

**MINUTES OF THE ECUA CITIZENS' ADVISORY COMMITTEE MEETING HELD  
WEDNESDAY, JULY 20, 2016 AT 2:00 P.M. IN THE ECUA BOARD ROOM AT 9255  
STURDEVANT STREET, ELLYSON INDUSTRIAL PARK, PENSACOLA, FL**

**Members present:** Vicki Campbell, Chairman  
Larry Walker, Vice Chairman  
Deborah Benn  
Lois Benson  
Catherine Booker  
Tim Common  
Elvin McCorvey  
Dale Perkins  
Randy Ponson  
Louise Ritz

**Members absent:** Chuck Kimball

**Staff present:** Steve Sorrell, Executive Director  
Nathalie Bowers, Public Information Officer  
John Daane, Director of Information Technology  
Ernest Dawson, Director of Regional Services  
Tim Haag, Director of Government Affairs  
Linda Iversen, Executive Assistant to the Board  
Jim Roberts, Public Information Officer  
Patricia Sheldon, Director of Finance

**ITEM A - INVOCATION AND PLEDGE OF ALLEGIANCE**

Dr. Walker provided the invocation and led the Pledge of Allegiance.

**ITEM B - CALL TO ORDER**

Chairman Campbell called the regular meeting of the ECUA Citizens' Advisory Committee to order at approximately 2:01 p.m.

**ITEM C - ADOPTION OF AGENDA**

A motion was made by Dr. Walker, seconded by Mr. Common, to adopt the agenda as presented. Motion carried 10-0.

**ITEM D - OPEN FORUM**

There were no comments from the audience.

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**ITEM E - APPROVAL OF MINUTES**

A motion was made by Ms. Ritz, seconded by Mr. McCorvey, to approve the minutes of the regular meeting of June 15, 2016 as presented. Motion carried 10-0.

**ITEM F - AWARD OF BID – BAGGED HYDRATED LIME**

A motion was made by Mr. McCorvey, seconded by Ms. Benn, that the Board award a contract to Cheney Lime and Cement Co., Jacksonville, FL, the low bidder, for the purchase of bagged hydrated lime at an estimated annual cost of \$402,611.00, for a one-year contract with two optional one-year contract extensions, and authorize payment from the appropriate budget line item. Motion carried 10-0.

**ITEM G - ANNUAL WATER WELL MAINTENANCE AND REPAIR CONTRACT**

A motion was made by Mr. McCorvey, seconded by Ms. Benn, that the Board waive the requirements for bidding based on the bidding history, and award a contract to Layne Christensen Company of Pensacola, Florida, for an additional year at the current contract prices, with funds allocated from CIP Project RW901- Well Maintenance and Testing. Motion carried 10-0.

**ITEM H - AWARD OF CONTRACT – SODIUM HYPOCHLORITE (BLEACH)**

A motion was made by Ms. Benn, seconded by Mr. McCorvey, that the Board award the contract for sodium hypochlorite to the low bidder, DPC Enterprises, in the amount of \$0.58 per gallon for one year, with two one-year options to extend, with the agreement of the supplier and the ECUA Board, and authorize payment from the appropriate line items from the operating budgets of the different wastewater plants. Motion carried 10-0.

**ITEM I - PURCHASE OF PURAFIL ODOR CONTROL FILTER MEDIA**

A motion was made by Mr. Common, seconded by Ms. Ritz, that the Board waive the normal bidding process and approve the sole-source purchase of Purafil odor control media due to the proprietary nature of this material, from Pump & Process Equipment Incorporated, Pensacola, Florida, for its use at various ECUA sites with funding from the appropriate budget line item for scrubber media in the fiscal year 2016 Operating budget. Motion carried 10-0.

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**ITEM J - SOLE SOURCE PURCHASE - TASKMASTER® GRINDER**

A motion was made by Ms. Benn, seconded by Mr. McCorvey, that the Board waive the bid requirement due to the nature of this equipment and the specific hydraulic conditions required for the installation of the grinder at the Government Street Regional Pump Station, and approve the issuance of a sole source purchase order to Franklin Miller, Inc., in the total amount of \$155,500, for the purchase of one replacement grinder and electric control system, with funding from the appropriate budget line item. Motion carried 10-0.

**ITEM K - AMR PARTS PURCHASE**

Mr. Sorrell provided an overview of some of the problems ECUA has been experiencing with battery failure of the automated meters. Mr. Sorrell also provided a visual demonstration of why the problems are occurring and how the new meters will resolve the issues.

A motion was made by Mr. Perkins, seconded by Ms. Ritz, that the Board approve the purchase of 6,000 replacement MIUs and batteries from Neptune at a cost of \$85 per unit with exchange of the failed unit, along with contracting for the installation of the MIUs at a total cost of \$635,000, with funding from operating contingency. Motion carried 10-0.

**ITEM L - AUTOMATED PAYMENT OPTIONS**

Ms. Benson inquired as to whether ECUA has ever analyzed the cost savings relative to the fees that are being charged for credit card utilization if ECUA were to offer that payment method.

Mr. Sorrell stated that such an analysis has never been performed. Further, ECUA would be required to retain private personal data for those customers using credit cards if that method is offered. The cost of doing so would have to be absorbed by all of the ECUA customers in order to pay for those who would utilize the credit card payment method. We prefer not to be a repository of customers' private, personal information and since we are prohibited from charging credit card users a specific fee, raising rates to the entire customer base to offset the expenses that ECUA would incur is problematic.

Ms. Benson stated she feels it would be worth looking into.

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Chairman Campbell inquired as to the percentage of customers that are using auto-draft payment. Mr. Sorrell indicated staff does not have that information.

A motion was made by Ms. Benn, seconded by Ms. Ritz, that the Board approve exercising the option of a one-year extension, through July 31, 2017, to the current contract with Kubra, EZPay to provide automated payment solutions. Motion carried 10-0.

**ITEM M - INFORMATIONAL REPORTS:**

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

- (1) Regional Services monthly report – June 2016
- (2) Water Production monthly report – June 2016
- (3) Water Reclamation monthly report – June 2016

**ITEM N - UNFINISHED BUSINESS**

(1) Chairman Campbell stated that she would like for the Committee to be thinking about the possibility of ECUA extending the free yard waste bag program for another month and be prepared to discuss the issue at the next Committee meeting.

Chairman Campbell also indicated “kudos” for the national recognition ECUA received for its composting program.

Dr. Walker stated that he would also like for ECUA to equally promote the use of large plastic waste cans for disposal of yard waste. Dr. Walker indicated they are somewhat easier to use than the bags.

**ITEM O - NEW BUSINESS**

Mr. Perkins stated that the ECUA Wi-Fi guest service does not work and, as a result, those visiting the ECUA offices are not able to receive e-mails, etc. Mr. Daane advised the Committee members of the process Mr. Perkins and others should follow to get access to the ECUA guest Wi-Fi while at ECUA offices.

Mr. Sorrell also commented that Mr. Daane is well-versed in the cyber security issue and ECUA is in good shape as a result of Mr. Daane's knowledge.

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**ITEM P - ADJOURNMENT**

There being no further business to come before the regular meeting of the ECUA Citizens' Advisory Committee, Chairman Campbell declared the meeting adjourned at approximately 3:00 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: