

**MINUTES OF THE EMERALD COAST UTILITIES AUTHORITY  
CITIZENS' ADVISORY COMMITTEE MEETING**

**Via GoToMeeting**

TUESDAY, AUGUST 18, 2020, 3:00 P.M.

ECUA BOARD ROOM

9255 STURDEVANT STREET, ELLYSON INDUSTRIAL PARK

PENSACOLA, FLORIDA

Members present: Vicki Campbell, Chairman  
Dale Perkins, Vice Chairman  
Lois Benson  
Maurice J. Inkel, Jr.  
Cloristi Shoemo  
Chuck Kimball (*signed in at approximately 3:04 p.m.*)  
Pueschel Schneier  
Brice Pelfrey  
Louise Ritz  
Randy Ponson

Members absent: Cedric Alexander  
Larry Walker

Staff present: J. Bruce Woody, Executive Director

**ITEM A – CALL TO ORDER**

Chairman Campbell called the regular meeting of the Emerald Coast Utilities Authority Citizens' Advisory Committee to order at approximately 3:01 p.m.

**ITEM B – INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**ITEM C - ADOPTION OF AGENDA**

A motion was made by Mr. Kimball, seconded by Ms. Shoemo, to approve the agenda as presented.

***Motion carried 10-0.***

**ITEM D – OPEN FORUM**

There were no requests to address the Committee.

**ITEM E – APPROVAL OF MINUTES**

A motion was made by Mr. Perkins, seconded by Mr. Inkel, to approve the minutes of the Special Citizens' Advisory Committee meeting of July 14, 2020, and the Regular Citizens' Advisory Committee meeting of July 21, 2020, as presented.

***Motion carried 10-0.***

**ITEM F – Adoption of General Resolution No. GR20-11**

A GENERAL RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A RENEWAL CONTRACT WITH PREFERRED GOVERNMENTAL INSURANCE TRUST (PGIT) AND PREFERRED GOVERNMENTAL CLAIMS SOLUTIONS (PGCS) TO RENEW THE WORKERS' COMPENSATION INSURANCE AND THIRD-PARTY ADMINISTRATOR (TPA) CLAIMS ADMINISTRATION SERVICES WITH AN EFFECTIVE DATE OF OCTOBER 1, 2020.

**Comments:**

Ms. Ritz noted that Resolution No. GR20-11 states the current Experience Modification Factor is now 1.19, which has increased from 1.08 in FY 2020. Mr. Woody explained that the increase is attributed to the frequency and severity of ECUA's workers' compensation claims and changes in annual payroll and job classifications. Our goal is to reduce the current Experience Modification Factor by educating and training our employees through our Risk Management Workplace Safety Program.

**Motion and Vote:**

A motion was made by Ms. Benson, seconded by Mr. Kimball, that the Board adopt General Resolution No. GR20-11.

***Motion carried 10-0.***

**ITEM G – Adoption of General Resolution No. GR20-12**

A GENERAL RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A SOLE SOURCE PURCHASE ORDER IN THE AMOUNT OF \$164,319, WITH PUMP AND PROCESS EQUIPMENT, INC., TO SUPPLY REPLACEMENT PARTS FOR FOUR CENTRAL WATER RECLAMATION FACILITY EFFLUENT PUMPS.

**Comments:**

Mr. Woody explained to the Committee that staff requested a proposal from the pump supplier, Pump and Process Equipment, Inc., to purchase four additional sets of parts to rebuild the remaining four pumps. Pumps and Process Equipment, Inc., is the regional distributor for Fairbanks Morse and the only provider of their parts in this area.

**Motion and Vote:**

A motion was made by Ms. Benson, seconded by Ms. Schneier, that the Board adopt General Resolution No. GR20-12.

***Motion carried 10-0.***

**ITEM H – Adoption of General Resolution No. GR20-13**

A GENERAL RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT WITH DPC ENTERPRISES FOR THE PURCHASE OF LIQUID CHLORINE AND PROVIDING AN EFFECTIVE CONTRACT DATE.

**Comments:**

None.

**Motion and Vote:**

A motion was made by Mr. Kimball, seconded by Ms. Shoemo, that the Board adopt General Resolution No. GR20-13.

***Motion carried 10-0.***

**ITEM I – Adoption of General Resolution No. GR20-14**

A GENERAL RESOLUTION AUTHORIZING THE EXTENSION OF THE CONTRACT WITH HAWKINS/DUMONT, INC., FOR BULK ORTHOPHOSPHATE AND PROVIDING AN EFFECTIVE DATE.

**Comments:**

None.

**Motion and Vote:**

A motion was made by Ms. Benson, seconded by Mr. Kimball, that the Board adopt General Resolution No. GR20-14.

***Motion carried 10-0.***

**ITEM J – Adoption of General Resolution No. GR20-15**

A GENERAL RESOLUTION AUTHORIZING THE ACCEPTANCE OF BID AND AWARDED CONTRACT; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH UTILITY SERVICE COMPANY, INC., FOR \$687,690.78, TO COMPLETE THE ROLLING HILLS TRANSMISSION MAIN RESTORATION PROJECT; AUTHORIZING THE USE OF FUNDS FROM THE BUDGET ESTABLISHED FOR CIP PROJECT RS887—ROLLING HILLS CENTRAL TRANSMISSION MAIN RESTORATION.

**Comments:**

Mr. Woody informed the Committee that this project should be completed within a year.

**Motion and Vote:**

A motion was made by Ms. Shoemo, seconded by Ms. Schneier, that the Board adopt General Resolution No. GR20-15.

***Motion carried 10-0.***

**ITEM K – Informational Reports**

(1) Financial Reports for the Period Ended June 30, 2020

***No action required.***

(2) Water Production Report – June 2020

***No action required.***

(3) Water Production Report – July 2020

***No action required.***

(4) Water Reclamation Report – July 2020

***No action required.***

**ITEM L – UNFINISHED BUSINESS**

None.

**ITEM M – NEW BUSINESS**

Ms. Shoemo asked for clarification on ECUA's procedure for when a customer experiences a water leak and requests to have their service turned off so that repairs can be made. The customer informed Ms. Shoemo that ECUA did not respond in a timely manner, causing an extended time for the water to leak. Ms. Campbell suggested the one-time leak adjustment and also suggested that Ms. Shoemo discuss this particular situation with staff to seek a remedy. Mr. Perkins also suggested that a customer may seek assistance from their Board member.

Ms. Campbell requested that staff add a new item, Board (Committee) Communications, to the Citizens' Advisory Committee agenda.

**ITEM N – OPEN FORUM**

There were no requests to address the Committee.

**ITEM O – ADJOURNMENT**

There being no further business to come before the Committee, Chairman Campbell adjourned the meeting at approximately 3:27 p.m.

Respectfully submitted,

J. Bruce Woody, P.E.  
Executive Director

APPROVED BY THE ECUA CITIZENS' ADVISORY  
COMMITTEE IN REGULAR SESSION ON \_\_\_\_\_

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