MINUTES OF THE ECUA CITIZENS' ADVISORY COMMITTEE MEETING HELD WEDNESDAY, SEPTEMBER 17, 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 (arrived at 2:05 p.m.)
Tim Common
Charles Green
Dale Perkins
Louise Ritz
Hurey Smith (arrived at 2:00 p.m.)
Kelley Thompson

Members absent:
Chuck Kimball
Larry Walker

Staff present:
Steve Sorrell, Executive Director
Nathalie Bowers, Public Information Officer
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
Don Palmer, Director of Water Reclamation
Doug Patterson, Risk Management & Loss Recovery Analyst
Gerry Piscopo, Director of Maintenance and Construction – Utility Operations
David Roberts, Director of Information Technology
Jim Roberts, Public Information Officer
Kimberly Scruggs, Human Resources Generalist
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.

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ITEM B - INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Benson provided the invocation and led the Pledge of Allegiance.

ITEM C - ADOPTION OF AGENDA

Ms. Ritz requested an update on the outcome of the award of bid for an I.T. Master Plan Consultant. Chairman Benson placed this request under unfinished business.

Mr. Sorrell requested the removal of Items M and N from the agenda and indicated that a revised recommendation for Item O was before the Committee.

A motion was made by Mr. McCorvey, seconded by Mr. Common, to adopt the agenda as presented and amended. Motion carried 8-0.

ITEM D - OPEN FORUM

There were no comments from the audience.

ITEM E - PRESENTATIONS:

(1) Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association (GFOA)

Chairman Benson and Mr. Sorrell presented to the Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association to Ms. Patricia Sheldon, Director of Budgets and Cash Management.

(2) 2013 Peak Performance Awards from National Association of Clean Water Agencies (NACWA):

a. Gold Award – Central Water Reclamation Facility
b. Silver Award – Bayou Marcus Water Reclamation Facility

Mr. Don Palmer, Director of Water Reclamation, recognized employees from the Central Water Reclamation Facility and the Bayou Marcus Water Reclamation Facility for receipt of the 2013 Peak Performance Awards.

ITEM F - APPROVAL OF MINUTES

A motion was made by Ms. Ritz, seconded by Mr. Green, to approve the minutes of the regular meeting of August 20, 2014 as presented. Motion carried 10-0.

ITEM G - WRITE OFF UNCOLLECTIBLE BALANCES

A motion was made by Ms. Benn, seconded by Ms. Thompson, that the Board authorize the Executive Director or his designee to write off as uncollectible accounts receivable in the total sum of $660,230, and make appropriate entries in the financial records of ECUA to reflect the write off of said uncollectible accounts.

These accounts are to be written off solely to enable the Executive Director to carry out his duties in accordance with generally accepted accounting principles and ECUA does not waive any rights it may have to collect said accounts. Motion carried 10-0.

Mr. Smith inquired if ECUA places liens on property for non-payment of services. Mr. Sorrell responded that ECUA could, but most often termination of services is the most effective and generally the customer pays.

ITEM H - CONTRACT RENEWAL – OUTSOURCING UTILITY BILL AND DELINQUENT NOTICE PRINTING

A motion was made by Mr. Common, seconded by Mr. McCorvey, that the Board accept the optional second-year contract extension, and authorize the Executive Director to renew the contact with Pinnacle Data Systems, Inc., for services related to utility bill and delinquent notice printing and mailing at the original 2010 per-unit contract price, with funding from the appropriate budget line item. Motion carried 10-0.

ITEM I - BLANKET PURCHASE ORDER – THIOGUARD (MAGNESIUM HYDROXIDE)

A motion was made by Mr. McCorvey, seconded by Mr. Green, that the Board approve a contract with Premier Chemicals, LLS, for the sole source

purchase of Thioguard, a proprietary chemical formulation, at the price of $2.17 gallon, with funding from the appropriate budget line item. Motion carried 10-0.

ITEM J - EXTENSION OF CHEMICAL CONTRACT – ORTHOPHOSPHATE

A motion was made by Ms. Campbell, seconded by Ms. Benn, that the Board approve the second optional one-year contract extension with Dumont Company, Inc., Oviedo, FL, for the supply of orthophosphate at the terms and rates offered by the supplier, with funding from the appropriate budget line item. Motion carried 10-0.

ITEM K - CONTRACT FOR EVAPORATED SALT

A motion was made by Mr. Common, seconded by Mr. McCorvey, that the Board waive the bid process due to limited supply options and award the contract for evaporated salt in the amount of $186.36 per ton to Cargill Salt, with payment from the appropriate budget line item from the operating budget. Motion carried 10-0.

ITEM L - AWARD OF BID – GENERATOR MAINTENANCE AND ODOR CONTROL BUILDING AND CENTRAL WRF SITE UTILITIES

At the request of Mr. McCorvey, Mr. Sorrell provided a verbal report on the status of the test wells at the Central Water Reclamation Facility.

A motion was made by Mr. Perkins, seconded by Ms. Thompson, that the Board:

(a) Authorize award of the contract for the generator maintenance and odor control building (with the associated CWRF site utilities) to Larry Hall Construction Co., Inc., Pace, FL, the low bidder, in the total amount of $3,546,900, for the Base Bid and Alternate Bids 1, 2, and 3;

(b) Authorize funding provided by CIP Project CS418 - Generator Maintenance & Odor Control Building, $1,460,000, along with transfers of $1,200,000 from CIP Project CS421 - Moreno Street Lift Station Screening, and $940,000 from CIP Project CZ998 – MTBE Settlement Funds; and

(c) Authorize the Executive Director to approve value engineering deductions, with the savings credited to CIP Project CZ998 – MTBE Settlement Funds. Motion carried 10-0.

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ITEM M - AWARD OF BID – CENTRAL WRF HEADWORKS ODOR CONTROL PIPING

This item was removed from the agenda.

ITEM N - AWARD OF BID – FLOOD WASHOUT/ROAD REPAIRS AT THE CENTRAL WRF

This item was removed from the agenda.

ITEM O - AWARD OF BID – ANNUAL RENTAL OF STORAGE TANKS FOR PLACEMENT AT BOOKER STREET LIFT STATION AND PEN HAVEN LIFT STATION

A motion was made by Ms. Ritz, seconded by Mr. Green, that the Board waive the normal bidding process based on the acquisition of four separate quotes, and authorize the Executive Director to issue a purchase order for the annual rental of three surge tanks to Rain for Rent, Mobile, Alabama, the lowest responsive bidder, in the total amount of $58,925.20, with funding from CIP Project RS728G. Motion carried 10-0.

ITEM P - ENVIRONMENTAL OPERATIONS SOLUTIONS CARBON SOURCE AND NITROGEN MONITORING – BAYOU MARCUS WRF

A motion was made by Ms. Campbell, seconded by Mr. McCorvey, that the Board waive the bidding process based on operating trials and experience, and approve an extension of the agreement with Environmental Operating Solutions, Inc., to purchase MicroC 2000 at a price of $2.34 per gallon for a one-year period, with funding from the appropriate budget line item. Motion carried 10-0.

ITEM Q - AGENT/BROKER FOR COMMERCIAL INSURANCE AND BONDS

A motion was made by Ms. Benn, seconded by Ms. Thompson, that the Board: (a) adopt the Executive Director's proposed ranking of proposals for the services of Agent/Broker for Commercial Insurance and Bonds as follows:

1. Public Risk Insurance Agency (PRIA)
2. USI Insurance Services, LLC
3. Fisher Brown Bottrell Insurance

(b) authorize the Executive Director to negotiate with the firms in the adopted rank order and execute all required documents; (c) renew ECUA's Commercial

Crime Bond, Commercial Crime Policy, and Pollution Liability Policy with Fisher Brown Bottrell Insurance; and (d) approve funding through the appropriate budget line item. Motion carried 10-0.

ITEM R - GROUP BENEFITS FOR FISCAL YEAR 2015 – DENTAL, LIFE AND DISABILITY

A motion was made by Mr. Green, seconded by Ms. Thompson, that the Board approve the proposed group benefits at a cost of $319,866, as illustrated in the table below, and including the following plan components: (1) approve renewal with the current Dental insurer, United Concordia, and provide 100% of the premium for the Basic Plan, (b) approve renewal with the current Life insurer, Unum, and provide 100% of the premium for the Basic Plan, and (c) approve renewal with the current Long Term Disability insurer, Unum, and provide 100% of the premium for the Base Plan. Motion carried 10-0.

Group Benefits	Actual fiscal year 2014	Projected fiscal year 2015*
Dental Insurance	$136,347	$136,347
Life Insurance	67,673	95,419
Long Term Disability Insurance	88,100	88,100
Total	**$292,120**	**$319,866**
Premium Increase – fiscal year 2015		**$27,746**

**Calculations reflect costs associated with the fiscal year, October 1, 2014 – September 30, 2015.*

Mr. Common advised that he had previously been informed by Unum that because he was drawing social security, he could not get long-term disability.

Ms. Lydia Fortin, Human Resources Manager, stated that was correct to the extent that a long-term disability policy would only pay the difference if social security is less than the benefit payment.

Mr. Common stated he recommended that the employees be made aware of this.

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ITEM S - INFORMATIONAL REPORTS:

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

(1) Regional Services monthly report - August 2014
(2) Water Production monthly report - August 2014
(3) Water Reclamation monthly report - July 2014

ITEM T - UNFINISHED BUSINESS

(1) Update – I.T. Master Plan Consultant (Ritz)

Mr. Sorrell stated that the Board approved the recommendation from the Committee at its last meeting. Further, negotiations with the number one ranked firm have concluded and a contract should be executed soon.

ITEM U - NEW BUSINESS

None.

ITEM V - 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 2:48 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: