

**MINUTES FROM THE ELECTRIC VEHICLE PROGRAM WORKSHOP  
THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA,  
HELD AT 10:00 A.M. ON TUESDAY, MAY 18, 2021 AT  
THE KEYS ENERGY SERVICES BOARD ROOM**

The above referenced workshop of the Utility Board of the City of Key West, Florida, convened at 10:00 A.M., on the above date and location and was called to order by Utility Board Chair Mona Clark. This meeting is 1 of 3 Electric Vehicle Program Workshops.

**Utility Board Members Present**

Mona Clark, Utility Board Chair (in-person)  
Timothy Root, Utility Board Vice Chair (in-person)  
Robert Barrios, Member (in-person)  
Pat Labrada, Member (in-person)  
Steve Wells, Member (in-person)

**Staff Present**

Lynne Tejada, General Manager & CEO (in-person)  
Nathan Eden, Utility Board Attorney (in-person)  
Dan Sabino, Engineering & Control Center Director (in-person)  
Erica Zarate, Customer Services Director (in-person)  
Edee Delph, Executive Assistant to GM/CEO & UB (in-person)  
Nick Batty, Director of Legal & Regulatory Services (virtual)  
Fred Culpepper, Transmission & Distribution Director (virtual)  
Amy Haas, Accounting & Financial Analyst (virtual)  
Brittani Harden, Purchasing Supervisor (virtual)  
Jesse Perloff, Accounting & Financial Analyst Supervisor (virtual)  
Julio Torrado, HR & Communications Director (virtual)  
Hugo Valdez, Meter Services Supervisor (virtual)  
Jeanette Williams, Accounting & Financial Analyst (virtual)

**Others Present**

Karen Massey, AECOM Project Manager (in-person)  
Dana Al-Qadi, AECOM Task Lead (in-person)  
Max Bernt, New Gen Strategies Task Lead (virtual)  
Paige Humecki, AECOM Task Lead (virtual)  
Rachel Galowich, AECOM Task Support (virtual)  
Alison Higgins, City of Key West Sustainability Coordinator (virtual)  
Steve McAlearney, City of Key West Director of Engineering (virtual)  
Timothy Staub, City of Key West Multimodal Transportation Coordinator, (virtual)

Mrs. Tejada stated that today's workshop is to discuss one of the Utility Board Strategic Plan Initiatives to determine the Utility Boards role in bringing Electric Vehicles (EV) into the community.

Mrs. Tejada said the Utility Board went out on competitive bid and hired AECOM to help KEYS Board members and staff learn more about electric vehicles, help set a strategy, anticipate rates and develop a program.

Mrs. Tejada stated that AECOM will provide information and start discussion on how the Board wants to move forward with EV in the community.

### Agenda Item #2 – Presentation: Electric Vehicle Program Background and Best Practices

Ms. Massey stated that AECOM will, Facilitate the Utility Boards Determination of EV Program Goals, Create Charging Station Program, Establish EV Rates, Identify Financial Opportunities, Facilitate a Final Program and Implement a Program.

Ms. Al-Qadi provided an overview of Transportation Electrification and provided information on the following:

- Increasing need to reduce emissions
- Transportation electrification is key to decarbonization and infrastructure modernization
- Successful programs must account for:
  - EV adoption
    - Charging demand
    - Grid impacts
  - Strategic infrastructure siting
  - Program design

Ms. Al-Qadi stated that Vehicle electrification is rapidly growing and expected to exponentially increase. She said that Florida is fourth largest EV State in the Country and ownership has increased more than 300% since 2013.

State of Florida Priorities are to:

- Support both short-range and long-range EV travel
- Encourage expansion of EV use in the state
- Provide adequate evacuation routes in the state
- Ensure equitable investment and infrastructure

Ms. Al-Qadi discussed relevant Florida EV Legislation and Planning Legislation such as:

- Existing Auto Sales Laws
  - Created successful sales market for Tesla
- Condominium Policies
  - Condominium associations may not prohibit or restrict EVSE installation in a homeowner's designated space or significantly increase EVSE installation cost
- Vehicle Acquisition
  - All Florida state agency, university, and local government fleets must select vehicles with greatest fuel efficiency available for a given class

- EVSE Parking Rules
  - Non-EV and hybrid vehicles may not use parking spaces designated for plug-in EVs
- Renewable Fuels Investment
  - To create jobs, the Florida State Board of Administration may invest up to 1.5% of the net assets of the system trust fund in technology and growth investments related to renewable energy
- SB7018: Essential State Infrastructure
  - Required development of a master plan for EV infrastructure implementation
    - <https://www.fdacs.gov/Energy/Florida-Electric-Vehicle-Roadmap>
- State Highway Transportation Plan
  - Requires DOT and Office of Energy to develop a plan to install EVSE along state highway system by July 1, 2021
    - <https://www.fdot.gov/planning/fto/ev/default>

Ms. Al-Qadi reviewed the EV Infrastructure Master Plan, Florida Electric Vehicle Board Roadmap, Incentives, Utility Incentives Programs and Benefits with the Board.

Ms. Galowich provided a case study overview based on Utilities in the United States. She provided information on the following:

- Florida Power Light (Utility-Funded Public Charging Network)
  - 5.6 million customer accounts
- Pacific Gas & Electric (Utility Subsidized Charging Network)
  - 5.1 Million customer accounts
- Austin Energy (Utility – Incentivized Public Charging Network)
  - 507,660 customer accounts
- Orlando Utilities Commission (Customer-Funded Public Charging Network)
  - 259,700 customer accounts

Mr. Bernt provided the Board with information on the Standard Electric Rate Components, Customer Charge, Energy Charge, Demand Charge and Startup Fees.

Mr. Bernt discussed the Model, Description, Benefits and challenges of the Electric Rate Component Variations.

Item #3 – Discuss KEYS’ Priorities in in Developing an Electric Vehicle Program

After the presentation, the Board asked several questions and discussed concerns regarding charging station ownership. Mrs. Tejeda stated that the next workshop is scheduled for Tuesday, June 8, 2021, at 10:00 a.m., and AECOM will come back to the Board to discuss, review and address all questions and concerns from today’s workshop. Other agenda items for the next workshop will be to discuss best practices, project design and provide goals and strategies in developing an EV Program.

(The power point presentation is available upon request)

**ADJOURNMENT**

The Utility Board Electric Vehicle Program Workshop (1 of 3) of Tuesday, May 18, 2021, was adjourned by Utility Board Chair Mona Clark at 12:05 p.m.

APPROVE:

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Mona C. Clark, Utility Board Chair

ATTEST:

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Lynne E. Tejada, General Manager/CEO & Secretary

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