

**CITY OF WINTER PARK
UTILITY ADVISORY BOARD**

**Regular Meeting
Welcome Center**

**June 25, 2008
12:00 p m**

MINUTES

Present: John Reker, Patricia Elwood, Joe Hostetler, Lee Upton, Linda Lindsey, Dan Swanson

City of Winter Park Staff: Jerry Warren Electric Utility Director; Terry Hotard, Asst Electric Director; Mark Brown, Electric Eng. Analyst; Clarissa Howard, Communications Director; Delsia Margraf, Utility Billing Manager and Debbie Wilkerson, Recording Secretary.

Absent: Mike Whiting, Greg Seidel, Don Doyle

Others present: Denise Eskola, ENCO

CALL TO ORDER

Acting Chm Reker called the regular meeting of the Utility Advisory Board to order at 12:02 p.m.
Acting Chm Reker asked new members to introduce themselves.

I. ADMINISTRATIVE ITEMS

A. Approval of Minutes

Mr. Hostetler moved to approve the May 28, 2008 minutes as presented, seconded by Mr. Reker, motion carried unanimously.

B. New Business

Mr. Reker reiterated his reasons for believing there is a need to develop a long range plan for the city's utilities. He reviewed his strategy plan handout that explained the benefits of a strategy plan and a model that could be used to develop a plan. He explained that the first step would be to develop a plan for electric with water and wastewater to follow. He suggested the establishment of a smaller work group to develop a plan with the assistance of staff which would report to the full Board. Members interested in participating in the group should inform Mr. Reker or Mr. Warren. Board consensus was to move forward with the strategy plan.

II. REPORTS

Electric Utility

Mr. Warren presented the PowerPoint presentation that was shown to the City Commission on June 23, 2008, that explained fuel recovery issues, reasons why the city needs to continue mirroring Progress Energy rates for at least another year and actions staff needs to perform.

After a discussion on the City's reserves in case of a hurricane emergency, the board requested that Finance appear at the July meeting for a more detailed discussion.

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SAIDI and MAIFI

Mr. Brown reported that the SAIDI numbers had risen in the month of May due to more active squirrels and large limbs falling.

Undergrounding

Mr. Warren announced that at a press conference on Monday, June 23, 2008 Mayor Strong, Randy Knight and Mr. Warren ceremonially removed the first pole. The directional bore on New York Ave is complete. The next step to complete that project is setting structures and pulling cable. Work has already begun of Aloma Ave, the next undergrounding project.

II. Water and Wastewater Utility

Mr. Zusi provided details on the size and scope of the City's water and wastewater utility. He updated the Board on the status of the AMR project. He will make a presentation at the next meeting on City's proposed conservation plan.

III. Communication

Ms Howard distributed Energy Star pamphlets which are available in public areas at city hall and public works for utility customers. She explained that utility bill calendars are mailed to customers each month. She reviewed items included for the month of August. She presented pictures from the pole removal and clips from local TV stations.

IV. Utility Billing

Ms. Margraf reported that the City will be placing a kiosk in the City Hall lobby at the end of July that will allow customers to pay or check their bill without having to meet with a customer service representative. Mr. Zusi reported that the utility bills are being revised to highlight water use.

V. Customer Feedback

Ms. Elwood reported that she has heard some concern expressed regarding the raising of electric fees.

III. ADJOURNMENT

Chm Reker adjourned the meeting at 1:22 pm. Next meeting date – July 23, 2008

Respectfully submitted,

Deborah L. Wilkerson CPS/CAP
Senior Staff Assistant

Approved 7/23/08