

**MINUTES FROM THE ELECTRIC VEHICLE PROGRAM WORKSHOP  
THE UTILITY BOARD OF THE CITY OF KEY WEST, FLORIDA,  
HELD VIRTUALLY AT 10:00 A.M. ON TUESDAY, JUNE 8, 2021**

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 was called to order by Utility Board Chair Mona Clark. This is meeting 2 of 3 Electric Vehicle Program Workshops.

**Utility Board Members Present**

Mona Clark, Utility Board Chair  
Timothy Root, Utility Board Vice Chair  
Robert Barrios, Member  
Pat Labrada, Member  
Steve Wells, Member

**Staff Present**

Lynne Tejeda, General Manager & CEO  
Nathan Eden, Utility Board Attorney  
Dan Sabino, Engineering & Control Center Director  
Erica Zarate, Customer Services Director  
Edee Delph, Executive Assistant to GM/CEO & UB  
Nick Batty, Director of Legal & Regulatory Services

**Others Present**

Karen Massey, AECOM Project Manager  
Dana Al-Qadi, AECOM Task Lead  
Max Bernt, New Gen Strategies Task Lead  
Paige Humecki, AECOM Task Lead  
Rachel Galowich, AECOM Task Support  
Alison Higgins, City of Key West Sustainability Coordinator  
Christopher McDowell, City of Key West Assistant Engineer  
Timothy Staub, City of Key West Multimodal Transportation Coordinator  
Navid Nowakhtar, Florida Municipal Power Agency

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

Mrs. Tejeda welcomed Ms. Massey

**Agenda Item #2 – Review of Workshop 1 – Electrification Program  
Background and Best Practices**

Ms. Massey thanked the Board for their input during the first workshop introduced Ms. Al-Qadi to summarize Workshop 1.

Ms. Al-Qadi provided a review of the previous workshop:

- Growing Momentum for Transportation Electrification
- Utility Role in Supporting Transportation Electrification
- Utility EV Programs
  - Charging Infrastructure utility Business models
  - Make-Ready Model Infrastructure Investment
  - Owner-Operator Model Infrastructure Investment
  - Incentive Model Infrastructure Investment
  - Case Studies

Agenda Item #2 – Discuss KEYS’ Goals and Strategies in Developing an Electric Vehicle Program

Ms. Al-Qadi reviewed the definitions of goals and strategies and what makes for successful goals and strategies. She provided sample goals from utilities examples including FPL EVolution; PG&E EV Charge Network; Reading Municipal Light District, Burlington Electric Department and Elk River Municipal Utilities.

Ms. Massey then introduced Ms. Galowich who led the group through survey questions and a whiteboarding process designed to:

- Determine program audience;
- Rank ownership and program modes;
- Weigh potential program goals; and
- Brainstorm strategies for high-priority goals.

Item #3 – Discuss KEYS’ Goals and Strategies in Developing an Electric Vehicle Program

The Board members expressed their belief primary stakeholder groups are residential customers and commercial customers. Following some discussion, they added on government and business fleets as another primary stakeholder group.

During the discussion, Board members expressed their primary interest in make-ready or incentive infrastructure investment models while none supported an owner-operator infrastructure investment model.

In discussion potential program goals, Ms. Galowich suggested potential goals could be considered within areas such as:

- Customer Service;
- Reliability and Resilience; and
- Improved KEYS Offerings

Board members expressed a strong interest in reliability specifically ensuring reliable electric service and managing the additional loads. Board members expressed their interest in educating customer regarding EV charging but indicated that KEYS may not wish to be the “go-to” source of information for the actual vehicles.

Ms. Massey concluded the workshop thanking the Board members for their valuable insights and explained that AECOM would be crafting recommended Goals and Strategies related to KEYS EV Program and would then begin developing the program.

Mrs. Tejada stated that the final workshop is currently scheduled for Wednesday, August 25<sup>th</sup>, 2021, at 3:00 p.m., and AECOM will come back to the Board and discuss the development of an EV Charging Program.

(The power point presentation is available upon request)

**ADJOURNMENT**

The Utility Board Electric Vehicle Program Workshop (2 of 3) of Tuesday, June 8, 2021, was adjourned by Utility Board Chair Mona Clark at 12:03 p.m.

APPROVE:

\_\_\_\_\_  
Mona C. Clark, Utility Board Chair

ATTEST:

\_\_\_\_\_  
Lynne E. Tejada, General Manager/CEO & Secretary

/ed