback. He also noted that the City Commission has approved the elimination of time of use electric rates effective April 1.

f. Gloria Eby - Sustainability - Narrative update

Ms. Eby presented various updates pertaining to the City's Sustainability discussions/initiatives.

1. The Sustainability Action Plan (SAP) was presented to, and discussed at a recent City Commission Work Session. A food security workshop and evaluation of a 4/10 work hour schedule are on the forefront for discussion in the upcoming six months. A resolution is being proposed for the adoption

of the SAP on the agenda for the January 25 City Commission Regular Meeting.

2. The Quanta Feasibility Study results will be presented at the City Commission Workshop on February 23. Staff is looking for input from this board as well as the Keep Winter Park Beautiful board, before presenting to the Commission. A brief discussion followed about a joint work session between the two boards on February 16 from 11 a.m. to 1 p.m.
3. The Energy Efficiency Study has begun, in partnership with the vendor *15 lightyears*, to focus on city owned buildings such as the Library and Events Center.

She also advertised a few upcoming volunteer opportunities that the members of the board can get involved with such as clean ups and workshops.

The board asked questions and staff made the appropriate clarifications.

7) Board Comments

Ms. Dipboye brought up concerns associated with heat, as it is an ongoing environmental issue that directly impacts the City and its residents. She emphasized the board needs to have raised awareness on this issue moving forward. A brief discussion followed about potentially implementing a cut off for heat, wherein utility services do not stop if an individual/family is unable to make payments when the temperature rises to a potentially dangerous degree.

Ms. Eby made a few clarifying remarks about measures to reduce heat, and informed the board that the City was recently awarded a grant of $100,000 by the Florida Department of Environmental Protection (FDEP) which will be partially used to address aspects related to heat.

Mr. Conway inquired about potential updates to the improvement of the comparison chart in the utility insert (as discussed at the December 06, 2022 meeting). Mr. Poole will coordinate with staff to make the necessary modifications.

Mayor Phil Anderson spoke briefly on the three items discussed at the Stormwater & Flood Management City Commission Work Session: updated preparedness plan which includes preventative maintenance, immediate capital investment into various improvements/repairs, and a long-term view and simulation model of city basins and different scenario based on the down flow from Orlando. A brief discussion ensued.

8) Upcoming Agenda Items

Under action items:

- Electric, Water & Sewer Strategic Plan.
- Septic to Sewer Conversion.

Under non-action items:

- Private Lift Station Policy update.
- Broadband and Smart City Ad-Hoc Committee update.
- Commission action items coming and decided upon.
- Written Pricing Policy.

Staff updates will carry over for every meeting.

A brief discussion about November and December 2023 meeting dates was held. Board will formalize dates at a future meeting.

9) Adjournment

Date of next meeting- February 28, 2023.

The meeting adjourned at 1:29 p.m.

Minutes approved by the board on February 28, 2023 .

/s/ Tatia Ghviniashvili, Board Coordinator.