OFFICIAL
Approved by
ECAC 08/20/14

MINUTES OF THE ECUA CITIZENS' ADVISORY COMMITTEE MEETING HELD WEDNESDAY, JULY 16, 2014 AT 2:00 P.M. IN THE ECUA BOARD ROOM AT 9255 STURDEVANT STREET, ELLYSON INDUSTRIAL PARK, PENSACOLA, FL

Members present:

Lois Benson, Chairman
Elvin McCorvey, Vice Chairman
Deborah Benn
Vicki Campbell
Tim Common
Charles Green
Chuck Kimball (arrived at 2:04 p.m.)
Dale Perkins
Louise Ritz
Hurey Smith
Kelley Thompson
Larry Walker

Staff present:

Steve Sorrell, Executive Director
Nathalie Bowers, Public Information Officer
Debra Buckley, Director of Finance
Ernest Dawson, Director of Regional Services
Tom Dawson, Director of Water Production
Lydia Fortin, Human Resources Manager
Tim Haag, Director of Government Affairs
Amanda Handrahan, Recycling Coordinator
Steve Holcomb, Director of Wastewater Infrastructure
Linda Iversen, Executive Assistant to the Board
Bill Johnson, Director of Engineering
Rebecca Lester, Confidential Assistant
Don Palmer, Director of Water Reclamation
Gerry Piscopo, Director of Maintenance and Construction – Utility Operations
David Roberts, Director of Information Technology
Jim Roberts, Public Information Officer
Randy Rudd, Deputy Executive Director-Shared Services
Patricia Sheldon, Director of Budgets and Cash Management
Cindy Sutherland, Director of Human Resources and Administrative Services

ITEM A - CALL TO ORDER

Chairman Benson called the regular meeting of the ECUA Citizens' Advisory Committee to order at approximately 2:00 p.m.

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ITEM B - INVOCATION AND PLEDGE OF ALLEGIANCE

Ms. Thompson provided the invocation and led the Pledge of Allegiance.

ITEM C - ADOPTION OF AGENDA

Ms. Campbell added "report on the National Association of Industrial Office Properties (NAIOP) meeting, and request for update on E. W. Bullock activities" to the agenda.

A motion was made by Mr. Common, seconded by Mr. McCorvey, to adopt the agenda as presented and amended. Motion carried 11-0.

ITEM D - OPEN FORUM

(1) Ms. Linda Hixson addressed the Committee stating that she inherited her father's home at 1307 W. Avery Street and has discovered that he had not met the one year deadline for connecting to the sewer system in order to not have to pay the impact fee. Ms. Hixon requested that ECUA grant a waiver to her and allow her to connect the home without having to pay the impact fee.

Mr. Perkins stated that he feels ECUA should do this and for staff to obtain all the necessary information and present it at the Board meeting so the waiver could be granted.

Chairman Benson referred this issue to staff for consideration at the Board meeting scheduled for July 24.

(2) Mr. Barry Tweedie, 10395 Old Dairy Lane, presented an advertisement from the Pensacola News Journal relative to ECUA and inquired if the ad was the result of the public relations campaign being handled by Bullock.

Mr. Tweedie also informed the Committee of a conversation he had with his barber in which his barber stated that he heard that ECUA was going to buy the landfill and double the charges.

Mr. Perkins responded stating that there is no plan whatsoever to purchase the landfill.

ITEM E - APPROVAL OF MINUTES

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A motion was made by Ms. Ritz, seconded by Ms. Benn, to approve the minutes of the regular meeting of June 18, 2014 as presented. Motion carried 12-0.

STAFF PRESENTATION – BAY CENTER SEWER LINE RE-ROUTE

Mr. Bill Johnson provided a presentation and overview of issues resulting from numerous road/sewer line collapses in the downtown area surrounding the Pensacola Bay Center and the recommended corrective actions.

Mr. Sorrell indicated the presentation was public notification of the Board and for Committee information only, and that staff would be proceeding with the corrective actions on an emergency basis.

Ms. Benn suggested that ECUA utilize some of the public relations funds to get information out to the public on why this project is occurring.

ITEM F - AWARD OF BID: FIRE HYDRANT AND FIRE HYDRANT EXTENSIONS

A motion was made by Mr. Kimball, seconded by Mr. McCorvey, that the Board approve the one-year contract (with two, one-year optional extensions upon mutual agreement of both parties, with no increase in price) with Consolidated Pipe & Supply, Milton, Florida, the lowest bidder meeting specifications, to supply fire hydrants and fire hydrant extensions at an estimated cost of $149,222.08; with funding from the appropriate budget line items. Motion carried 12-0.

ITEM G - ANNUAL SERVICE CONTRACT – MAINTENANCE OF LIFT STATION SITE ENTRANCE ROADS AND TREES

A motion was made by Ms. Campbell, seconded by Mr. McCorvey, that the Board approve the extension of the current contract for maintenance of lift station site entrance roads and trees, as provided as an option in the existing contract with HHH Construction of NW Florida, Inc., at a proposed total cost of approximately $75,000, with payment from the appropriate budget line item. The duration of the contract will be for one year, with an optional one-year extension, upon the mutual agreement of both parties with no change in price. Motion carried 12-0.

ITEM H - PURCHASE OF PURAFIL ODOR CONTROL FILTER MEDIA

A motion was made by Mr. Kimball, seconded by Ms. Ritz, that the Board waive the normal bidding process and approve the sole source purchase of Purafil odor control media from Pump & Process Equipment Incorporated, Pensacola, Florida, for its use at various ECUA sites at an estimated cost of $185,075.00, with funding from the appropriate budget line item. Motion carried 12-0.

ITEM I - REPORT – ELECTRONIC PAPERLESS BILLING – INFORMATION ONLY

Discussions were held, and suggestions made, on how to inform and encourage customers to go to paperless billing. Mr. Sorrell indicated that the Information Technology was looking at various methods for informing the customers, and the Customer Service staff is already implementing some actions, such as obtaining e-mail addresses.

Staff was requested by Chairman Benson to come up with a pro-active plan and present it to the Committee in the next three to four months.

ITEM J - FISCAL YEAR 2015 BUDGET

Water and Wastewater fiscal year 2015 CIP and Operating budgets

Chairman Benson requested the following information.

(1) A breakdown of the travel and per diem funding in Customer Service.

(2) An explanation for the $12,000 under community relations.

(3) A breakdown of the dues and subscription costs.

(4) A comparison in trends for the number of customers and the number of employees.

Chairman Benson also stated that next year she would like to see that the goals and objectives are measurable so that numbers are tied to specific goals.

Ms. Campbell inquired as to what the return on investment (ROI) was as it related to the Chamber's Vision 2015 and ECUA's investment in the program. Further, Ms. Campbell stated that when anyone asks ECUA for money for such programs, that it be tied to the ROI.

A motion was made by Mr. Perkins, seconded by Mr. Common, to approve the operating budget and CIP budget, including all projects as presented, and a 3% rate increase for water and wastewater.

An amendment to the motion was made by Dr. Walker to ask for a 3.4% rate adjustment rather than the 3.0%. *Motion died for lack of a second.*

The vote on the motion as made by Mr. Perkins carried 12-0.

Sanitation fiscal year 2015 CIP and Operating budgets

A motion was made by Ms. Benn, seconded by Ms. Thompson, to approve the Sanitation budget with the 3.5% increase and including the CIP projects. Motion carried 12-0.

It was indicated that the Sanitation rate increase would be approximately $0.66 per customer per month. Chairman Benson requested the amount per customer for the water and wastewater rate increase be provided.

ITEM K - INFORMATIONAL REPORTS:

The following reports were presented for information only and did not require action.

(1) Regional Services monthly report – June 2014
(2) Water Production monthly report - June 2014
(3) Water Reclamation monthly report – May 2014

ITEM L - UNFINISHED BUSINESS

(1) NAIOP meeting (Campbell)

Ms. Campbell informed the Committee that Mr. Steve Holcomb and Mr. Jim Roberts made presentations to the NAIOP meeting and did a really fine job. Further, she would encourage all members to utilize ECUA staff for making presentations at any of their community type meetings.

(2) Update – Bullock activities (Campbell)

Mr. Rudd provided an update on recent Bullock public relations activities, stating that the customer service survey has just concluded and the

responses were favorable. Mr. Sorrell stated one question in particular was would the customer rather have the systems under ECUA or the County – 63% indicated the ECUA – 13% indicated the County.

ITEM M - NEW BUSINESS

None.

ITEM N - ADJOURNMENT

There being no further business to come before the regular meeting of the ECUA Citizens' Advisory Committee, Chairman Benson declared the meeting adjourned at approximately 3:44 p.m.

Respectfully submitted,

Stephen E. Sorrell
Executive Director and
Secretary

APPROVED BY THE ECUA CITIZENS' ADVISORY COMMITTEE IN A MEETING ON 08/20/14.

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