OFFICIAL
Approved by
ECAC 02/15/12

MINUTES OF THE ECUA CITIZENS' ADVISORY COMMITTEE MEETING HELD WEDNESDAY, NOVEMBER 9, 2011 AT 2:00 P.M. IN THE ECUA BOARD ROOM AT 9250 HAMMAN STREET, ELLYSON INDUSTRIAL PARK, PENSACOLA, FL

Members present: Lois Benson, Chairman
Deborah Benn
Curtis Brotherton
Tim Common
Elvin McCorvey
Louise Ritz
Larry Walker

Members absent: Elizabeth Campbell
James Ditterline
James Kirkland
Dale Perkins, Vice Chairman

Staff present: Steve Sorrell, Executive Director
Debra Buckley, Director of Finance
Linda Iversen, Executive Assistant to the Board
David Roberts, Director of Information Technology
Jim Roberts, Public Information Officer
Randy Rudd, Deputy Executive Director-Shared 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.

ITEM B - INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Brotherton provided the invocation and led the Pledge of Allegiance.

ITEM C - ADOPTION OF AGENDA

A motion was made by Dr. Walker, seconded by Mr. McCorvey, to adopt the agenda as presented. Motion carried 7-0.

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 Mr. Brotherton, seconded by Ms. Benn, to approve the minutes of the regular meeting of September 21, 2011 as presented. Motion carried 7-0.

Chairman Benson stated that at the last Committee meeting, staff was directed to place the policy relative to the pharmaceuticals take-back program on the next Committee agenda. Since it was not on the agenda, Chairman Benson directed that the policy be placed on the agenda for the next Committee meeting.

ITEM F - RENEWAL OF MAINTENANCE AGREEMENT FOR SUNGARD PUBLIC SECTOR SOFTWARE

A motion was made by Mr. Brotherton, seconded by Mr. McCorvey, that the Board waive the competitive bidding process for all of the stated reasons [within the item] and authorize the Executive Director to renew the maintenance contract with SunGard H.T.E., Inc., at a cost of $90,310 with funds allocated from the appropriate budget line item. Motion carried 7-0.

ITEM G - AWARD OF PURCHASE: SANITATION DEPARTMENT VEHICLES-FISCAL YEAR 2012

Mr. Barry Tweedie addressed the Committee concerning this item, expressing his concerns with the possible interruption of the gas supply should a hurricane occur, and the mileage that the vehicles are projected to get.

Staff explained that a redundancy plan is in place should an interruption of gas service occur. Staff also explained what is planned regarding the diesel vehicles, as well as the reliability/dependability of CNG vehicles.

A motion was made and seconded that the Board waive the bidding process and award a purchase contract to Action Truck Center of Dothan, Alabama, the authorized Autocar Dealer, at the negotiated price of $12,068,400.40, for 50 Autocar Chassis with various refuse collection bodies, with financing provided through a bank loan or bond issuance, whichever is the best arrangement for the ECUA. Motion carried 7-0.

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ITEM H - PROCUREMENT GUIDELINES AND THRESHOLDS

A motion was made by Mr. Common, seconded by Ms. Benn, that the Board revise the ECUA purchasing policy as outlined. Motion carried 5-2 with Ms. Benson and Dr. Walker voting against the motion.

a. Increase the threshold for purchases requiring more than one quote from $1,000.00 to $5,000.00 per transaction.

b. Increase the limits of the architectural, engineering and surveying services for construction projects from $120,000.00 to $325,000.00 and planning or study services from $6,000.00 to $35,000.00.

c. Increase the amount of construction and repair costs from $15,000.00 to $100,000.00 before requiring Payment and Performance bonds.

d. Increase the Executive Director's authority to approve construction projects and change orders from $50,000.00 to $100,000.00.

ITEM I - DISPOSITION OF SURPLUS PROPERTY

A motion was made by Ms. Ritz, seconded by Mr. McCorvey, that the Board modify Section 2-16 of the *ECUA Code* as suggested in order to increase the Executive Director's authority to declare as surplus and dispose of tangible personal property from $1,000.00 to $10,000.00 per item without Board approval. Motion carried 6-1 with Ms. Benson voting against the motion.

ITEM J - INFORMATIONAL REPORTS:

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

(1) Regional Services report – September 2011
(2) Regional Services report – October 2011
(3) Water Production report – September 2011
(4) Water Production report – October 2011

ITEM K - UNFINISHED BUSINESS

(1) Mr. Sorrell provided a brief verbal report on the demolition of the Main Street WWTP, stating that the contractor is ahead of schedule.

(2) Dr. Walker encouraged everyone to contribute more to the ECUA Utility Assistance Program. Ms. Ritz suggested that this be placed in the ECUA *Customer Pipeline*.

ITEM L - NEW BUSINESS

None.

ITEM M - 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 2:43 p.m.

Respectfully submitted,

Stephen E. Sorrell
Executive Director and Secretary

APPROVED BY THE ECUA CITIZENS' ADVISORY COMMITTEE IN A MEETING ON 02/15/12.

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