Utilities Advisory Board
Regular Meeting Minutes

May 28, 2024 at 12:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present
Fred Guitton, Paul Conway, Linda Lindsey, Mary Dipboye, Alison Yurko (virtual)

Absent
Leon Huffman, Michael Poole

Staff Present
Electric Utility Operations Manager Miguel Cruz, Assistant Director of Water and Wastewater Utilities Tara Lamoureux, Electric Utility Engineer Manager Mourad Belfakih, Director of Financial Services Wes Hamil

1. Call to Order

Meeting called to order at 12:01 p.m.

2. Consent Agenda

a. Approve the minutes of April 23, 2024

Ms. Lindsey requested before acceptance of the minutes to correct the time of arrival for Allison and Fred

Motion made by Mr. Conway to approve the minutes with the arrival time corrected, seconded by Ms. Dipoye. Motion carried unanimously with a 4-0 vote.

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

4. Action Items

a. Proposed budgets for FY 2025

Mr. Hamil presented the proposed budget for FY 2025 and explained the timeline of acceptance of the budget.

Mr. Conway asked for a comparison of consumption of neighboring utilities. Ms. Lamoureux explained that a comparative consumption study is not possible considering all the variables within neighboring utility companies.

Mr. Hamil, explained the six tiers for residential rates and five tiers for commercial rates. Each tier is more expensive than the preceding tier which is meant to encourage conservation of water.

The question of irrigation meters was answered by Mr. Hamil explaining that there are limited irrigation meters in the city. Residential sewer charges are capped at 14k gallons and not at all if a resident has an irrigation meter. The City no longer issues irrigation meters. Mr. Guitton asked if well installation is possible. Ms. Lamoureux advised that wells go through St John's water management and she will ask the Building department if a permit is needed.

Ms. Lamoureux and Mr. Hamil answered questions regarding the differences in the revenues and expenses of wastewater. Mr. Hamil explained the water/wastewater fund.

Board members questioned the outcome of the compensation study. Ms. Lamoureux advised that certain water and wastewater staff were the lowest paid compared to other municipalities in the area, but with assistance from HR, pay was increased for specific positions.

Mr. Hamil explained the electric rates comparison chart with other utilities. The City has not increased non-fuel energy rates since October 2019. Fuel expense matches fuel revenues.

Mr. Hamil went over projected electric revenue and expense budgets.
He explained that Mr. D'Alessandro had initially requested $1m budgeted for the decorative lighting that was suggested by the Board. However, only $100,000 was included in the proposed budget. Additional funding for decorative lighting would require increasing electric rates. Mr. Hamil advised that a discussion is in order to come up with the decorative lighting budget otherwise the decorative lighting will be deferred until after undergrounding. Mr. Belfakih explained that the installation cost for 300 decorative lights is approximately $1m. The cost to change the heads on the existing 2000 decorative lights is approximately $600. Mr. Guitton suggested going to the private sector and also consider financing the installation of the decorative lighting. Mr. Conway advised that the Board should not consider going forward with a budget on the decorative lighting until there is a plan in place. Linda Lindsey noted that plan should include estimated costs to install decorative lighting throughout the city as well as staff capacity for completing this work. Mr. Belfakih suggested setting up the design plan as the first step. Construction of the pedestals and installation of the conduits will be next. Running the wires and making the connection will be the final phase. Mr. Belfakih explained that it takes the designers 3 to 4 months to create the design for an area and

there are 4 remaining areas.

The Board members decided to bring the budget approval item to the June meeting as there will be new members.

Mr. Hamil went over the 5-year capital improvement for water and wastewater and electric.

5. Non-Action Items

a. Update on the Electric Strategic Plan

Ms. Lindsey advised the strategic plan is being deferred due to the departure of the previous Utility Director.

6. Staff Updates

a. Electric Utility - Mourad Belfakih

Mr. Belfakih updated the Board on electric undergrounding. He stated that Project J was 63% completed, Project L is 88% completed. Project R is complete. Residential service conversion for the month was 108. Total miles remaining is 27.49 out of 127.5 miles. Crew will continue to work on Project J. Project K is being designed.

b. Water & Wastewater Utility – David Zusi

Ms. Lamoureux presented for Dave Zusi and advised the strategic planning kick off will be in June and will be presented at the June meeting. She explained the massive force main break on 436 in Casselberry that started two weeks ago. Two hundred thousand gallons were dumped into Lake Howell. The force main break is the responsibility of the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) in which Winter Park, Casselberry, Maitland, and Seminole County are members.
Ms. Lamoureux mentioned the slow progress with the lead and copper rule inventory development due to the number of unknown service lines.

c. Performance Measurement – Wes Hamil

Mr. Hamil presented the utility monthly performance measurement report.
Ms. Dipboye clarified with Mr. Belfakih that the labeling of the columns was incorrect, and should reflect estimated production and actual production.
Mr. Belfakih explained to the Board the SAIDI and the SAIDI Rank to Peers line on the chart.

Fire Alarm interrupted meeting briefly.

Mr. Hamil discussed utility call trends, accounts receivables/billed revenue and answered questions regarding residential and commercial deposits.

d. Educational Campaign – Clarissa Howard

Ms. Howard was not present, but attached a copy of the bill insert to the agenda.

7. Board Comments

Ms. Dipboye announced that she enjoyed working with the Board members.

8. Upcoming Agenda Items

a. Solar and Net Metering Policy

No discussion on Solar and Net Metering Policy as Lisa Vedder was not present.

- Street light modernization program
- Updates on the water and wastewater strategic plan and if the board should be involved in the strategic plan kickoff
- Search for a new Electric Utility Director
- Solar and Net Metering Policy
- The salary study

9. Adjournment

The meeting adjourned at 1:35 p.m.

Approved by the board on June 25, 2024
/s/ Bahiyyah Layton, Board Coordinator