*OFFICIAL*
Approved by
Board 11/21/13

# MINUTES OF THE EMERALD COAST UTILITIES AUTHORITY BOARD MEETING HELD THURSDAY, OCTOBER 24, 2013 AT 2:00 P.M. IN THE ECUA BOARD ROOM AT 9255 STURDEVANT STREET, ELLYSON INDUSTRIAL PARK, PENSACOLA, FL

Members present: Larry Walker, Chairman
Vicki Campbell, Vice Chairman
Lois Benson
Elvin McCorvey
Dale Perkins

Counsel present: Bradley S. Odom

Staff present: Stephen E. Sorrell, Executive Director
Nathalie Bowers, Public Information Officer
Debra Buckley, Director of Finance
Tim Haag, Director of Government Affairs
Linda Iversen, Executive Assistant to the Board
Bill Johnson, Director of Engineering
Jim Roberts, Public Information Officer
Randy Rudd, Deputy Executive Director-Shared Services
Patricia Sheldon, Director of Budgets and Cash Management

## ITEM 1 – CALL TO ORDER

Chairman Walker called the regular meeting of the Emerald Coast Utilities Authority Board to order at approximately 2:00 p.m.

## ITEM 2 – INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Perkins provided the invocation and led the Pledge of Allegiance.

## ITEM 3 – ADOPTION OF AGENDA

Mr. Perkins added the following topics to the agenda under Unfinished Business.

(1) Solid waste discussion
(2) Discussion of lift station specifications

Ms. Benson added "Management Audit" to the agenda under Unfinished Business.

A motion was made by Ms. Benson, seconded by Ms. Campbell, to adopt the agenda as presented and amended. Motion carried 5-0.

ITEM 4 - PUBLIC HEARINGS

None.

ITEM 5 - OPEN FORUM

There were no comments from the audience.

ITEM 6 - PRESENTATIONS

None.

ITEM 7 - APPROVAL OF MINUTES

A motion was made by Mr. McCorvey, seconded by Ms. Campbell to approve the regular Board meeting of September 26, 2013 as presented. Motion carried 5-0.

ITEM 8 - REPORT OF THE ECUA CITIZENS' ADVISORY COMMITTEE 10/16/13

A motion was made by Ms. Benson, seconded by Mr. McCorvey, to move approval of the report as follows. Motion carried 5-0.

F. Award of Bid: Generators

Award the bid for four permanent-mount diesel-powered generators and one Automatic Transfer Switch to Cummins Mid-South, LLC, Mobile, AL the lowest responsive bidder, in the total amount of $270,427, with funding as follows: $55,615 from CIP Project RS034; $134,454 from CIP Project RT504A; and $80,358 from CIP Project CZ999. Any insurance funds received as a result of the claim related to the fire at the Warrington facility and that generator loss will be credited to Project Contingencies.

G. Extension of Contract – Orthophosphate

Approve the extension of the contract with Dumont Company, Inc., Oviedo, FL, for the supply of orthophosphate for the first year of two one-year contract extension options at the terms and rates offered by the supplier, with funding from the appropriate budget line item.

H. Bayou Marcus WRF – Environmental Operating Solutions Carbon Source and Nitrogen Monitoring

Waive the bidding process based on operating trials, and approve a 12-month agreement with Environmental Operating Solutions to purchase MicroC 2000 at a price of $2.20 per gallon for loads over 4,500 gallons, and $2.70 for loads less than 4,500 gallons, with funding from the appropriate budget line item.

I. Impact Fees

Authorize the staff to utilize the guidelines presented and evaluate every request and make a recommendation back to the Board.

L. New Business

(1) Revisions to ECUA's Investment Policy

Adopt the updated investment policy as presented and a corresponding resolution.

ITEM 9 - OPERATIONAL ITEMS:

(a) Adoption of Resolution 13-14

A motion was made by Mr. Perkins, seconded by Ms. Benson, to adopt Resolution 13-14 - A RESOLUTION AMENDING ECUA'S WRITTEN INVESTMENT POLICY; AUTHORIZING THE PURCHASE OF INVESTMENT SECURITIES IN ACCORDANCE WITH ECUA'S AMENDED WRITTEN INVESTMENT POLICY; AND PROVIDING AN EFFECTIVE DATE. Motion carried 5-0.

(b) Contract renewal – Outsourcing utility bill and delinquent notice printing

A motion was made by Mr. McCorvey, seconded by Ms. Campbell, to waive the normal bidding procedure due to the technical complexities and time requirements of establishing a new contract, and authorize the Executive Director to renew the contact with Pinnacle Data Systems, Inc., for one year for services related to utility bill and delinquent notice printing and mailing with an optional one-year extension, upon the mutual agreement of both parties, at the original 2010 per unit contract price, with funding from the appropriate budget line item. Motion carried 4-1 with Ms. Benson voting against the motion.

(c) Renewal of maintenance agreement for SunGard Public Sector Software

A motion was made by Mr. Perkins, seconded by Mr. McCorvey, to waive the competitive bidding process for all of the above-stated reasons and authorize the Executive Director to renew the maintenance contract with SunGard Public Sector, Inc., at a cost of $99,216.85, with funds allocated from the appropriate budget line item. Motion carried 4-1 with Ms. Benson voting against the motion.

Ms. Benson expressed her concerns relative to not going out for bid and Chairman Walker suggested that Ms. Benson, as Chairman of the Citizens' Advisory Committee, add this issue to a future Committee agenda.

(d) Real estate purchase from UIL Family Limited Partnership

A motion was made by Mr. Perkins, seconded by Mr. McCorvey, to approve the real estate purchase of the parcel, as revised by the clarification presented by UIL Family Limited Partnership, and authorize the Executive Director to execute the documents necessary to purchase that parcel for $9,000. Motion carried 5-0.

ITEM 10 - INFORMATIONAL REPORTS

None.

ITEM 11 - EXECUTIVE DIRECTOR'S REPORT:

Mr. Sorrell provided a verbal report on the status of the perlite removal at Armstrong Industries, stating Armstrong is working to reduce the perlite by 80%.

Also, Mr. Sorrell reported on the status of the problems with the Booker Street lift station where the stormwater is overflowing into the sanitary system. Mr. Sorrell advised that an above-the-ground storage tank has been temporarily placed at this location.

Mr. Sorrell further reported that the lift station at Bauer Road and Sorrento Road is experiencing some of the same issues as the Booker Street station. Mr. Sorrell advised that a pigging project will begin in this area next week.

Mr. Sorrell reported that staff is working with representatives from Navy Federal to accommodate their major expansion project and that staff will be bringing a recommendation to the next meeting.

ITEM 12 - ATTORNEY'S REPORT

Mr. Odom advised that the second Conflict Assessment meeting with the City regarding ownership of the Airport well property has been scheduled for Tuesday, November 5, 2013. Further, staff is attempting to work out some of the issues prior to the November meeting.

Mr. Odom provided a verbal update on the most recent meeting of the City relative to changes to the Land Development Code, stating the next meeting is scheduled for November 12. Further, he will keep the ECUA Board informed.

Mr. Odom reported that an employee discrimination case has been concluded with the ruling that ECUA did not violate the law.

ITEM 13 - UNFINISHED BUSINESS

(a) Solid Waste discussion (Perkins)

Mr. Perkins indicated that selling the sanitation system back to the County is something worth considering and perhaps using those proceeds for infrastructure maintenance and repair.

Ms. Benson stated that the ECUA needs to look at what is best for the residents of the County in the long run, especially with regard to recycling as opposed to burying it in the landfill.

Ms. Campbell commented that she feels the ECUA should just sit tight at this time and perhaps the County will change their minds about recycling.

(b) Management audit (Benson)

Ms. Benson stated that she had requested many times to meet with the Management Audit team and has now been informed that the team will not be returning to Pensacola. Ms. Benson expressed her concerns with selection and administration of the management audit, as well as the four-day work week. Ms. Benson stated that she feels there is a flaw in the award of the contract.

Mr. Perkins stated that he would also like to see the four-day work schedule addressed.

ITEM 14 - NEW BUSINESS

(a) Lift Station Specifications (Perkins)

Mr. Perkins advised that he met with the Homebuilders' Association and they expressed their concerns to him regarding the requirements for lift stations and the expense associated therewith, stating that some of the requirements do not make any sense. Further, the burden that ECUA is placing on the homebuilders' appears to be too large.

A motion was made by Ms. Benson, seconded by Mr. Perkins, to refer this topic to the Citizens' Advisory Committee at a date mutually agreeable to staff and the homebuilders'.

ITEM 15 - BOARD COMMUNICATIONS

(a) Ms. Benson expressed her appreciation to the ECUA employees in the field and the efforts they put forth in assisting customers.

(b) Chairman Walker commented that he is appreciative of the work being done on Booker Street.

ITEM 16 - ADJOURNMENT

There being no further business to come before the regular meeting of the Emerald Coast Utilities Authority Board, Chairman Walker declared the meeting adjourned at approximately 3:03 p.m.

Respectfully submitted,

Stephen E. Sorrell
Executive Director

APPROVED BY THE ECUA BOARD
IN REGULAR SESSION ON 11/21/13.

(X) Without corrections/amendments.
( ) With corrections/amendments being: