

**CITY OF WINTER PARK
UTILITIES ADVISORY BOARD**

**Regular Meeting
500 N. Virginia Ave
Public Safety Community Room**

**December 9, 2014
12:00 pm**

MINUTES

Present: Katherine Johnson (Chair), Mukesh Joshi, Richard James (Vice chair) John Reker, David Smith, Dan Swanson, Jennifer Lyons, Hugh James and Cheryl Forney

Absent: Linda Lindsey

City of Winter Park Staff:; David Zusi, Director, Water/Wastewater; Clarissa Howard, Director, Communications; Terry Hotard, Asst. Dir. Electric Utility; Gary Heller, Water/Wastewater; Delsia Margraf, Utility Services Manager; Abby Gulden, Sustainability and Permitting Coordinator; Kelly Krusoe, Sustainability Intern, Nikki Johnson, Fairbanks Project Coordinator; Debbie Wilkerson, Recording Secretary

Guests: David Mullholand, Underground Project Manager (Heart Utilities), Bobbie Sue Angelucci, Office Manager (ENCO), Bob DeKorne, (ENCO) and Ron Elman

Call to Order. Chm. Johnson called the Utility Advisory Board meeting to order at 12:01 pm.

ADMINISTRATIVE ITEMS

Approval of Minutes:

Chm Johnson asked for approval of the minutes from the November 11, 2014, regular meeting. Mr. Swanson moved to approve as presented, seconded by Mr. Smith, motion carried 9-0.

Citizen Comments:

None

NEW BUSINESS

Election of Vice Chairman

Chm Johnson announced that due to the selection of Mukesh Joshi as a consultant for the City he has resigned his position on the UAB and election for a new vice chairman is needed. Mr. Reker nominated Mr. Dick James, seconded by Mr. Smith, motion carried 9-0.

ACTION ITEMS

Industrial Waste Ordinance

Mr. Heller presented an overview of the proposed changes to the ordinance including removal of fee schedule and ERC table, addition of private lift station maintenance requirements, signage and inspections, removal of contaminants table and added comprehensive grease management section. Mr. Heller responded to questions. Mr. D. James moved to support the proposed changes, seconded by Mr. Reker, motion carried 9-0.

Septic Tank Maps

Mr. Zusi will bring copies of septic tank maps to the January meeting.

REPORTS

Financial Report

None.

Usage Graphs Water, Wastewater and Electric

Mr. Reker reviewed the water and sewer graphs which cover changes in water sales, irrigation sales and the consumptive use permit.

Mr. Reker also reviewed electric graphs that cover the Monthly % Change in kWh consumption from Prior Year's month, Moving Total 12 Months kWh Sales, and Residential kWh vs Heating and Cooling Degree Days. Mr. Reker responded to questions.

Water/Wastewater Report

None

Electric Utility Report

Mr. Hotard summarized the November fuel adjustment, rate comparison and reliability. After discussion Board members requested additional details on how the residential bill comparison was calculated. Information will be provided at the January meeting.

	October 2014
Beginning Balance	\$987,113
Fuel Revenues Collected	\$1,267,569
Fuel Cost Purchased Power	n/a
Over/(Under) Collected	n/a
Ending Balance	n/a

- Duke's rates expected to decrease by \$.16 January 1.
- Expected a Jan 1, decrease in Winter Park rates due to reduction in F/A.
- Seminole Wholesale Invoice not received as of 12/08/14
- We expect over-recovery of fuel adjustment in November.
- Preparation of January – March fuel adjustment is underway.

Fairbanks Update

- Duke is incorporating Winter Park's comments in hopefully the last draft of the Duke – Winter Pak Agreement for design and construction of distribution portion.
- Duke final review of Winter Park 100% is underway.
- FDOT is incorporating Winter Park's final comments into JPA
- Duke has been slow to complete its JPA with FDOT for transmission portion.
- Subject to completion of Duke – FDOT JPA, we will take agreement to City Commission for review and action (hopefully January).

Communications Report

Ms. Howard reported that the City received press coverage on the CRA Façade Improvement Program, a program that provides \$5,000 to improve the appearance of a business's exterior. She updated the Board on articles that cover water savings including the Utility Emergency Assistance Program. She shared actions the City Commission took at their last meeting, including purchase of the Booby Trap, which will be demolished.

Utility Billing

Ms. Margraf reported there are no issues at this time; all is going well.

Sustainability Report

Ms. Gulden reported press releases announcing the Toyota grant workshops have been issued. Beginning Jan 1, Sustainability will be taking over the Electric Conservation Program.

Action Items

- Septic tank maps
- Residential bill comparison

ADJOURNMENT

Chair Johnson adjourned the meeting at 1:10 p.m. Next regular meeting date is January 13, 2014.

Respectfully submitted,

Debbie Wilkerson

Debbie Wilkerson, Recording Secretary

Approved 1-13-15