

**MINUTES OF THE ECUA CITIZENS' ADVISORY COMMITTEE MEETING HELD
WEDNESDAY, SEPTEMBER 21, 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
Chuck Kimball
Elvin McCorvey
Dale Perkins
Louise Ritz
Mike Steltenkamp

Members absent: Randy Ponson

Staff present: Steve Sorrell, Executive Director
Nathalie Bowers, Public Information Officer
Tom Dawson, Director of Water Production
Tim Haag, Director of Government Affairs
Linda Iversen, Executive Assistant to the Board
Bill Johnson, Director of Engineering
Jim Roberts, Public Information Officer
Patricia Sheldon, Director of Finance

ITEM A - INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Common 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

Dr. Walker added the topic "Home Depot water filters" to the agenda under Unfinished Business.

Chairman Campbell added "Customer Service" to the agenda under New Business.

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Ms. Benson added "social media" under Unfinished Business.

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

ITEM D - OPEN FORUM

There were no comments from the audience.

ITEM E - APPROVAL OF MINUTES

A motion was made by Mr. Kimball, seconded by Ms. Benn, to approve the minutes of the regular meeting of August 17, 2016 as presented. Motion carried 11-0.

ITEM F - WRITE OFF UNCOLLECTIBLE BALANCES

A motion was made by Dr. Walker, seconded by Mr. Perkins, that the Board authorize the Executive Director or his designee to write off as uncollectible accounts receivable in the total sum of \$626,944, 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 11-0.

ITEM G - AWARD OF BID – TRUCK TIRE RETREAD SERVICES

A motion was made by Ms. Benson, seconded by Ms. Benn, that the Board approve a one-year contract extension not to exceed \$250,000 with Dave Howell Truck & Giant Tire of Pensacola, FL, the low bidder for retreading services. This is the second of two one-year optional extensions upon mutual agreement of both parties, with no increase in price, to supply services related to the retreading of truck tires for the ECUA fleet. Funding for these services will be provided from the appropriate line item within the Sanitation operating budget. Motion carried 11-0.

ITEM H - PURCHASE OF NEW TIRES FOR THE ECUA FLEET

A motion was made by Mr. Kimball, seconded by Mr. McCorvey, that the Board authorize staff to purchase new tires from the list of State-approved local vendors at the current State Contract price, through September 30, 2017,

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with estimated annual funding of \$350,000 coming from the appropriate line item of the Sanitation Operating Budget. Motion carried 11-0.

ITEM I - AWARD OF BID – SWEENEY WELL GAC FILTER VESSELS

A motion was made by Mr. McCorvey, seconded by Mr. Common, that the Board waive the formal bidding process and award a contract to Calgon Carbon Corporation, the firm with the lowest proposal, for the supply of four vessels in the amount of \$274,990.00, with funds in the amount of \$280,000.00 through a transfer from CIP Project RW034 - WTF Replace "F" and Scott to CIP Project RW628 – Sweeney well GAC filter vessels. Motion carried 11-0.

ITEM J - AWARD OF BID – WARRINGTON FUEL SYSTEM REPLACEMENT

A motion was made by Ms. Benn, seconded by Ms. Benson, that the Board: (a) award a contract to Birkshire Johnstone, LLC, Pensacola, Florida, the low bidder, in the total amount of \$459,466.00, for the Warrington Fuel System Replacement; and (b) transfer funds in the amount of \$480,000.00 from CWRP Transmission Main Interruption Response Plan - CIP Project CS415 to Warrington Site Plan Improvements - CIP Project CS415D. Motion carried 11-0.

Mr. Perkins stated that he appreciates the emergency contingency plans that staff has put in place. However, he feels that a "behavioral plan" also needs to be put in place that would inform our customers what they should do in the event of a disaster or failure of the Central Water Reclamation Facility.

ITEM K - BAYOU MARCUS WRF – SUPPLEMENTAL CARBON

A motion was made by Ms. Benson, seconded by Mr. Kimball, that the Board waive formal bidding, based on results from field trials, and approve purchasing Vita Micro CS Custom 75 from Momar, Inc., Atlanta, GA, at a price of \$2.12 per gallon for a one-year period, with three one-year options to extend, with funding from the appropriate budget line item. Motion carried 11-0.

ITEM L - BUDGET AMENDMENT – BIOSOLIDS COMPOSTING/CANOPY

A motion was made by Ms. Benson, seconded by Ms. Benn, that the Board: (a) approve the transfer funds in the amount of \$1,500,000.00 from Project Contingencies (CZ999) to CWRP Biosolids Composting - CIP Project CS425; (b) confirm award of contract for the reassembly of the canopy structure to Signature Structures, LLC; (c) authorize the Executive Director to negotiate a

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change order with Utility Service Company, Inc., under the current contract for the additional site work, construction of foundations, and required utility extensions; and (d) authorize the amendment of the current contract with Baskerville Donovan, Inc., for the professional services as needed. Motion carried 11-0.

Ms. Ritz inquired about the length of payback. Mr. Sorrell responded that it is anticipated, depending of many variables, payback would be in approximately eight years.

ITEM M - SALE OF HEAT DRIED SLUDGE PRODUCT

A motion was made by Mr. Perkins, seconded by Mr. Kimball, that the Board award a purchase contract to Ryles Grassing, LLC, the highest and only bidder, and authorize the Executive Director to negotiate and execute a one-year contract for the sale of the heat dried sludge product produced at the Central Water Reclamation Facility at a price of \$15.25 per dry ton, with the option to extend the contract for up to two consecutive one-year terms, with no change in price, upon mutual written agreement. Motion carried 11-0.

ITEM N - WAIVER OF BIDDING FOR LIQUID POLYMER

A motion was made by Mr. Kimball, seconded by Ms. Ritz, that the Board waive the bidding process based on the prior trials and price quotes, and extend a contract for one year to Polydyne, Inc., Riceboro, GA, at the price of \$0.93 per pound for bulk deliveries and \$0.95 per pound for tote delivery, with funding from the appropriate budget line item. Motion carried 11-0.

ITEM O - INFORMATIONAL REPORTS:

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

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

ITEM P - UNFINISHED BUSINESS

- (1) Social Media (Benson)

Ms. Benson stated there was a recent media discussion concerning the Moreno Street lift station and the proposed emergency tanks on Guillemard

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Street. It was indicated by individuals speaking that ECUA is violating a coastal agreement by placing the tanks at the Guillemard Street location.

Mr. Sorrell responded stating that most of the comments are utterly ridiculous and absolutely not true. Further, those individuals making such comments are trying to stop the Guillemard Street project.

Ms. Benson cautioned everyone to be very careful about commenting on this topic as this issue is still in the court system.

(2) Home Depot water filters (Walker)

Dr. Walker reported that he had been contacted by a volunteer worker of the Sheriffs' Department, in the area of fraud prevention; concerning an issue with an individual that complained about being sold a water softener filter at Home Depot for approximately \$3,500.

It was requested that staff and legal counsel once again review this and determine if there is anything ECUA could do regarding this situation with Home Depot.

Ms. Benson stated that the Attorney General's office needs to be notified of this and suggested that information be placed in the newsletter to educate ECUA ratepayers to be alert to these tactics.

ITEM Q - NEW BUSINESS

(1) Customer Service (Campbell)

Chairman Campbell stated that when the ECUA phone system was down, that information should have been immediately placed on the web site. Chairman Campbell also expressed her appreciation for the great job that Gabe Brown is doing in Customer Service.

Mr. Sorrell informed the Committee that staff is working on a new customer information phone line that will be for customers to call in and get answers to general questions. The line is not for emergencies or billing inquiries.

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ITEM R - 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 3:09 p.m.

Respectfully submitted,



**Stephen E. Sorrell
Executive Director and
Secretary**

**APPROVED BY THE ECUA CITIZENS' ADVISORY
COMMITTEE IN A MEETING ON 10/19/16.**

- Without corrections/amendments.
- With corrections/amendments being: