

**CITY OF WINTER PARK
UTILITIES ADVISORY BOARD**

**Regular Meeting
Welcome Center**

**June 23, 2010
12:00 p m**

MINUTES

Present: John Reker, Lee Upton, David Smith, Linda Lindsey, Greg Seidel, Dan Swanson, Katherine Johnson, Donald Doyle

City of Winter Park Staff: Jerry Warren, Electric Director; David Zusi, Water and Wastewater Utility Director; Wes Hamil, Finance Director; Terry Hotard, Asst Electric Director; Mark Brown Electric Eng Analyst, Delsia Margraf, Utility Billing Manager; Clarissa Howard, Communication Director; Debbie Wilkerson, Recording Secretary.

Absent: Ron Ellman

CALL TO ORDER

Vice Chairman Seidel called the regular meeting of the Utility Advisory Board to order at 12:05 p.m.

I. ADMINISTRATIVE ITEMS

A. New Member Welcome

New member Katherine Johnson was introduced. Current members and staff introduced themselves and shared information about themselves.

B. Approval of Minutes:

Mr. Doyle moved to approve the May 26, minutes as presented, seconded by Mr. Smith motion carried unanimously.

II. NEW BUSINESS

Election of New Chairman and Vice chairman

Mr. Reker nominated Greg Seidel for Chairman. Ms. Lindsey seconded. Motion carried unanimously. Mr. Seidel accepted.

Mr. Seidel nominated John Reker for Vice Chairman. Mr. Doyle seconded. Motion carried unanimously. Mr. Reker accepted.

Mr. Smith introduced for discussion the topic of PACE Now Bonds, a program which enables local governments to finance renewable energy and energy efficiency projects on private property, including residential, commercial and industrial properties. The cost is paid back as a tax assessment.

Discussion ensued concerning the value to the City, benefit to residents, and whether to include in the City's energy conservation program. Ms. Johnson will research the bonds and report back to the Board

III. ACTION ITEMS

MINUTES

IV. REPORTS**Financial**

Mr. Hamil distributed and reviewed the Monthly Financial Utilities Summary YTD July 2010. He announced that a water rate study is planned to begin shortly.

Mr. Zusi advised that the wet winter, St. Johns reducing the watering schedule to one day and conservation efforts are some of the reasons for the reduced revenue.

Utility Billing

Ms. Margraf stated that the water meter change out for AMR is progressing. She discussed some of the challenges experienced in the exchange. Mr. Warren commented that in other parts of the country where meter exchanges are taking place they are experiencing the same kinds of problems.

Mr. Zusi commented that the water meter exchange is more difficult and labor intensive than it was for the electric meters. He reported that the electric meter exchange is about 98% complete while the water meter is only approximately 34% complete. He hopes to have the entire change out completed by December. He responded to a question explaining what happens to the old meters.

Communications

Ms Howard updated the Board on Facebook and Twitter participation. She commented on the upcoming smoke testing that will take place in the city and that she has created an information campaign to keep residents up to date on what is happening so they don't panic.

Discussion ensued regarding length of meetings and possible rescheduling to a different time during the day. The Board consensus was to make no changes at this time but to have staff indicate on the agenda the tentative length of time of meeting.

Water and Wastwater Utilities

Mr. Zusi advised that he received 11 responses for the Continuing Services RFQ, 4 were shortlisted. Presentations will be heard and ranked next week for presentation to the Commission

Mr. Zusi discussed the reasons a rate study is necessary. He commented that he will be looking for input from the Board regarding the setting of rates based on the rate study that will take place once the contractor is selected.

Mr. Zusi explained that the reason for the smoke testing is to determine if any cross connections exist between sewer lines and other line which increases the cost of treatment. He also reviewed how it will be performed

Mr. Zusi reported that the required continuing confidence report is complete and will be mailed shortly.

MINUTES

Electric Utility**KWh Update**

Mr. Reker presented a PowerPoint presentation that contained the chart of 12 month running total of kWh, projected, commercial and residential forecasts thru 2015, and the impacts of proposed commercial projects. Discussion ensued regarding the impacts of the information provided.

Mr. Warren presented a PowerPoint presentation and discussed the following topics:

- Average fuel adjustment for the next quarter will be reduced to 5.675 kWh from 6.708 kWh. The reduction is due to 3 factors:
 - PEF projects slightly lower fuel costs
 - Less true-up is included in the calculation from the previous quarter.
 - Ratio of sales to purchases declined in the July-Sept quarter.
- A copy of the website fuel adjustment pages
- Rate comparison between PEF and Winter Park
- Proposed RFP Schedule
- A list of Qualified Bidders

Mr. Warren issued an invitation to the Board to attend the Electric Key Accounts Breakfast. He explained the purpose of the breakfast was to let our top 50 customers know we appreciate them and give them the opportunity to ask questions and meet Electric Utility staff.

Mr. Reker suggested providing a customer survey at the breakfast. He will develop a draft. Survey.

SAIDI/MAIFI

Mr. Brown reviewed the current month reports:

Customer Feedback

Ms. Lindsey complimented Mr. Zusi on water utility crews that were doing work in her neighborhood.

Chairman Seidel adjourned the meeting at 2:32. Next meeting date – July 28, 2010.

ADJOURNMENT

Respectfully submitted,

Debbie Wilkerson

Deborah L. Wilkerson CPS/CAP\
| Sr Staff Assistant

Approved 8/25/10