MINUTES OF THE ECUA CITIZENS' ADVISORY COMMITTEE MEETING HELD WEDNESDAY, AUGUST 20, 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
Dale Perkins
Louise Ritz
Hurey Smith
Kelley Thompson
Larry Walker (arrived at 2:34 p.m.)

Staff present:
Steve Sorrell, Executive Director
Nathalie Bowers, Public Information Officer
Debra Buckley, Director of Finance
Tom Dawson, Director of Water Production
Lydia Fortin, Human Resources Manager
Amanda Handrahan, Recycling Coordinator
Linda Iversen, Executive Assistant to the Board
Bill Johnson, Director of Engineering
Ned McMath, Deputy Executive Director-Utility Operations
Gerry Piscopo, Director of Maintenance and Construction – Utility Operations
David Roberts, Director of Information Technology
Jim Roberts, Public Information Officer
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 1:57 p.m.

ITEM B - INVOCATION AND PLEDGE OF ALLEGIANCE

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

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ITEM C - ADOPTION OF AGENDA

Ms. Benn requested an update on the Perdido Key Drive mouse crossing project.

Mr. Smith requested an explanation of customer notification relative to sewer line installations.

Ms. Campbell requested an update on lift station standards.

A motion was made by Mr. Kimball, seconded by Ms. Ritz, to adopt the agenda as presented and amended. Motion carried 10-0.

ITEM D - OPEN FORUM

(1) Mr. Jim Hunt, 11659 Wakefield Drive, presented a video of garbage being littered in his neighborhood by ECUA's sanitation truck. Mr. Hunt stated this is an on-going problem that he cannot get resolved by contacting ECUA. Further, he requested that he be given "a pass" on charges for sanitation service for every time he has to call in and deal with this issue.

Chairman Benson stated that this situation would be monitored and corrected.

ITEM E - APPROVAL OF MINUTES

A motion was made by Ms. Thompson, seconded by Mr. Green, to approve the minutes of the regular meeting of July 16, 2014 as presented. Motion carried 11-0.

ITEM F - PRESENTATIONS:

(1) Bullock and Associates

Mr. Ellis Bullock provided a presentation on the results of the recent community image survey his firm conducted on behalf of ECUA. Mr. Bullock indicated that the overall results of the survey were positive.

(2) NAI Halford

Representatives from NAI Halford provided a verbal update on the Main Street property, stating that since its listing, 18-20 responses have been received.

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ITEM G - BLANKET PURCHASE ORDER – GULF COAST ELECTRIC MOTOR SERVICES

A motion was made by Ms. Benn, seconded by Ms. Ritz, that the Board waive the bid requirement due to the need for timely repair of specialized equipment necessary for the continued operation of our utility system, and approve the issuance of blanket purchase orders to Gulf Coast Electric Motor Service in the total amount of $600,000 to cover the cost of motor, pump and equipment repair for the Maintenance & Construction Department and the Water Production Department, with funding from the appropriate budget line item or CIP projects RS008T or RW522. Motion carried 10-2 with Ms. Benson and Mr. Kimball voting against the motion.

Mr. Green commented that he would like to see this service placed out for bid next year.

ITEM H - ANNUAL WATER WELL MAINTENANCE AND REPAIR CONTRACT

A motion was made by Ms. Benn, seconded by Ms. Ritz, that the Board waive the requirements for bidding based on the bidding history through the past six years, and Layne's willingness to honor current contract terms, and award a contract extension to Layne Christensen Company, Pensacola, Florida, for an additional year at the current contract price, with funds allocated from CIP Project RW901- Well Maintenance and Testing. Motion carried 12-0.

Mr. Green commented that he would also like to see this service placed out for bid next year. It was indicated that Layne Christensen Company has been the only bidder for this service since 1997.

ITEM I - WAIVER OF BIDDING FOR LIQUID POLYMER

A motion was made by Ms. Campbell, seconded by Ms. Thompson, that the Board waive the bidding process based on past polymer trials and extend a contract for supply of liquid polymer to Polydyne, Inc., Riceboro, GA, at the price of $0.93 per pound for one year, with funding from the appropriate budget line item. Motion carried 11-1 with Mr. Green voting against the motion.

Chairman Benson inquired as to the annual cost and staff indicated it is approximately $353,000.

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ITEM J - EXTENSION OF CHEMICAL CONTRACT – LIQUID CHLORINE

A motion was made by Mr. Perkins, seconded by Mr. Kimball, that the Board approve a one-year extension of the contract with DPC Enterprises of Mobile, Alabama, the first of the two optional one-year extensions, at the terms and rates of the existing contract, with funding from the appropriate budget line item. Motion carried 12-0.

ITEM K - SOLE SOURCE PURCHASE – TERTIARY FILTER FOR CWRF

A motion was made by Ms. Campbell, seconded by Mr. Smith, that the Board waive the bid requirement for the purchase of an eighth rotating disc filter due to the plant's hydraulic flow, the filter footprint, and the compatibility with the existing filters and controls, and approve the issuance of a sole source purchase order to Huber Technologies, Inc., in the total amount of $347,000 with funding from CIP Project CS417. Motion carried 12-0.

ITEM L - SLUDGE APPLICATION AGREEMENT – GREENSOUTH SOLUTIONS

A motion was made by Mr. Common, seconded by Mr. Green, that the Board waive the normal bid requirement due to the immediate availability of disposal capacity, and approve the proposed agreement and authorize the executive director to execute the agreement with GreenSouth Solutions for land applying sludge at the rate of $35.00 per ton with GreenSouth providing the hauling or $8.00 per ton when hauling is provided by ECUA or others, with funding from the appropriate budget line item. Motion carried 12-0.

ITEM M - AWARD OF BID – I.T. MASTER PLAN CONSULTANT

A motion was made by Mr. Green, seconded by Mr. Perkins, that the ECUA Board (a) adopt the Executive Director's proposed ranking of proposals for the consultant to develop an I.T. master plan as follows:

(1) Plante Moran
(2) MGT of America, Inc.
(3) Brio Consulting

(b) authorize the Executive Director to negotiate with the firms in that rank order and execute all required documents; and (c) approve project funding from Operating Contingency. Motion carried 12-0.

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ITEM N - COMMERCIAL INSURANCE POLICY RENEWALS FOR FISCAL YEAR 2015

A motion was made by Mr. Common, seconded by Ms. Benn, that the Board approve Option 1 to renew ECUA fiscal year 2015 insurance policies with the current respective insurers, as listed in the table below, with funding from the appropriate budget line item. Motion carried 12-0.

Insurer or Agent	Insurance	Premium fiscal year 2015	Premium Adjustment
FMIT, Insurer			
	Auto Liability & Physical Damage	$184,605	Increase in premium by $4,677 or 2.53%
	Property	$567,108	Decrease in premium by $96,290 or 11.10%
	Excess Workers' Compensation	$182,498	Increase in premium by $35,302 or 23.98% and $11,270 in credits applied
Bonds			
FMIT/Travelers	Fertilizer Dealers bond	$0	Non-renewing. As of July 1, 2014, it is no longer required by the State of FL.
Total Premium fiscal year 2015		**$934,211**	Due in quarterly installments.
Return of Premium for renewal in fiscal year 2015		**$125,177**	Typically refunded in December
Reduced Grand Total Premium after refund of $125,177		**$809,034**	

ITEM O - INFORMATIONAL REPORTS:

The following reports were presented for information only and did not require any action. Mr. Sorrell informed the Committee of a correction to page 50 of the financial statements in that the miscellaneous revenues, actual through June, should be $9,000 rather than $123,345.

(1) Financial statements for the period ended June 30, 2014
(2) Regional Services monthly report - July 2014
(3) Water Production monthly report - July 2014

(4) Water Reclamation monthly report - June 2014

ITEM P - UNFINISHED BUSINESS

(1) Update – Perdido Key Drive beach mouse crossings project (Benn)

Mr. Sorrell stated that at this point in time the Board has not authorized any expenditure for this project. However, FDOT has issued a contract which is scheduled to begin September 2. Further, the conflict points have been reduced from 12 to eight and in three places the lines are only to be lowered in place. Also, the project is estimated to cost approximately $400,000 with ECUA having to pay between $200,000 and $400,000.

Ms. Benn advised that she had an opportunity to discuss this project with the Governor during a visit with him through her office.

(2) Customer notification procedures – new sewer lines (Smith)

Mr. Smith inquired as to what the procedure was for notifying customers of the requirement to connect to newly installed sewer lines.

Mr. Sorrell advised that the customers are notified at the beginning of the project and once the project is complete, the Health Department will inform the customers that they have one year to connect.

(3) Lift station standards (Campbell)

Ms. Campbell advised that the developers and staff are resolving the issues relative to the installation of the lift station for Huntington Subdivision. Further, it is important that these standards be in place for future developers.

Mr. Sorrell stated that staff has been working with the developers on various issues regarding the lift station and the costs have been narrowed down, and something will hopefully be worked out by the end of the year.

Mr. Perkins stated that he feels the lift station standards are too stringent and ECUA should come up with standards that are not so high, but still meet the needs of ECUA.

ITEM Q - NEW BUSINESS

None.

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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 3:36 p.m.

Respectfully submitted,

Stephen E. Sorrell
Executive Director and
Secretary

APPROVED BY THE ECUA CITIZENS' ADVISORY COMMITTEE IN A MEETING ON _____.

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