



MEMBER SERVICES ADVISORY COMMITTEE

AGENDA PACKAGE

April 10, 2023

11:00 a.m.

Committee Members

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

In-Person/Teams Meeting

Monday, April 10, 2023

11:00 a.m.

Teams Meeting 321-299-0575

Meeting No. 226 916 839 588#

Florida Municipal Power Agency

8553 Commodity Circle

Orlando, FL 32819



MEMORANDUM

TO: FMPA Member Services Advisory Committee (MSAC)
FROM: Sharon Adams, Chief People and Member Services Officer
DATE: April 4, 2023
RE: Member Services Advisory Committee (MSAC) In-Person/Teams Meeting
Monday, April 10, 2023, 11:00 a.m. [NOTE TIME]
PLACE: Florida Municipal Power Agency
8553 Commodity Circle, Orlando, FL 32819
Frederick M. Bryant Board Room

DIAL-IN INFORMATION: 321-299-0575
Meeting Number 226 916 839 588#

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

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- 2. **Set Agenda (by vote)**5
- 3. **Consent Agenda**
 - a. **Approval of Minutes – Meeting Held October 25, 2022**7
- 4. **Action Item**
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- 5. **Information Items:**
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NOTE: 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**

April, 10, 2023

AGENDA ITEM 2 – SET AGENDA

**FMPA Member Services Advisory
Committee Meeting**

April 10, 2023

**AGENDA ITEM 3 – CONSENT
AGENDA**

- a. Approval of Minutes – Meeting
Held October 25, 2022**

**FMPA Member Services Advisory
Committee Meeting**

April 10, 2023

MINUTES
TELEPHONIC MEMBER SERVICES ADVISORY COMMITTEE MEETING
TUESDAY, OCTOBER 25, 2022
FLORIDA MUNICIPAL POWER AGENCY
8553 COMMODITY CIRCLE
ORLANDO, FL 32819
At 9:30 AM

PARTICIPANTS PRESENT	Homestead Key West Kissimmee Mount Dora New Smyrna Beach Ocala Wauchula Winter Park	Billy Branch Julio Torrado Jason Terry Steve Langley Joe Bunch Doug Peebles James Braddock Dan D'Alessandro
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PARTICIPANTS ABSENT	Jacksonville Beach Newberry	Allen Putnam Dallas Lee
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OTHERS PRESENT

STAFF PRESENT

Jacob Williams, General Manager & CEO (via telephone)
Linda S. Howard, Chief Financial 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
Sharon Samuels, Member Services Programs and Procurement
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 9:30a.m. on Tuesday, October 25, 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. Steve Langley, Mount Dora, seconded the motion. Motion carried 7-0.

ITEM 3 – CONSENT AGENDA

Item 3a – Approval of Minutes – Meeting Held May 11, 2022

MOTION: Steve Langley, Mount Dora, moved approval of the Minutes of May 11, 2022. Billy Branch, Homestead, seconded the motion. Motion carried 8-0.

ITEM 4 – ACTION ITEM

Item 4a - Vote on Vice Chair

Billy Branch, Homestead, discussed Chad Lynch, Ocala, for Vice Chair.

MOTION: Billy Branch, Homestead, moved approval of the Member Services Advisory Committee Vice Chair and recommends Chad Lynch, Ocala to FMPA's Board of Directors for consideration. Jason Terry, Kissimmee, seconded the motion. Motion carried 8-0.

Item 4b - Determine how the MSAC will fulfill the Duties and Responsibilities

MOTION: Julio Torrado, Key West, moved approval of the recommended actions to fulfill duties and responsibilities of the MSAC Committee. Billy Branch, Homestead, seconded the motion. Motion carried 8-0.

ITEM 5 – INFORMATION ITEMS

Item 5a – MinMax Asset Management for substations.

Jose Molina-Bravo presented the MinMax Asset Management for substations. Members advised to contact Jose by January if you are interested in participating.

Item 5b – Mobile Substation Project Update

Cairo Vanegas gave an update on the Mobile Substation Project. This item has been extended to November 3, 2022 for bid due date.

Item 5c – Reliability Projects

Cairo Vanegas gave an update on Reliability Projects.

This item was proposed at the Board of Directors meeting to be added as part of the goals to reflect the level of effort on major and impactful projects.

Item 5d – Update on Lineworker Safety Program

Mike McCleary gave an update on the Lineworker Safety Program.

Linda Howard reminded members to please pay safety invoices.

Item 5e – Lineworker Safety Program Steering Committee

Mike McCleary gave an update on the Lineworker Safety Program Steering Committee.

Billy Branch, Homestead, proposed 2 Lineworker Safety Program Steering Committee meetings a year to be held in summer and winter as well as 4 Member Services Advisory Committee meetings per year.

ITEM 6 – MEMBER COMMENTS

Item 6a – FMPA Joint Action Purchasing

Jason Terry, Kissimmee, proposed setting up a sub-committee. Decisions to be made are efforts on coordination and communication of utility to utility needs.

Jody Finklea stated that an “agreement” will need to be created and FMPA can do that.

Item 6b – Utility to Utility Assistance Process

Jason Terry, Kissimmee, proposed the agreement would be quarterly with subject matter experts.

Jason Terry, Kissimmee, thanked Cairo Vanegas for his service and said he will be missed and wished him well in his new endeavors.

ITEM 7 – ADJOURNMENT

There being no further business, the meeting was adjourned at 10:58a.m.

Approved: _____

JB/su

AGENDA ITEM 4 – ACTION ITEMS

- a. **Approval and
Recommendation to the
Finance Committee for Budget
Items**

**FMPA Member Services Advisory
Committee Meeting**

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4a Budget Items

Member Service Advisory Committee

April 10, 2023

Four Major Budget Items

MSAC makes recommendations to the Finance Committee

FMEA Line
Worker Competition

MinMax Substation
Asset Management

TVPPA Line Worker
Safety Program

APPA Demonstration
of Energy &
Efficiency
Developments

FMEA Lineman Competition

Budget Recommendation

FMPA supports the FMEA event through a "sponsorship"

Sponsorship goes to the winners of the Journeyman team and the Apprentice

Payment is a reimbursement if participants compete at APPA National Lineman Competition

The budget for 2023 was \$6,000

Increase to \$7,000 be comparable with FMEA sponsorship and increased travel expenses

MinMax Substation Asset Management

Budget Recommendation

MinMax structure provides for FMPA to be the host and members have individual accounts

All participating members will pay \$600/Substation/Year

First utility signed on and several others are in the process

Training held for members to use for PRC-005-6

Continue to pay the yearly subscription of \$3,600

TVPPA Line Worker Safety Program

Current price increase impacts smaller participating members

Grown from 11 participating member to 23 participating members

\$125,000 budgeted amount has been not increased since 2010

Larger members costs are capped at \$15,000 so no impact for increase

Smaller participants see slight savings with \$25,000 budget increase

Increase budget amount to \$150,000

Demonstration of Energy-Efficient Developments Grants

APPA DEED Program for FMPA Members

- APPA invoices FMPA for all member dues at discounted rate
- Approximately \$655,000 in grants awarded to the 12 participating members
- Member services to assist all 25 eligible members with potential opportunities for DEED grants
- Individual member cost total if not under JAA structure \$115,000
- FMPA budget amount to pay for member dues increase \$5,000 to add JEA and Tallahassee
- Budget amount \$35,000

DEED Grants Awarded

Only 12 out of 23 member participated in grant opportunities

Member	Grants
Kissimmee Utility Authority	\$267,000.00
Gainesville Regional Utilities	\$181,193.00
FMPA*	\$ 64,000.00
Beaches Energy Services	\$ 45,000.00
Lakeland Electric	\$ 42,000.00
Keys Energy Services	\$ 25,000.00
Orlando Utilities Commission	\$ 10,000.00
Fort Pierce Utilities Authority	\$ 10,000.00
Ocala Electric Utility	\$ 5,000.00
City of Newberry, FL	\$ 5,000.00
Totals	\$654,193.00

*FMPA TripSaver grant installed reclosers at Keys, Havana, and Tallahassee

Other Members Eligible for DEED Grants

Homestead Energy Services	City of Clewiston
Leesburg Electric Department	City of Starke Utility Department
New Smyrna Beach Utilities Commission	City of Mount Dora
City of Lake Worth Beaches	City of Fort Meade
City of Winter Park	City of Wauchula
City of Bartow	City of Bushnell
City of Alachua	Town of Havana
City of Green Cove Springs	Jacksonville Electric Association*
City of Chattahoochee	City of Tallahassee*

*Add to budget this year

Motion

Member Services Advisory Committee recommends to the Finance committee to approve budgets for

- Lineman Competition Sponsorship
- MinMax Annual Fee
- Lineworker Safety Program
- Deed Membership Continuation

VERBAL REPORT

AGENDA ITEM 5– INFORMATION ITEMS

- a. Mobile Substation Project
Update**

**FMPA Member Services Advisory
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**AGENDA ITEM 5 – INFORMATION
ITEMS**

- b. Lineworker Safety Program
Update**

**FMPA Member Services Advisory
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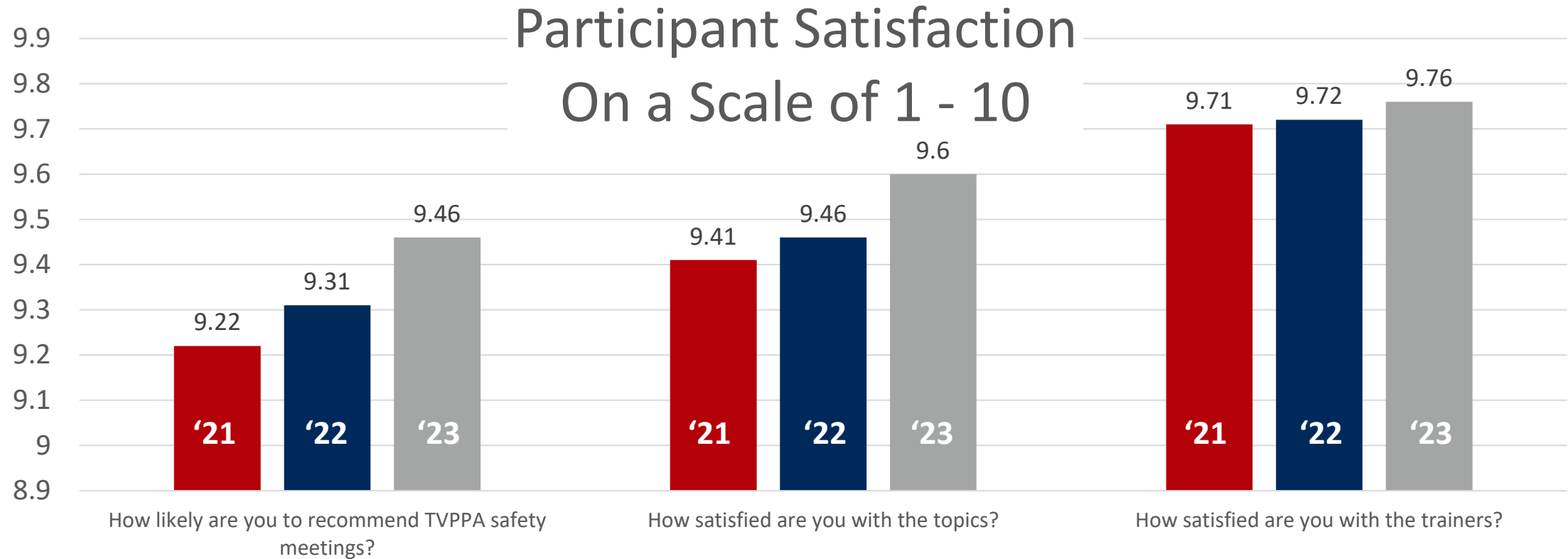
5b Lineworker Safety Program Update

Member Services Advisory Committee

April 10, 2023

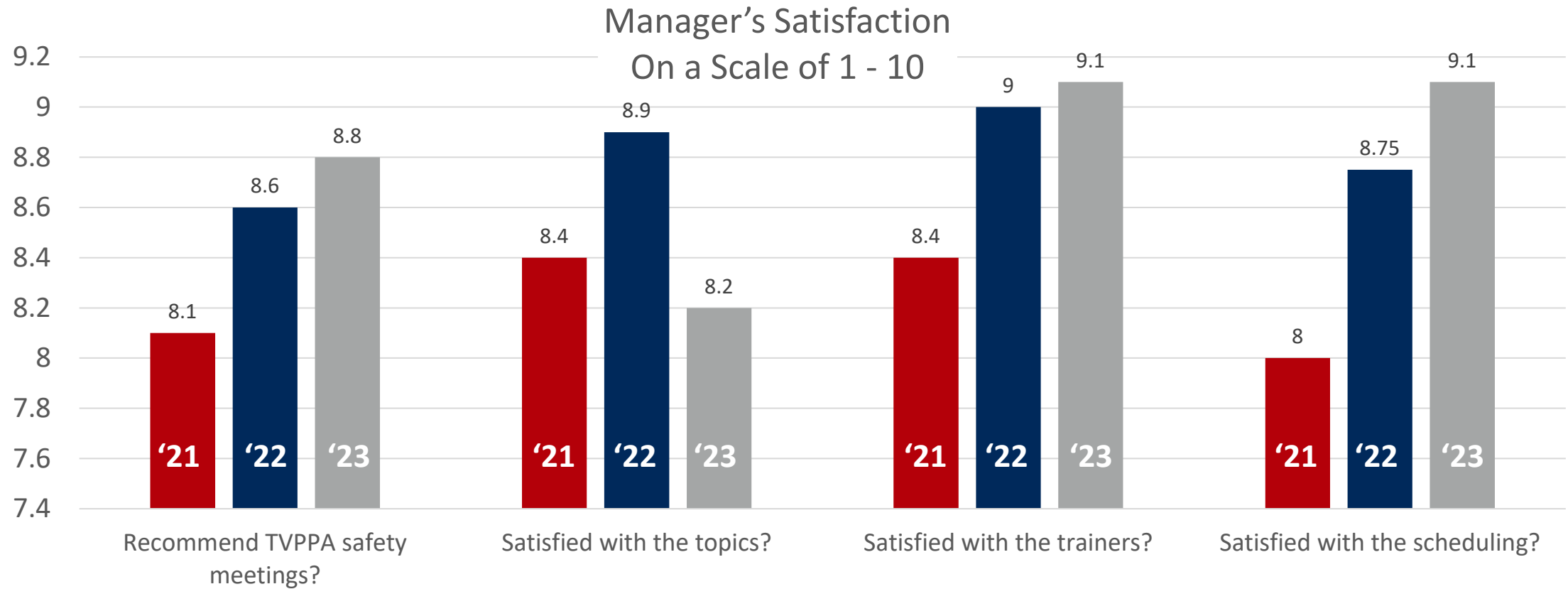
Participants – Program Satisfaction Near Unanimous

Small Upward Trend Since 2021



Managers – Program Improves In Most Areas

TVPPA Continues To Fine Tune



Steering Committee – Positive Feedback From All

Provided Valuable Feedback For Continued Improvement



Lengthy discussion on expanding training to include field type classes

Transformer banking and metering specifically mentioned



Scheduling – While most are happy, there are still one or two members not completely satisfied

TVPPA will be working directly with those members



Settling into having a few trainers who do rotations throughout the area

This provides some level of familiarity while allowing for fresh perspectives

Many Members Utilizing Services

23 Members In Safety Program – 4 More Using Ad Hoc Services

Leesburg – Occasional Safety Meetings

Wauchula – Apprenticeship

Tallahassee – Advanced Lineman Class

OUC - Substation Operation and Maintenance Tech

**AGENDA ITEM 5 – INFORMATION
ITEMS**

- c. 2023 Training & Events
Overview**

**FMPA Member Services Advisory
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5c – 2023 Training & Events Overview

Member Services Advisory Committee

April 10, 2023

Events and Training Services

Established and Recent Additions

Reoccurring Training Programs

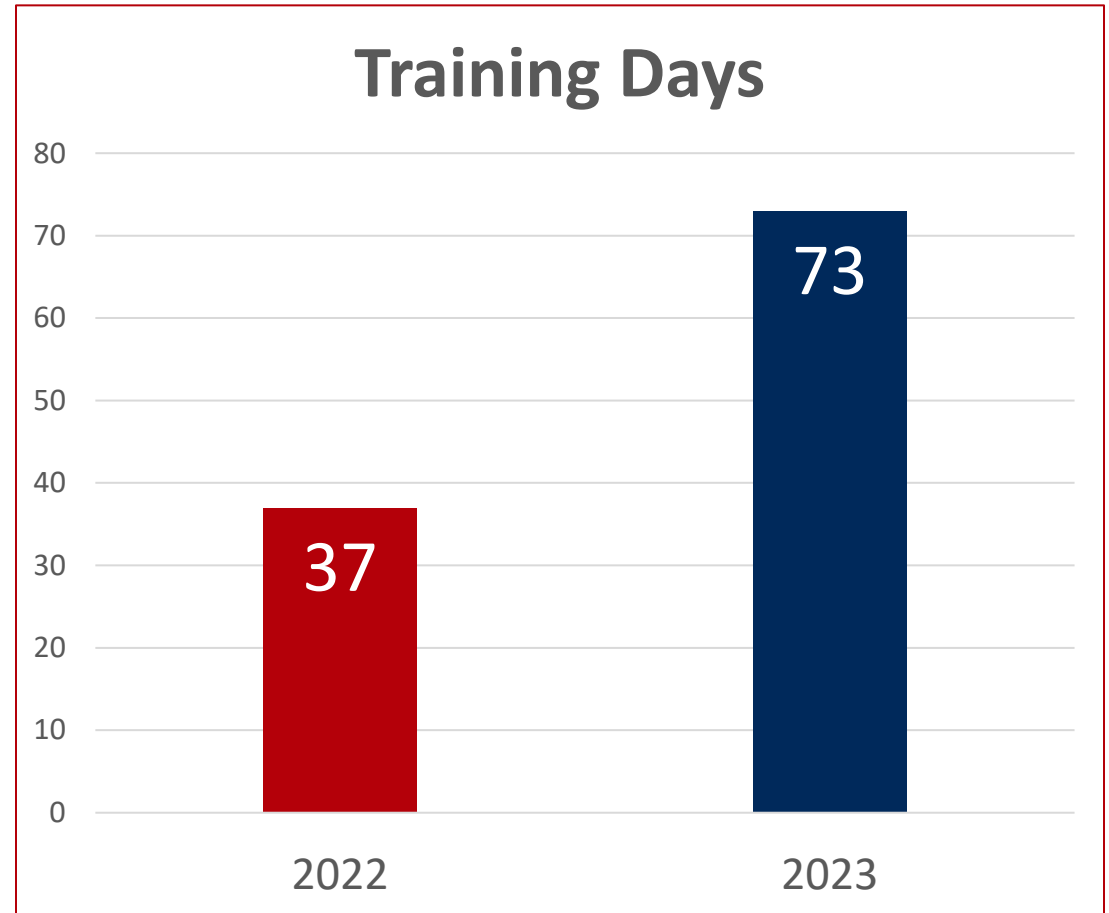
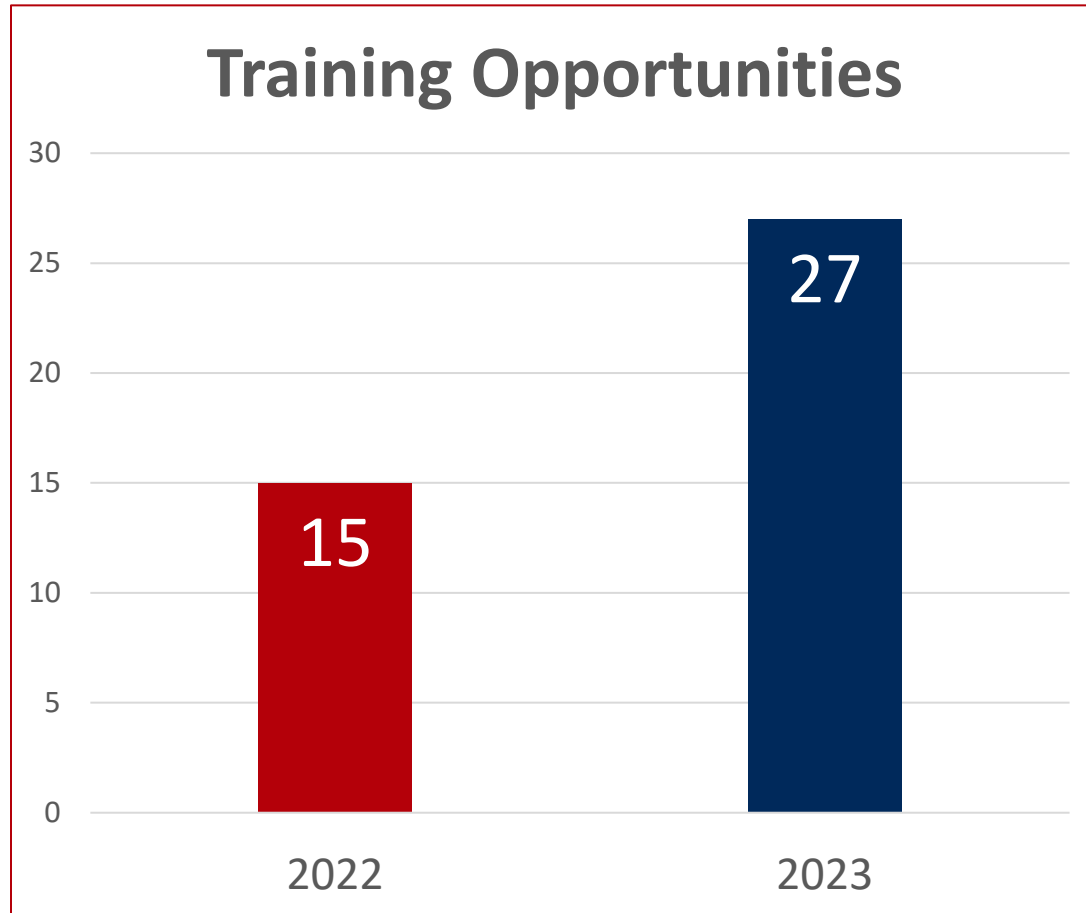
- Roundtables & Workshops
 - Meter Tech
 - Purchasing
 - Lineman's Roundtable
 - Distribution Reliability Roundtable
 - Substation Roundtable
 - AMI Roundtable
- Substation Training Series
- Foreman Academy Certification
- TVPPA Lineworker Safety Program

New/Expanded Training Offering

- Electric Metering Lab A (5 days)
- Electric Metering Lab B (5 days)
- Certified Power Executive (8 sessions)
- Certified Power Supervisor (9 sessions)
- Utility Purchasing & Materials Cert. (4 sessions)

Number Of Programs Sees Significant Growth

Many Programs Multi Day, Multi Session Certifications



Training Selection Has Many Factors

What drove us?

Trainings are selected based on:

Success of past
topics/areas

Member
feedback

Member
requests

Areas not yet
provided

Pricing Is Based On Multiple Factors

Our Goal Is To Recover Costs

Costs are formulated based on minimum of 10 individuals

Overages are placed in a Holding Account used to cover low registration classes

Typically, will not cancel a class with 7 or more participants

Cost are applied to trainings hosted by FMPA

No Profits are received – All funds remain in holding account

$(\text{Training Cost} + \text{Food}) \div 10 \text{ Students} = \text{Advertised Price}$

Ex. $(\$40,000 + \$1000) \div 10 = \$4,100 \text{ Student Cost}$

TVPPA Also Offers Craft and Management Training

All Programs Available at TVPPA-Member Discounted Price

- Lineman Apprenticeship Program
- Advanced Lineworker Certificate Training
- Power Line Design and Staking
- Substation Maintenance Program
- Electrical Metering Program
- Protective Relaying Program
- Certified Power Executive
- Advanced Certified Power Executive
- Certified Power Supervisor
- Certified Power Technology
- Certified Safety Coordinator
- Certificate of Customer Service
- Certified Utility Accountant
- Utility Human Resources Certification
- Power Distribution Engineer
- Utility Security Professional
- Utility Purchasing & Materials Management

SET Solutions Provides Trainings

They Will Also Provide Utility Specific Programs

Safety Compliance for Electric Utilities

- Series is comprised of 7 one-hour interactive webinars.

Substation Maintenance Series

- Offered twice each year through FMMPA

Reach out to SET Solutions for custom programs

All other trainings will be available via www.FMMPA.com

**AGENDA ITEM 5 – INFORMATION
ITEMS**

- d. Substation Asset Management
Update**

**FMPA Member Services Advisory
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5d Substation Asset Management Update

Member Services Advisory Committee

April 10, 2023

Substation Asset Management

First Min/Max Utility Deployment

Fort Meade



- Fort Meade is the first utility to implement the Min/Max Substation Asset Management.
- Project started late 4Q of 2022.
- Min/Max provided on site training and support.
- System has been deployed and functional.
- First Substation Inspection will start in April using new iPads they acquired.



MinMax User Interface

Inspection Report

The screenshot displays the MinMax eSMART user interface for an inspection report. The top navigation bar shows the user is Jose Bravo in District ALL. The main interface is divided into three steps: Inspections (Step 1), Equipment (Step 2), and Form (Step 3). A red arrow points from the 'Equipment (Step 2)' button in the top navigation to the 'Equipment (Step 2)' button in the sidebar, indicating the current view.

The sidebar on the left shows a list of inspection items with columns for Step, Questions Remaining, Tests Remaining, Equip ID, and Equip Name. The item 'FM-T2-LTC' is highlighted, corresponding to the main report view.

The main report view for 'ID: FM-T2-LTC' includes a 'Routing #1' section and a table of inspection questions. The table has columns for 'No.', 'Pictures', 'Status', 'Question', 'Action', 'Results', and 'Comments'. The 'Numeric Results Only' checkbox is checked, and the 'Check All Questions' button is visible.

No.	Pictures	Status	Question	Action	Results	Comments
1			Any signs of pests, wildlife or vegetation?	Inspected	None	<input type="checkbox"/> See Comment(s)
2			Condition of flexible bushing jumpers?	Inspected	Good	<input type="checkbox"/> See Comment(s)
3			Condition of bushing terminals?	Inspected	Good	<input type="checkbox"/> See Comment(s)
4			Condition of bushings?	Inspected	Good	<input type="checkbox"/> See Comment(s)
5			Condition of panels?	Inspected	Good	<input type="checkbox"/> See Comment(s)
6			Condition of lighting assemblies?	Inspected	Good	<input type="checkbox"/> See Comment(s)
7			Condition of paint or galvanizing?	Inspected	Good	<input type="checkbox"/> See Comment(s)
8			Condition of cooling Fans, Wiring, Attachment Hardware, Blades, and Guard?	Inspected	Good	<input type="checkbox"/> See Comment(s)
9			Are PCB/Westinghouse labels installed?	Inspected	Yes	<input type="checkbox"/> See Comment(s)
10			Condition of above-grade ground connections?	Inspected	Good	<input type="checkbox"/> See Comment(s)
11			Bushing Oil Level:	Inspected	Good	<input type="checkbox"/> See Comment(s)
12			Wax Tank Oil Level:	Inspected	Good	<input type="checkbox"/> See Comment(s)
13			Are there any oil leaks?	Inspected	No	<input type="checkbox"/> See Comment(s)
14			Condition of pressure relief tag?	Inspected	Good	<input type="checkbox"/> See Comment(s)
15			Transformer Tank pressure (When applicable)? [psi]	Inspected	211.0	<input type="checkbox"/> See Comment(s)
16			Wetspan Gas Bottle Pressure: [psi]	Inspected	230.0	<input type="checkbox"/> See Comment(s)

Substation Asset Management

Next Min/Max Utility Deployment

Mount Dora

Started data migration to MinMax database

Tentative deployment completion
June 2023

PRC-005 Compliance

MinMax has PRC - 5 compliance feature for no additional cost

Other Munis have expressed interest in participating in Min/Max with and without the PRC-5 feature.

VERBAL REPORT

AGENDA ITEM 5 – INFORMATION ITEMS

- e. Organizational Changes and
Sharing Resources Update**

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VERBAL REPORT

AGENDA ITEM 6 – MEMBER COMMENTS

a. T&D RFP

**FMPA Member Services Advisory
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AGENDA ITEM 7 – ADJOURNMENT

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