

**CITY OF WINTER PARK  
UTILITIES ADVISORY BOARD**

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

**September 24, 2015  
12:00 pm**

**MINUTES**

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**Present:** Tara Tedrow, Jennifer Lyons, Lawrie Platt Hall, Cheryl Forney, Barbara Devane, Rick Baldocchi

**Absent:** Katherine Johnson (Chair), Richard James (Vice chair), Hugh James, Dan Swanson,

**City of Winter Park Staff:** Jerry Warren, Director, Electric Utility; Troy Attaway, Director, Public Works; David Zusi, Director, Water/Wastewater; Clarissa Howard, Director, Communications; Wes Hamil, Director, Finance; Dan D'Alessandro, Electric Utility Operations Manager; Kara Purdy, Asst. Electric Utility Operations Manager Francisco Catalan, Chief Accountant; Gary Heller, Division Chief, Wastewater; Kris Stenger, Building and Sustainability Manager; Delsia Margraf, Utility Billing Manager; Debbie Wilkerson, Recording Secretary

**Guests:**

**Call to Order.** Acting Chm. Rick 'Baldocchi called the September 23, 2015, Utility Advisory Board meeting to order at 12:15 pm.

**ADMINISTRATIVE ITEMS**

Approval of Minutes:

Acting Chm. 'Baldocchi asked for approval of the minutes from the August 25, 2015, regular meeting Ms. Forney moved to approve as presented, seconded by Ms. DeVane, motion carried 5-0.

Citizen Comments:

None

**NEW BUSINESS**

Introduction of New Asst. Electric Operations Manager

Mr. D'Alessandro introduced Kara Purdy, new Asst. Operations Manager for Winter Park Electric Utility. The Board and staff introduced themselves.

Definition for Work Triggering Underground Residential Service Wires

Mr. Stenger introduced for discussion an ordinance revising the definition of work to trigger undergrounding residential service wires. He explained the current process, reasons for recommending the change, and suggested changes to the verbiage in the ordinance. The Board discussed the proposed changes, no action was taken. Mr. Stenger will bring back additional information to address their concerns.

**ACTION ITEMS**

Calculations to Accelerate Undergrounding

Mr. Warren presented additional undergrounding information including initial estimate, initial estimate – assumptions, underground projects and challenges with engineering all projects. The Board discussed options to accelerate undergrounding, no action was taken.

Update on Reclaimed Water

As requested by the Board Mr. Zusi provided an update on the reclaimed water program including

components, improvement projects, rerating, collection system flow diversion, grant funding to fund upgrades, new codes and regulations for implementation of residential reuse. Mr. Zusi responded to questions.

Funding Underground Service Lines for Low-Income Residents

No discussion at this time.

**REPORTS**

**Financial Report**

Mr. Hamil reviewed the July financial report for the water and sewer fund. He mentioned a new line item to track labor costs that are capitalized for water and sewer. Water sales are comparable to the prior year at this point and slightly below our forecast. The bottom line reflects a positive \$1,315,346 and debt service coverage is projected to be a strong 1.96 for the fiscal year.

Electric sales in kWh should exceed our forecast for FY 2015 by at least 3,500,000 kWh or about 1%. Fuel costs were over recovered by about \$740,000 for the ten months ending July 1. The bottom line reflects \$1,183,649 being taken from working capital. Extra spending is in the capital area for undergrounding as well as routine capital. Contracted crews working on undergrounding have been reduced to help us stay within our budgetary constraints. Debt service coverage is projected to be a strong 2.52 for the fiscal year.

Mr. Hamil announced that the electric rate increase will go into effect on October 1, which will allow the City to continue funding undergrounding at the current rate of \$3.5 m per year.

**Usage Graphs Water, Wastewater**

Mr. Zusi recommended that graphs should be presented quarterly. The Board agreed. Unusual circumstances will be presented as needed.

**Electric Utility Report**

**Fuel Adjustment**

Mr. Warren reviewed the fuel adjustment for July.

F/A Update August 2015	
Beginning Balance	\$1,338,218
Fuel Revenues Collected	\$1,578,823
Fuel Cost Purchased Power	\$1,494,736
Over/(Under) Collected	84,087
Ending Balance	\$1,422,305
Target Balance Min	\$500,000
Target Balance Max	\$1,700,000

Target Balance Mid-Point	\$1,100,000
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Funding of \$3.5m for undergrounding was approved in the budget's first reading.

**Rate Comparison w/Duke Energy, 1,000 kWh Residential Customer**

Mr. Warren reviewed the rate comparison.

**Rate Comparison w/Duke Energy, 1,000 kWh Residential Customer**

	WPE Oct	Duke Oct	Difference	
			\$	%
Base Bill	\$75.80	\$75.32	-\$0.48	-0.6%
Fuel Adjustment	<u>32.92</u>	<u>43.23</u>	<u>+\$10.31</u>	<u>+31.3%</u>
Base Electric Bill	\$108.72	\$118.55	\$9.83	+9%
Franchise Fee & Taxes	\$18.70	\$19.60	\$0.90	+4.6%
Total Electric Bill	\$127.42	\$138.15	\$10.73	+7.8%

Mr. Warren presented the residential bill comparison graph compiled by FMEA.

Mr. Warren provided a sales table.

**July Sales by Class**

Customer Class	August 2015 vs. August 2014	3 mo's ending August 2015 vs. 3 mo's ending July 2014	12 mo's ending August 2015 vs. 12 mo's ending August 2014
Residential	+1.00%	+4.50%	+2.57%
Commercial	-.52%	+3.89%	-.69%
Street Lights	-.58%	-87%	-.97%
Total	+.17%	+4.14%	+.71%

Customer Count in June = 14,455  
 12 month rolling average = 14,346

Mr. Warren reviewed the graph Moving Total 12 Months kWh Sales. Mr. Warren also provided additional information as to the impact to customer's bills from the 1.5% rate increase

**Communications Report**

Ms. Howard, Communications Director, reminded the Board of the hazardous waste drop off and reported on media events. She reminded the Board about Mr. Warren's retirement reception on October 2, 2015.

**Utility Billing**

Ms. Margraf reported that she is reviewing options for getting on-line services back up.

**Sustainability Report**

Acting Chair 'Baldocchi thanked Mr. Warren for his years of service to the City and his contributions to the success of the electric utility.

**Action Items**

- Definition for Work Triggering Underground Residential Service Wires

**ADJOURNMENT**

Acting Chair 'Baldocchi adjourned the meeting at 1:50 p.m. Next regular meeting date is October 28, 2015.

Respectfully submitted,

**Debbie Wilkerson**

Debbie Wilkerson, Recording Secretary