

## MEMBER SERVICES ADVISORY COMMITTEE

#### AGENDA PACKAGE October 25, 2022 9:30 a.m.

#### **Committee Members**

Chairman – Joe Bunch, New Smyrna Beach Billy Branch, Homestead Allen Putnam, Jacksonville Beach Julio Torrado, Keys Energy Services Jason Terry, Kissimmee Steve Langley, Mount Dora Dallas Lee, Newberry James Braddock, Wauchula Dan D'Alessandro, Winter Park

Telephonic Meeting
Tuesday, October 25, 2022
9:30 a.m.
Teams Meeting 321-299-0575
Meeting No. 387 561 770#
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, FL 32819



#### **MEMORANDUM**

TO: FMPA Member Services Advisory Committee (MSAC)

FROM: Sharon Adams

**DATE:** October 18, 2022

RE: Member Services Advisory Committee (MSAC) In-Person/Teams

Meeting.

Tuesday, October 25, 2022 at 9:30 AM [Note Time]

**PLACE: Florida Municipal Power Agency,** 

8553 Commodity Circle, Orlando, FL 32819

DIAL-IN INFORMATION: 321-299-0575 Meeting Number 284 161 833 389#

TEAMS Meeting Link: Click here to join the meeting (If you have trouble connecting via phone, please call 407-355-7767)

#### Chairman Joe Bunch, Presiding

#### **AGENDA**

- 1. Call to Order, Roll Call, Declaration of Quorum
- 2. Set Agenda (by vote)
- 3. Consent Agenda
  - a. Approval of Minutes Meeting Held May 11, 2022
- 4. Action Item
  - a. Vote on Vice Chair (Sharon Adams)
  - **b.** Determine How the MSAC Will Fulfill the Duties and Responsibilities (Sharon Adams)

#### 5. Information Items:

- **a.** MinMax Asset Management for Substations (Jose Molina–Bravo)
- **b.** Mobile Substation Project Update (Cairo Vanegas)
- c. Reliability Projects (Cairo Vanegas)
- **d.** Update on Lineworker Safety Program (Mike McCleary)
- e. Lineworker Safety Program Steering Committee (Mike McCleary)

#### 6. Member Comments

- **a.** FMPA Joint Action Purchasing (Jason Terry)
- **b.** Utility to Utility Assistance Process (Jason Terry)

#### 7. Adjournment

One or more participants in the above referenced public meeting may participate by telephone. At the above location there will be a speaker telephone so that any interested person can attend this public meeting and be fully informed of the discussions taking place either in person or by telephone communication. If anyone chooses to appeal any decision that may be made at this public meeting, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made, which includes the oral statements and evidence upon which such appeal is based. This public meeting may be continued to a date and time certain, which will be announced at the meeting. Any person requiring a special accommodation to participate in this public meeting because of a disability, should contact FMPA at (407) 355-7767 or 1-(888)-774-7606, at least two (2) business days in advance to make appropriate arrangements.

AGENDA ITEM 1 – CALL TO ORDER, ROLL CALL, DECLARATION OF QUORUM

FMPA Member Services Advisory Committee Meeting

**AGENDA ITEM 2 - SET AGENDA** 

**FMPA Member Services Advisory Committee Meeting** 

## AGENDA ITEM 3 – CONSENT AGENDA

a. Approval of Minutes – Meeting Held May 11, 2022

FMPA Member Services Advisory Committee Meeting

CLERKS DULY NOTIFIED	MAY	4	, 2	022
AGENDA PACKAGES SENT TO MEMBERS	MAY	4	. 2	022

#### **MINUTES**

# TELEPHONIC MEMBER SERVCIES ADVISORY COMMITTEE MEETING WEDNESDAY, MAY 11, 2022 FLORIDA MUNICIPAL POWER AGENCY 8553 COMMODITY CIRCLE ORLANDO, FL 32819 At 11:00 AM

PARTICIPANTS PRESENT

Winter Park
Ocala
Chad Lynch
Mount Dora
Steve Langley
New Smyrna Beach
Kissimmee
Dan D'Alessandro
Chad Lynch
Steve Langley
Joe Bunch
Jason Terry

Homestead Billy Branch (Virtual)
Key West Julio Torrado (Virtual)
Wauchula James Braddock (Virtual)

\*Joined after roll-call

PARTICIPANTS ABSENT Newberry Dallas Lee
Jacksonville Beach Allen Putnam

OTHERS PRESENT

Dan Stockman I-Tech Support

STAFF PRESENT

Jacob Williams, General Manager & CEO Linda S. Howard. Chief Financial Officer

Jody Finklea, General Counsel and Chief Legal Officer Sharon Adams, Chief People and Member Services Officer

Sue Utley, Executive Asst. to GM and CEO/Asst.

Secy. to the Board

Mike McCleary, Member Services Manager

Cairo Vanegas, Manager of Member Services Development

Dan O'Hagan, Assistant General Counsel and

Regulatory Compliance Counsel

Jose Molina Bravo, Manager of Member Services Development

Lindsay Jack, Administrative Specialist

#### ITEM 1 - CALL TO ORDER, ROLL CALL, AND DECLARATION OF QUORUM

The MSAC Chairman Joe Bunch, New Smyrna Beach called the meeting to order at 11 a.m. on Wednesday, May 11, 2022. The meeting was held in the Frederick M. Bryant Board Room, Florida Municipal Power Agency, 8553 Commodity Circle, Orlando, Florida. A speaker telephone for public attendance and participation was present. The roll was taken and a quorum was declared with 8 members present out of a possible 10.

#### ITEM 2 - SET AGENDA (BY VOTE)

**MOTION**: Jason Terry, Kissimmee, moved to set the agenda as presented. Dan D'Alessandro, Winter Park, seconded the motion. Motion carried 8 – 0.

#### ITEM 3 - CONSENT AGENDA

#### Item 3a – Approval of Minutes – Meeting Held February 7, 2022

**MOTION**: Dan D'Alessandro, Winter Park, moved approval of the Minutes of February 7, 2022. Jason Terry, Kissimmee, seconded the motion. Motion carried 8 – 0.

#### ITEM 4 – ACTION ITEM

#### a. Approval of Member Services Advisory Committee Charter

Sharon Adams discussed a Charter for the Member Services Advisory Committee. Further discussion ensued.

**MOTION**: Steve Langley, Mount Dora, moved approval of the Member Services Advisory Committee charter and recommendation to FMPA's Board of Directors for consideration. Billy Branch, Homestead, seconded the motion. Motion carried 8-0.

## b. Possible Subscription Service Offering for IT Support For Members (Sharon Adams)

**MOTION**: Jason Terry, Kissimmee, moved approval to go forward with exploring economies of scale options to provide IT support for Members. Dan D'Alessandro, Winter Park, seconded the motion. Motion carried 8-0.

#### <u>ITEM 5 – INFORMATION ITEMS</u>

#### Item 5a – Member Services Brochure

Sharon Adams presented the new FMPA Member Services Brochure.

#### Item 5b - 2021 Reliability Update

Cairo Vanegas reported on the 2021 Reliability Update.

#### Item 5c – Mobile Substation Project Update

Cairo Vanegas gave an update on the Mobile Substation Project.

Member Services Advisory Committee Minutes May 11, 2022 Page 3

#### Item 5d – Training Programs – Current Offerings, Seek Input on What We Could Offer?

Mike McCleary led a discussion on current offerings and asked for input on what FMPA could offer to help Members.

#### Item 5e – Update on Lineworker Safety Program

Mike McCleary gave an update on the Lineworker Safety Program.

#### Item 5f – Expected Cost Increase to DEED Membership

Mike McCleary briefed the MSAC on the expected cost increase to APPA's DEED Membership.

#### ITEM 6 – MEMBER COMMENTS

Jason Terry, Kissimmee, introduced the idea of adding a subcommittee with the goal of allowing the cities to collaborate and coordinate other needs they may have for trainings, mutual aid for items other than hurricanes, which is handled by FMEA, utilities, etc.

#### ITEM 7 – ADJOURNMENT

There being no further business	the meeting wee	adjourned at 12:24 p.m	^
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Approved:			
JB/su			

#### **AGENDA ITEM 4 – ACTION ITEMS**

a. Vote on Vice Chair

**FMPA Member Services Advisory Committee Meeting** 



## 4a - Election of Vice Chair

Member Services Advisory Committee Oct. 25, 2022



#### Officers of MSAC

#### Process to Elect Chair and Vice Chair

- Joe Bunch elected Chair, will serve through July 2023
- Need to elect Vice Chair, who will serve through July 2023
- Nominations for Vice Chair must come from the floor
- Any member of the MSAC may make a nomination
- Committee member who has been nominated must make it known if they accept the nomination



## Floor Open For Nominations

#### Vice Chair MSAC

- Multiple nominations are acceptable
- After nominations have been validated, a motion and a second is needed to close nominations
- If more than one nomination, a vote must be made by roll call
- If only one nomination is made, a motion and second will elect the nominee
- Chair will announce the Vice Chair



#### **AGENDA ITEM 4 – ACTION ITEMS**

b. Determine How the MSAC Will Fulfill the Duties and Responsibilities

FMPA Member Services Advisory Committee Meeting



# 4b – Approval Process for Duties and Responsibilities in MSAC Charter

Member Services Advisory Committee October 25, 2022

## **Duties And Responsibilities**

#### **MSAC** Charter



**Reporting** – To receive reports from FMPA staff on member services matters, including measures of effectiveness of existing member services and staff efforts on the development of new member services offerings.



Advice – To advise the Board of Directors and propose changes to FMPA's member services.



**Member Needs** – To Provide feedback to the committee staff representative, the General Manager and CEO, and other staff of FMPA on member needs and how existing or new member services may meet those member needs.



**Budget Review** – To review, as a part of the annual FMPA budget process, the budgetary considerations for member services provided by FMPA.



**Scope of Committee** – The committee shall embrace topics related to members achieving the common vision of providing low cost, clean and reliable power plus value-added services to our customers. Topics may be raised for consideration from within the committee, or as otherwise directed by the Board of Directors to address member services matters for FMPA.



## Reporting

## Fulfilling the Duties And Responsibilities

#### **MSAC Charter**

To receive reports from FMPA staff on member services matters, including measures of effectiveness of existing member services and staff efforts on the development of new member services offerings.

#### **Action**

Member Services team provides reports and updates at the MSAC meeting related to specific items that are major projects or require significant efforts.



#### **Advice**

## Fulfilling Duties and Responsibilities

#### **MSAC Charter**

To advise the Board of Directors and propose changes to FMPA's member services.

#### Action

MSAC will direct the Chief People and Member Services Officer to present to the Board Of Directors any proposed changes or to advise them on special topics.



#### **Member Needs**

## Fulfilling Duties and Responsibilities

#### **MSAC Charter**

To provide feedback to the committee staff representative, the General Manager and CEO, and other staff of FMPA on member needs and how existing or new member services may meet those member needs.

#### Action

At the MSAC meetings, members should add items to the agenda to provide feedback on member needs and how existing or new member services may meet those member needs.



## **Budget Review**

## Fulfilling Duties and Responsibilities

#### **MSAC Charter**

To review, as a part of the annual FMPA budget process, the budgetary considerations for member services provided by FMPA.

#### **Action**

The Agency general budget, as it relates to services provided to the members, will be reviewed and commented on by the MSAC before it is finally voted on by the EC in June.



### **Recommended Motion**

Approve actions to fulfill duties and responsibilities of the MSAC committee



## AGENDA ITEM 5- INFORMATION ITEMS

a. MinMax Asset Management for Substations

FMPA Member Services Advisory Committee Meeting



## 5a – MinMax Asset Management for Substations

Member Services Advisory Committee October 25, 2022



## **Substation Asset Management**

Why is Asset Management Important?

## Reliability

## Substation Asset Management

Records & Data

Inspection & Testing

Maintenance

Notifications & WO

Replacement Strategy





## **Substation Asset Management**

Why is Asset Management Important?

Notifications Replacement Records & Inspection & Maintenance & WO Strategy Testing Data Schedule Schedule **Drawings**  Records End of life Manual Alerts Forms Forms ROI Specs. Reports Reports Reports History History Warranty History History Work Year tracking Pictures



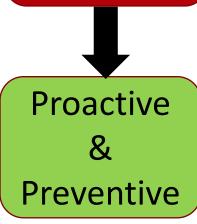


## **MinMax Substation Asset Management Platform**

What is MinMax and What Are the Benefits?



Reactive & Corrective



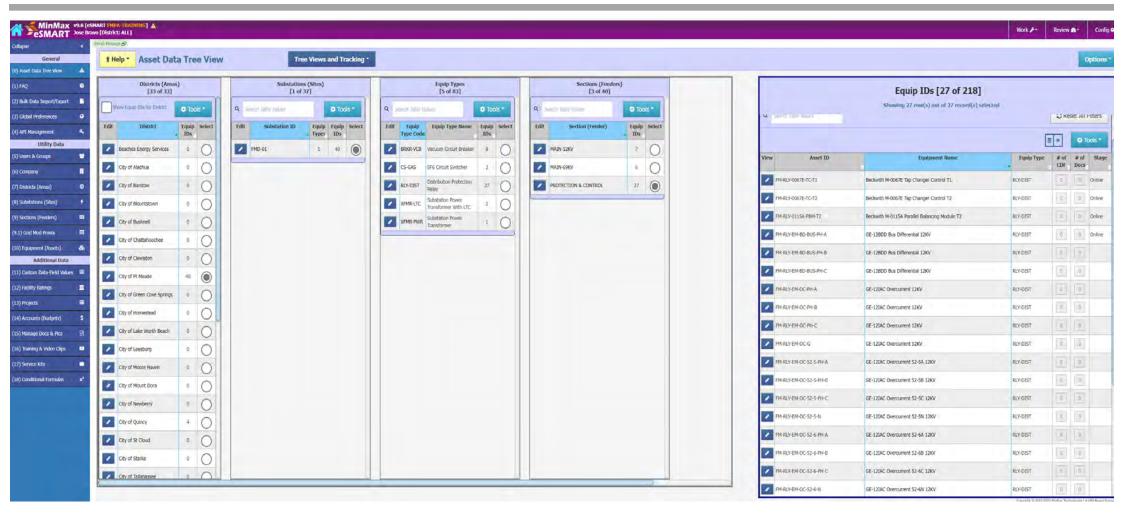
#### **Key Highlights**

- Cost effective
- User friendly interface
- Cloud based platform
- Mobile
- Offline capable
- Automated
- Dashboard Analytics



### MinMax User Interface

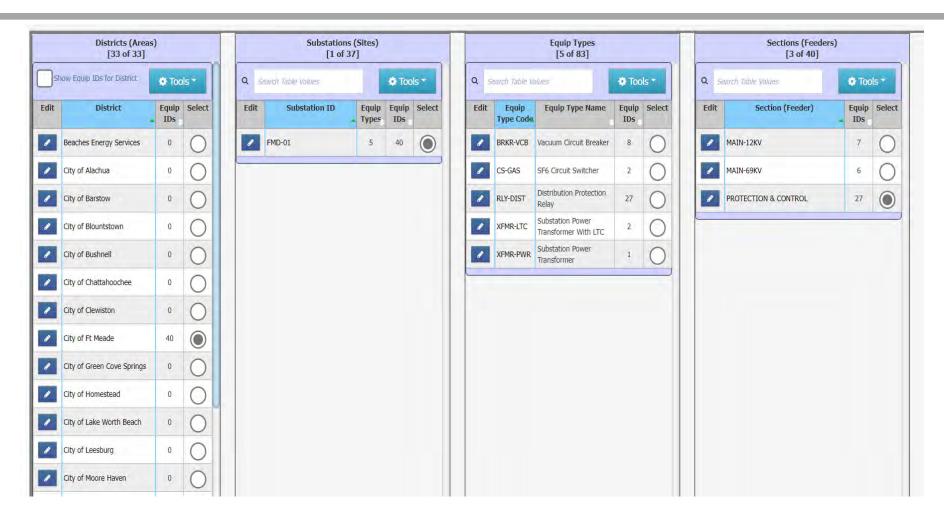
#### Asset Data Tree





## MinMax User Interface

#### Asset Data Tree





#### MinMax Dashboard

## **Analytics**





#### MinMax Dashboard

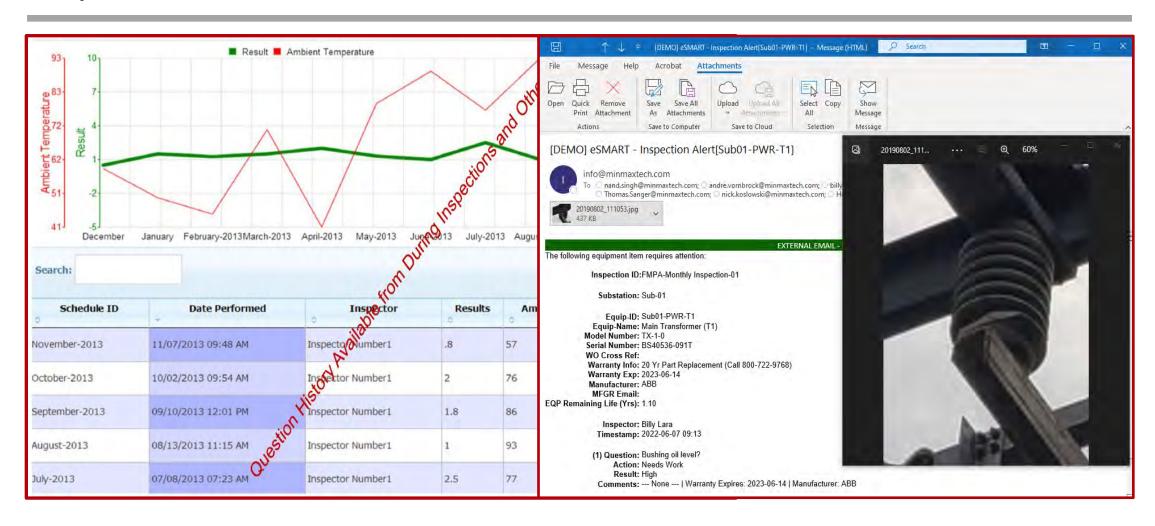
## **Analytics**





#### MinMax Trends and Notifications

## Reports and Email Alerts





## **Program Cost and Implementation**

## Annual Subscription of \$600 Per Substation

MinMax pricing structure \$3,600 per year for database

- Database is divided into districts
- Districts are divided into substations
   \$600 per year per substation

FMPA is the primary database

Each participating member is a district

- FMPA is currently inputting first member/substation into the system
  - With this experience, we will be prepared to aid interested members to get their systems implemented



#### MinMax Additional Uses

## Additional Features and Expanded Use Cases

MinMax Asset Management

- PRC-005 and FAC-008
- Distribution assets "outside the fence"
- Meter and CT rated sites
- Simple GIS records
- Integration with third party software (TOA-4, FLIR)
- Safety Job Briefings



## AGENDA ITEM 5 – INFORMATION ITEMS

b. Mobile Substation Project Update

FMPA Member Services Advisory Committee Meeting





Member Services Advisory Committee Oct. 25, 2022



## **Bid Issued September 6**

## Strong Vendor Response

- Six firms submitted Intent to Bid
  - Delta Star/Gresco
  - Powerserve Technologies
  - Duke Energy One
  - NexGen
  - Mobile Energy
  - Aggreko



# **Responses Due October 20**

# Evaluation Team - FMPA Staff and Members

Week of Nov 7	Short list vendor presentations
	All participating members will be invited
Week of Dec 5	Evaluation team submit recommendations to participants
	Responses due back before the holidays
January BOD	Present recommendation to Board of Directors
Week of Feb 20	Award bid (assuming Board approval)



#### AGENDA ITEM 5 – INFORMATION ITEMS

c. Reliability Projects

FMPA Member Services Advisory Committee Meeting



# 5c - Fiscal 2022 Reliability Projects

Member Services Advisory Committee Oct. 25, 2022



# **Growing Interest in Reliability Improvement Projects**

#### Number Has Grown From Six in Fiscal 2021 to 16 in 2022

- Bartow Phase 3 TripSavers
- Mount Dora protection coordination on two feeders
- Clewiston reduction of lateral customer count
- Keys recloser triple/single operation
- Fort Meade ENCO call center service
- Williston TripSavers
- Bartow system planning
- Blountstown SCADA and grid sensors

- Bushnell SCADA and grid sensors
- FPUA TripSaver settings changes
- NSB T&D maintenance plan
- NSB Smyrna sub transformer/feeder coordination
- Blountstown substation hotspot
- Alachua TripSavers
- Bushnell recloser training
- Bartow/Williston recloser upgrades



# **Proposed Goals for Fiscal 2023**

#### Split Goals to Reflect Level of Effort

- Member reliability recommendations/projects
  - Major projects: efforts >8hrs Goal is 12
  - Impactful projects: efforts <8hrs Goal is 18



AGENDA ITEM 5 – INFORMATION ITEMS

d. Update on Lineworker Safety

FMPA Member Services Advisory Committee Meeting



# 5d – Lineworker Safety Program Update

Member Services Advisory Committee Oct. 25, 2022

# No Changes in Number of Members or TVPPA Cost

Some Members Adjusted Participant Count

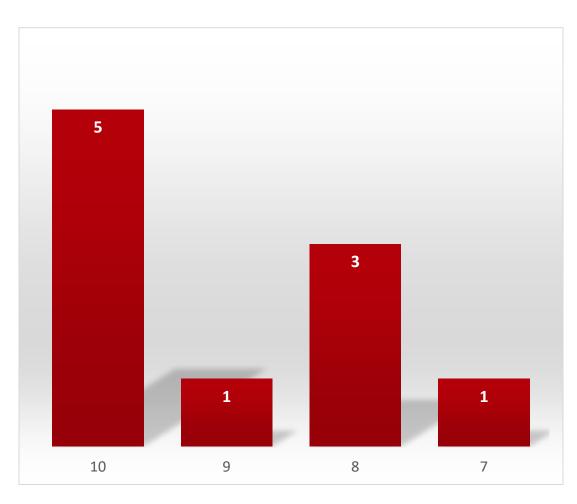
# Reminder from April 2022 MSAC meeting

- TVPPA has not changed pricing for fiscal 2023
- No new members joined program
- All current members remained in program
- Two utilities adjusted participant count
  - Resulted in zero net change for other participants



# **Managers' Opinion of Topics**

How Satisfied are You with the Topics? (1-10) (10 respondents)



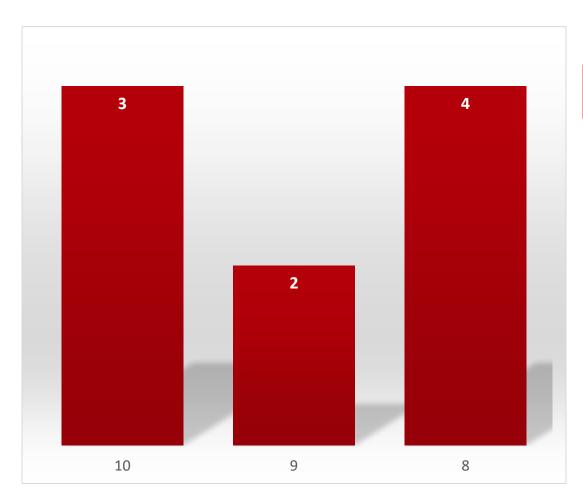
#### Why did you give that answer?

- Safety is priority, and the instructors have been very helpful and courteous. Really good program thanks.
- Topics are good. Don't feel like the same old topics with the rotation of trainers
- Topics are relative to both the linemen and substation employees
- Some of the instructors come in and just talk they have no PowerPoint or videos.
- \* We would like to see more hands-on training by a single trainer vs PowerPoints by multiple trainers.



### **Managers' View of Trainers**

How Satisfied are You with the Trainers? (1-10) (10 respondents)



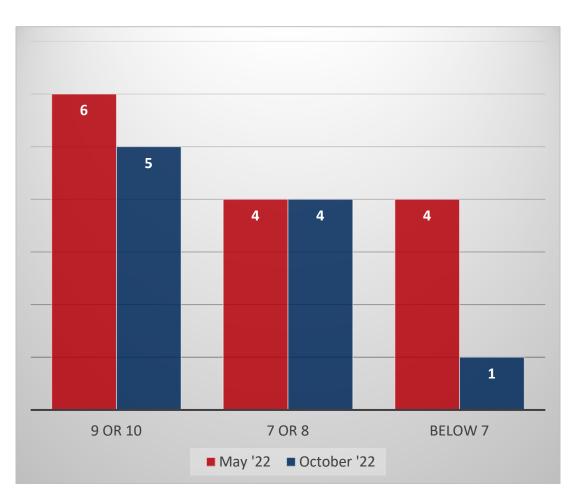
#### Why did you give that answer?

- All trainers bring a fresh point of view.
- Most have given an informative and relatable meeting.
- The trainers are experienced and knowledgeable. They give good examples from their past to go along with the training material.
- The trainers are experienced with knowledge in the field.



# Scheduling Improved – Still Greatest Challenge

How Satisfied are You with the Scheduling? (1-10) (10 respondents)



#### Why did you give that answer?

- It is hard for us to get everyone in the same room together at the same time. It would help if the training were broken up into two sessions.
- Most presenters have called to confirm the schedule in advance with a follow up call the day before the meeting
- We have planned the meetings to fall on a certain day. Are schedules are tight some, instructors have come in and tried to change the schedule to make it convenient for them and not for the students.



# **Robert Padgett Recently Joined TVPPA Team**

Retired Lineman and Trainer from Lakeland Electric

30 + years of experience

Will provide local trainer for those wanting consistency

Strong desire to preserve traditional methods

Willing to perform hands-on work with class



#### **VERBAL REPORT**

#### AGENDA ITEM 5 – INFORMATION ITEMS

e. Lineworker Safety Program Steering Committee

FMPA Member Services Advisory Committee Meeting

#### **VERBAL REPORT**

#### AGENDA ITEM 6 – MEMBER COMMENTS

a. FMPA Joint Action Purchasing

**FMPA Member Services Advisory Committee Meeting** 

#### **VERBAL REPORT**

#### AGENDA ITEM 6 – MEMBER COMMENTS

b. Utility to Utility Assistance Process

FMPA Member Services Advisory Committee Meeting

AGENDA ITEM 7 – ADJOURNMENT

FMPA Member Services Advisory Committee Meeting