Utilities Advisory Board
Regular Meeting Minutes

December 11, 2023 at 12:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present
Mary Dipboye, Linda Lindsey, Alison Yurko, Leon Huffman, Paul Conway, Michael Poole

Absent
Fred Guitton

Staff Present
Director of Electric Utility Dan D'Alessandro; Director of Finance Wes Hamil; Electric Operations Manager Miguel Cruz, Electric Utility Engineer Manager Mourad Belfakih; Deputy City Clerk Kim Breland

1. **Call to Order**
   The meeting was called to order at 12:00 p.m.

2. **Consent Agenda**

   a. Approve the minutes of the regular meeting October 24, 2023

The minutes were approved by consensus.

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

4. **Action Items**

   a. RFP strategic plan (water) Dave Zusi

Following the request of the board members staff are shifting from Bob Bailey as the consultant for the Strategic Plan. Currently staff are seeking proposals for the RFP from various local consultants. David Zusi has met with procurement, different options are being explored. Staff will release a selection of the consultants at the first of the year. The target companies will include water/ wastewater engineering companies. Mr.Poole suggested if board members want to participate in the selection process, to notify staff.

5. **Non-Action Items**

a. RFP strategic plan update (Electric)

Currently, two bids have been received from Quanta and Hometown Connections. The selection committee will be meeting next week to review the responses. Dates for the upcoming meetings and deadlines for the top three potential businesses selected for the plan were given. Mr. Zusi recommended Mr. Conway be on the selection committee for his RFP for continuity. Mr. Poole agreed so long as no other board members wanted to participate.

b. Service interruptions for non-payment of utility accounts

Staff reviewed the last four months of interruptions. Stats show there were 199 customers for non-payment from August 1 to November 1 with 7 being turned off more than once. Staff further explained before a person service is disconnected, customer service makes an attempt to contact customers to make payment arrangements and allows more time for payment and suggests agencies that may be able to assist with payments. Staff are exploring a service option that would send automated text messages to alert customers when their payments are due. Further discussion ensued regarding additional measures the city can take to assist residents. Lindsey suggested using the provided information as a baseline, then evaluate any changes due to the policy revisions.

c. Quanta Report

Mr. Poole mentioned this item should have been under action items.

Director of Natural Resources & Sustainability, Gloria Eby explained, stated after conducting the proforma at the request of UAB and the City's Commission from the workshop in May 2023 there is a new scenario 3d that will be presented which incorporates the results from the 3a proforma. The recommendation is based upon cost analysis. Ms.Eby introduced Michael Mount to the board.

Michael Mount from Quanta gave a presentation reviewing the purpose of the program, reviewing the feasibility for the city's clean energy goals. The City's goals established in the original scope were as follows: Target 1: 100% renewable energy supply by 2050, Target 2 - 100% Net-Zero carbon by 2050 Target, Target 3: 80% renewable by 2035 and 100% by 2050. Mr.Mount reviewed the process of the defined scenarios. Three targets had a total of 15 different scenarios and generated results and arrived with a focus on scenario 3a. After the study, the commission asked for three additional scenarios to assess the cost differences of eliminating the distributed solar PV additions from city-owned land/ facilities. Road maps were shown to track the anticipated progress of the project. The cost of additional resources required for the portfolio in Scenario 3A was done with new scenario 4A assuming battery use only and scenario 4b assuming legacy Florida fossil units would be used. The board asked Mr. Mount clarifying questions.

Following the presentation, Michael Poole asked if the latest model was finalized. Mr. Mount stated there are more refinements to come.

Motion made by Michael Poole to approve as recommended the short, medium and long targets, and recommend a pricing collar that if exceeded will allow the city to adjust the targets; seconded by Paul Conway. Motion carried unanimously with a 6-0 vote.

6. Staff Updates

a. Electric Utility - Mo Belfakih

Staff gave an update on undergoing projects and noted that transformers have been received. The board asked a few questions and a brief discussion ensued.

b. Water & Wastewater Utility – David Zusi

Mr. Zusi's assistant director will be starting at the beginning of the new year. Staff have worked diligently to get the AMI transition working properly. There has been a challenge in getting the meter reading software updated. Staff intend to hire a manager to monitor and collect data and consider options for a public-facing product that'll allow residents to see the progress in real time. Improvements to lift stations have been made.

c. Performance Measurement – Wes Hamil

Staff reviewed the monthly performance measurements. Effective November, fuel rates have increased, making projected costs higher, but the City rates are low compared to other Cities. There is a smaller fuel budget with a target of 1.4, the projected higher costs drive higher fuel rates. The new bill format final proof has been approved and residents can expect changes on their next bill.

d. Educational Campaign – Clarissa Howard

7. Board Comments

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

The Commission is interested in the (300k) and wireless (200K) networks. The board recommends fiber undergrounding is stopped and an individual be hired to oversee projects. A brief discussion ensued.

b. Solar - Mary Dipboye

Ms. Dipboye spoke with Lisa Vedder, Integrated Resource Program Manager with the City of Winter Park regarding collected data which shows 154 customers are on solar power. The production meters data base collects the usage percentage of solar power. A few recommendations from the board were net metering, battery usage, increase in solar power and distributed energy sources.

8. Upcoming Agenda Items

a. Decorative Street Light Policy

Staff are working on the decorative street light policy. An update will be given.

Update on the Electric Strategic Plan
Water Sewer Strategic Plan
Decorative Streetlight Policy
EV Rate Policy
Review of November/ December combined meeting date

b. EV rate policy

The EV rate policy is in progress with a possible competition date of January 2024.

9. Adjournment

The meeting adjourned at 1:45 p.m.

Approved by the board on January 23, 2024
/s/ Charisma Lowery, Board Coordinator