

MINUTES OF THE EMERALD COAST UTILITIES AUTHORITY BOARD MEETING

TUESDAY, JUNE 23, 2020, 3:00 P.M.

ECUA BOARD ROOM

9255 STURDEVANT STREET, ELLYSON INDUSTRIAL PARK
PENSACOLA, FLORIDA

Members present: Lois Benson, Chairman
Dale Perkins, Vice Chairman
Vicki Campbell
Larry Walker
Cedric Alexander

Members absent:

Counsel present: Robert Beasley

Staff present: J. Bruce Woody, Executive Director

ITEM 1 – CALL TO ORDER

Chairman Benson called the regular meeting of the Emerald Coast Utilities Authority Board to order at approximately 3:00 p.m.

ITEM 2 – INVOCATION AND PLEDGE OF ALLEGIANCE

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

ITEM 3 - ADOPTION OF AGENDA

Chairman Benson added the following items to the agenda under Report of the Citizens' Advisory Committee of June 16, 2020: Item 8(l) **Handout (revised)** Renewal of Annual Unit-Price Contract for Cured-In-Place Pipeline Rehabilitation (RI705); under Operational Items: Item 9(d)(1) **Handout** Resolution 20-05; under Presentation: Recognition of Mr. Tim Haag; and under Unfinished Business: 13(a) Cutoff for Nonpayment.

A motion was made by Dr. Alexander, seconded by Dr. Walker, to adopt the agenda as presented and amended.

Motion carried 5-0.

ITEM 4 – PUBLIC HEARINGS

There were no public hearings.

ITEM 5 – OPEN FORUM

(a) Ms. Christine Pino, 2A Palao Road, Pensacola, Florida, addressed the Board regarding sanitation collection on Palao Road and Lemhurst Road. For many years sanitation collection has been provided via the back alleyway of the townhomes in this area. The collection trucks
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would exit the alleyway via Ms. Pino's property causing damage to the road. Our Risk Management Department and Sanitation Department assessed the claim and repaired the damages. Now that Ms. Pino has closed access to her property, the trucks must back down the alleyway. Mr. Keith Kyles, Sanitation Collection Manager, informed Ms. Pino that servicing the alleyway is a safety concern due to obstructions and trees that make it difficult for our sanitation vehicles to maneuver. Mr. Kyles sent a letter to each of the residents in the neighborhood explaining that, due to safety concerns, collection will now take place on the road in front of the townhomes. Chairman Benson and Dr. Walker requested that staff find a placement for the cans that is convenient for the customers and allows our sanitation vehicles to collect safely.

(b) Mr. Michael Lynch, 563 Seapine Circle, Pensacola, Florida, addressed the Board regarding a home he owns at 10400 Tanton Road, Pensacola, Florida. On May 6, 2020, ECUA sent a notification stating that he has one year to hook up to sewer. In April, Mr. Lynch spent \$3,500 having a septic tank installed and is now having to pay additional expenses to hook up to sewer. Mr. Stacy Hayden explained that there was a development on Tanton Road. The developer installed a low-pressure force main and as part of that, ECUA pays for oversizing to extend a low-pressure sewer service to vacant lots and customers who are on septic system. The Department of Health issued a permit for Mr. Lynch to repair or replace his drain field line and did not coordinate with ECUA. The Health Department is responsible for enforcing connection to sewer.

Chairman Benson requested that ECUA send a letter to the Department of Health on behalf of the customer requesting an extension. Also, Chairman Benson would like for the ECUA to contact the legislature regarding this issue.

A motion was made by Mr. Perkins, and seconded by Ms. Campbell, that ECUA send a letter to the Department of Health on Mr. Michaels Lynch's behalf, requesting an extension.

Motion carried 5-0.

ITEM 6 – PRESENTATIONS

- (a) Special Recognition Award to Mr. Tim Haag
Chairman Benson presented a plaque to Mr. Tim Haag, former Director of Government Affairs and Communications for his 35 years of exceptional service to the Emerald Coast Utilities Authority. The members of the Board expressed their appreciation and best wishes in his retirement.
- (b) Recycle Star – Random Selection of Monthly Winner
Dr. Alexander selected number four, Mr. Sean Papillion, for the Recycle Star Award.

ITEM 7 – APPROVAL OF MINUTES

A motion was made by Mr. Perkins, and seconded by Dr. Walker, to approve the minutes of the Virtual Board meeting of May 26, 2020, as presented.

Motion carried 5-0.

ITEM 8 – REPORT OF THE CITIZENS’ ADVISORY COMMITTEE OF June 16, 2020

Recommendations:

F. Professional Services for Development of an Electrical Master Plan for the Bayou Marcus Water Reclamation Facility (WRF)

That the Board authorize the Executive Director to sign the contract with Mott MacDonald for professional services for the development of an Electrical Master Plan for the Bayou Marcus Water Reclamation Facility in the amount of \$84,490, with funding from CIP Project RS425.

G. Renewal of Contract for Automated Payments

That the Board: (1) authorize a waiver of the formal bidding process on the automated payment options contract; (2) approve an amendment to the current contract with Kubra EZPay extending for two years, through July 31, 2022, thus allowing Kubra EZPay to continue to provide automated payment solutions with no change to the rates, terms, and conditions; and (3) authorize the Executive Director to sign the associated contract amendment. Kubra has confirmed their willingness to amend our current contract extending another two years at the same price, terms, and conditions as the original contract.

H. Renewal of Annual Unit-Price Contract for Cleaning and Television Inspection of Sanitary Sewers (RI701)

That the Board approve the first of two optional one-year extensions of the Cleaning and Television Inspection of Sanitary Sewers contract with Gulf Coast Underground, LLC, with funding from CIP Project RI701, supplemented by transfer from CIP Project RI700 – Infiltration and Inflow, as needed.

I. Renewal of Annual Unit-Price Contract for Cured-In-Place Pipeline Rehabilitation (RI705) - Revised - handout

That the Board approve the first of two optional one-year extensions of the Cured-In-Place Pipeline Rehabilitation contract with Hinterland Group, Inc., with funding from CIP Project RI705, supplemented by transfer from CIP Project RI700 – Infiltration and Inflow, as needed.

J. Group Benefits – Fiscal Year 2021

That the Board approve the benefits package for FY 2021 with the following plan components, with funding from the appropriate Operating Budget line item:

- 1) Renew with FMIT as the medical insurer, and
 - a. offer two plan designs, one High Deductible Health Plan (HDHP) and one Preferred Provider Organization plan (PPO), and
 - b. provide a portion of the employee-only premium for the two plans, and

Plan	Tier	ECUA Monthly Contribution
Plan 5 – HDHP	Employee Only	\$748.59
Plan 14 – PPO	Employee Only	\$769.07

c. provide a portion of the dependent premium for the two plans, and

Plan	Tier	ECUA Monthly Contribution
Plan 5 - HDHP	Spouse	\$590.70
Plan 5 - HDHP	Child(ren)	\$457.08
Plan 5 - HDHP	Family	\$1,172.89
Plan 14 - PPO	Spouse	\$557.20
Plan 14 - PPO	Child(ren)	\$437.37
Plan 14 - PPO	Family	\$1,128.09

d. contribute \$950 of the employee deductible and \$1,375 of the family deductible into an health savings account (HAS) for each employee enrolled in the HDHP;

- 2) renew with Aetna as the dental plan insurer, and
 - a. increase ECUA's contribution toward the premiums for dental to \$23.64 per month;
- 3) renew with MetLife as the vision plan insurer;
- 4) renew with WageWorks without a cost increase as the flexible benefits administrator; and
- 5) approve funding for the proposed benefits package that includes group medical, dental, life, and long-term disability insurance.

K. FY2021 Proposed Budget

This item was reviewed by the members of the Committee and no action was taken.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Dr. Alexander, to approve the recommendations for Items F through J.

Motion carried 5-0.

ITEM 9 – OPERATIONAL ITEMS

- (a) **2020 Manhole and Valve Box Adjustments**
City of Pensacola 2020 Street Rehabilitation Project

Recommendations:

That the Board: (1) authorize the Executive Director to enter into an agreement with the City of Pensacola for reimbursement of costs associated with the 2020 Manhole and Valve Box Adjustments – City of Pensacola 2020 Street Rehabilitation Project; and (2) approve a transfer of funds in the amount of \$65,000, which will provide for a 10% contingency, from CIP Project CR123 – Manhole/Valve Box Adjust to a newly created CIP Project in the CR123 series.

Comments:

None.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Mr. Perkins, that the Board approve the staff recommendation.

Motion carried 5-0.

**(b) Beach Haven Northeast Drainage and Sanitary Sewer Project, Phase II
Interlocal Cost-Sharing Agreement**

Recommendation:

That the Board authorize the Executive Director to enter into the Interlocal Cost-Sharing Agreement between ECUA and Escambia County for the Beach Haven Northeast Drainage and Sanitary Sewer Project Phase II, to reimburse the County for up to \$1,757,418.

Comments:

None.

Motion and Vote:

Motion made by Dr. Alexander, seconded by Mr. Perkins, that the Board approve the staff recommendation.

Motion carried 5-0.

**(c) Chemstrand Road Water Replacement Project
Interlocal Cost-Sharing Agreement with Escambia County**

Recommendations:

That the Board: (1) authorize the Executive Director to execute the Interlocal Cost-Sharing Agreement with Escambia County for the reimbursement of the construction costs of the water main relocation associated with Escambia County's Chemstrand Road Pedestrian and Drainage Improvement Project; and (2) approve a transfer of funds in the amount of \$115,000, which will provide for the expected project costs plus a 15% contingency, from CIP Project CR405 – General Utility Relocate to a newly created CIP Project.

Comments:

None.

Motion and Vote:

Motion made by Dr. Alexander, seconded by Dr. Walker, that the Board approve the staff recommendation.

Motion carried 5-0.

(d) Disposition of Surplus Property – Sanchez Lane Former Well Site

Recommendation:

That the ECUA Board approve and concur in the findings of the Executive Director that the Sanchez Lane former well site is not necessary, useful, or profitable in the operation of the utility systems of ECUA, and authorize the disposition of the property, subsequent to the Board's adoption of the associated resolution.

Comments:

None.

Motion and Vote:

Motion made by Dr. Walker, seconded by Dr. Alexander, that the Board approve the staff recommendation.

Motion carried 5-0.

(d)(1) Handout – Adoption of Resolution 20-05

A RESOLUTION FINDING THE SANCHEZ LANE FORMER WELL SITE TO BE NO LONGER USEFUL, NECESSARY, OR PROFITABLE IN THE OPERATION OF THE UTILITY SYSTEMS OF THE EMERALD COAST UTILITIES AUTHORITY; APPROVING AND CONCURRING IN THE FINDINGS OF THE EXECUTIVE DIRECTOR; DECLARING THE PROPERTY TO BE SURPLUS; AND PROVIDING AN EFFECTIVE DATE.

Comments:

None.

Motion and Vote:

Motion made by Dr. Walker, seconded by Dr. Alexander, that the Board adopt Resolution 20-05.

Motion carried 5-0.

(e) Emergency Storage Tank for the Government Street Regional Lift Station (GSRLS) Basin, Property Purchase

Recommendations:

That the Board: (1) authorize the Executive Director to enter into the Agreement with the owner to purchase, for the price of \$933,000 (which includes closing costs), real property shown as Candidate #2 on the attached exhibit and generally located southeast of the intersection of Main Street and Barrancas Street, to locate an emergency storage tank for the GSRLS basin; (2) approve the transfer of \$1,300,000 from CIP Project RI700 - Inflow/Infiltration (I&I) to CIP Project RI707 - GSRLS Emergency Storage Tank to fund the purchase of the property and issue professional services contracts for due diligence as provided in the Agreement.

The attached Purchase and Sale Agreement was received back from the Seller on June 17, 2020, which is the day that the Board's agenda packet goes to final print. It contains margin notes and annotations that staff would not normally present in a final

document for Board review. However, to avoid another month's delay in this project, the ECUA Executive Director Bruce Woody and ECUA Attorney Robert Beasley reviewed the notes and determined that it was in the interest of the project's progress to proceed with execution of the agreement. But for final clarification, we do request the authority for the Executive Director to execute an amendment, subsequent to the Board's approval of this Purchase and Sale Agreement, formalizing the annotations for the record. Mr. Beasley's more specific recommendation is as follows:

"The Board approve this contract and its material terms with the changes indicated by the Seller and authorize the Executive Director to execute this contract along with any non-material amendments thereto needed to account for the Seller comments."

Comments:

Mr. Woody explained to the Board that ECUA is under a Consent Order (CO) from the Florida Department of Environmental Protection (FDEP) to minimize sanitary sewer overflows (SSOs). The CO requires ECUA to perform a Comprehensive Evaluation of the sanitary sewer collection system and prepare a Corrective Action Plan (CAP) to address SSOs. ECUA submitted the CAP to FDEP identifying the top-ranked projects to be completed within the next ten years. The highest priority project in the CAP is to provide emergency storage for the Government Street Regional Lift Station (GSRLS) basin. The GSRLS basin collects an average daily flow of 10-million-gallons from the collection system. This proposed tank will also serve as emergency storage should the system become overwhelmed with inflow and infiltration (I&I) and when there are scheduled or emergency repairs that need to be made at the station or on the force main.

This property provides accessibility to gravity mains nearby in order to discharge the flow back into the system; it is the farthest from the downtown Pensacola core; it is of sufficient size to build a 10-million gallon emergency storage tank; and a stand of mature trees on site that provides screening between ourselves and the adjacent road. The seller requests that we extend the existing driveway to the property line for their accessibility as well. Under the requirements of the County, we will have to construct a storm water retention basin on the property. The seller requests that we build one large enough to accommodate their needs as well.

Mr. Woody explained that a third party performed an evaluation of the cost for the property based on a unit-price. The ECUA staff converted the pricing in the appraisal for 2.3 acres to reach an appraised value of \$800,400. Typically during the negotiation process of property we give ourselves a 15 percent allowance.

Mr. Perkins stated that under the FDEP CO, we have certain fund goals/expenditures that are mandated. Mr. Stacy Hayden, Director of Engineering, informed Mr. Perkins that this will count toward those goals.

Motion and Vote:

Motion made by Dr. Walker, seconded by Dr. Alexander, that the Board approve the staff recommendation.

Motion carried 5-0.

**(f) Lee Street Sidewalks, Drainage, and Sanitary Sewer Project
Interlocal Cost-Sharing Agreement with Escambia County**

Recommendations:

That the Board approve: (1) the Interlocal Cost-Sharing Agreement between ECUA and Escambia County for ECUA to reimburse the County up to \$660,000 for the sewer expansion portion of the Lee Street Sidewalks, Drainage, and Sanitary Sewer project, and all of the costs related to the water main upgrades; (2) a transfer of funds in the amount of \$415,000, from CIP Project CS317 – Sewer Expansion to CIP Project CS0003 – Lee Street Sewer Expansion to provide the additional funding needed for the associated sanitary sewer construction costs; and (3) the transfer of funds in the amount of \$192,500 from CIP Project RW906 - Antiquated Water Lines Replacement to CIP Project CS0003 – Lee Street Sewer Expansion for the associated water infrastructure constructions costs, which will provide for a 10% contingency.

Comments:

Mr. Woody stated that this is an opportunity to partner with Escambia County and they are providing grant funding as well. In addition, the ECUA identified water lines that could be removed and replaced as part of the Lee Street Sidewalk, Drainage, and Sanitary Sewer project. The estimated cost is approximately \$175,000.

Dr. Walker requested that staff provide a report to the Board regarding funding for Antiquated Water Lines Replacement and how those funds are being used.

Motion and Vote:

Motion made by Mr. Perkins, seconded by Dr. Walker, that the Board approve the staff recommendation.

Motion carried 5-0.

(g) Santa Rosa Sanitation Agreement

Recommendation:

That the Board authorize the existing “First Amendment to Residential Solid Waste and Recycling Collection Interlocal Agreement between Santa Rosa County and Emerald Coast Utilities Authority” to expire by not issuing a Notice of Intent to Renew prior to July 1, 2020.

Comments:

Mr. Woody explained that in November 2014, the ECUA entered into a Residential Solid Waste and Recycling Collection Interlocal Agreement. There have been a series of original agreements, followed by a First Amendment. Both parties approved a First Amendment in August 2017 to extend the original Interlocal Agreement through December 31, 2020. The ECUA is required to provide the County a written Notice of Intent to Renew no less than 180 days prior to contract expiration. Mr. Woody added that we are in the timeframe for this decision to be formally made. Based on the needs for resources to provide increased service to our customers’ in Escambia County, staff is recommending not issuing a Notice of Intent to Renew to Santa Rosa County.

Mr. Randy Rudd, Deputy Executive Director of Shared Services, stated that the ECUA has a separate agreement with Santa Rosa County for them to transport the recyclables to our Materials Recycling Facility (MRF). The Santa Rosa Sanitation Agreement will not affect that agreement.

Chairman Benson stated that there was discussion at the County level regarding the impact of not renewing the Santa Rosa Sanitation Agreement. The question arose as to whether the need for a transfer station still exists since we will be reducing the number of loads coming from Santa Rosa County. Mr. Rudd explained to the Board that a transfer station is needed and the two matters are not related. A transfer station will provide multiple benefits to the collection operation: 1) reduced travel time; 2) allow ECUA collection vehicles to remain on paved surfaces and eliminate the need to drive over the landfill face; and 3) reduce damage and maintenance cost. An additional five routes are being added due to growth and a transfer station will be a huge advantage when dealing with growth in the future.

Chairman Benson discussed the issues with turnover in the Sanitation Department. In 2018, the turnover rate was 26.5%, in 2019, it was 25.6% and this year the turnover rate is approaching 28%. Chairman Benson expressed that with the budget she would like to have a goal to reduce that turnover rate substantially. She stated that it is time to look at our organization regarding racial equity issues, pay equity issues and put our budget where our values are. Dr. Alexander and Ms. Campbell supported Chairman Benson and her suggestions.

Dr. Walker stated that at the February Citizens' Advisory Committee meeting the Committee suggested that the Sanitation Department and Human Resources Department meet to discuss recruitment and retention of employees for Sanitation. Dr. Walker asked for a follow-up. Mr. Rudd informed the Board that staff conducted an employee survey to receive recommendations improving the Sanitation Department. The top three suggestions were higher pay, additional equipment and less work. Mr. Rudd added that the new prototype will lessen the work load for yard trash, which is where the vast majority of turnovers occur. We are also experiencing problems with retaining Mechanics and need to look at ways to prevent turnover in that area. Chairman Benson stated that the Board fully supports providing more resources to the Sanitation Department.

Motion and Vote:

Motion made by Mr. Perkins, seconded by Ms. Campbell, that the Board approve the staff recommendation.

Motion carried 5-0.

(h) System Wide Flow Monitoring – Proposal for Long-Term Flow Monitoring System Operations and Maintenance

Recommendation:

That the Board waive the normal bid process and authorize the Executive Director to execute a contract with ADS Environmental Services, Inc., to continue long-term flow monitoring of the collection system in the amount of \$231,369 for a period of 12

months, with funding through a transfer of \$240,000 from CIP Project RI700 – Inflow and Infiltration to CIP Project RI702 – Long-Term Flow Monitoring.

Comments:

Mr. Woody stated that an important requirement of our Consent Order (CO) with the Florida Department of Environmental Protection (FDEP) is documenting our current baseline situation in our collection system. In order to chart and track our progress as we work on inflow and infiltration (I&I) projects, we have deployed flow monitors in key locations in our collection system and storm water collection gauges. This allows us to equate the relationship between the responses of our collection system when we have various amounts of rainfall. Staff is recommending the continuation of this work.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Dr. Walker, that the Board approve the staff recommendation.

Motion carried 5-0.

(I) Adoption of Resolution 20-09

A RESOLUTION OF THE GOVERNING BODY OF THE EMERALD COAST UTILITIES AUTHORITY AUTHORIZING THE AMENDMENT TO THE MASTER LEASE/PURCHASE AGREEMENT WITH SUNTRUST EQUIPMENT FINANCE & LEASING CORP. TO ADD LEASE SCHEDULE 002 AND A CORRESPONDING ESCROW AGREEMENT FOR THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF SANITATION COLLECTION EQUIPMENT WITHIN THE TERMS HEREIN PROVIDED; AUTHORIZING THE EXECUTION AND DELIVERY OF OTHER DOCUMENTS REQUIRED IN CONNECTION THEREWITH; AND AUTHORIZING ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION.

(Schedule 002 disseminated under separate cover)

Comments:

None.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Dr. Alexander, that the Board adopt Resolution 20-09.

Motion carried 5-0.

ITEM 10 – BUDGET REPORT

(a) Monthly Budget to Actual Report as of May 31, 2020

Information only, no action required.

Comments:

Ms. Patty Sheldon, Director of Finance, stated that the Monthly Budget to Actual Report as of May 31, 2020, represents 67% of the fiscal year. The water fund is 62% and the sanitation fund is 69%. We are seeing overages in overtime, repair and maintenance,

and gas, oil and lubrication. Ms. Sheldon further explained that insurance policies, subscriptions, annual permits, licenses, and claims liabilities are paid on an annual basis and typically, at the beginning of the year.

Ms. Sheldon informed the Board that overall expenses are in line with the budget.

ITEM 11 – EXECUTIVE DIRECTOR’S REPORT

(a) Citizens’ Advisory Committee Agenda

Mr. Woody stated that at the June Citizens’ Advisory Committee meeting, we received a request to have the agenda delivered a few days earlier than scheduled. In an effort to accommodate that request we have adjusted our agenda delivery schedule to Tuesday.

Mr. Woody also added that next month we have scheduled a Special Citizens’ Advisory Committee meeting to have additional time to discuss the budget. The meeting is scheduled for July 14.

(b) CivicCon Presentation

Mr. Woody informed the Board that CivicCon, a local organization that provides information about organizations, provided a presentation on, “Understanding the \$188M ECUA Budget.” Most of the presentation was accurate; however, there were a few inaccuracies. Mr. Woody stated that he will provide an itemized list of those five inaccurate items in the Board Report.

(c) Innerarity Project

Mr. Woody updated the Board on the progress of the Innerarity Project. He advised the Board that different groups are going before the County to express their concerns. The last meeting he attended most of the concerns fell into one of the following categories: 1) high-cost; 2) not adequately informed by the County prior to the contractor arriving; 3) new property owners upset that neither their title company, real estate agent, or prior owner disclosed information about the upcoming assessment on their taxes; and 4) policy disagreements.

Mr. Stacy Hayden explained at the meeting that the project is about 47% complete, in terms of work in the field. The estimated substantial completion date is mid-August 2020. The original contract price, plus a few minor change orders, was \$4.5 million, which is well below the original construction cost estimate of \$5.2 million. Overall, the project is moving along reasonably well.

Mr. Perkins explained that the sewer improvement fee was for relocating the Main Street sewage treatment plant and requested an update as to when that fee expires. Ms. Patty Sheldon stated that we have outstanding state revolving loan funds, which were for the movement of the treatment plant and will not pay off until 2029. Currently, the sewer improvement fees pay the debt service with a minimal amount left over.

Lastly, Mr. Woody informed the Board that he will be out of the office starting July 1 – July 5. During his absence, Mr. Randy Rudd, will be the acting Executive Director.

ITEM 12 - ATTORNEY'S REPORT

(a) **Proposed Settlement Agreement regarding the Hawkshaw Project**

Mr. Beasley informed the Board that this agreement is related to a parcel of property that is north of the Veterans Park downtown off of 9th Avenue and Romana Street in Pensacola, Florida. A developer, in conjunction with the City of Pensacola, entered into an agreement to commence development of the Hawkshaw Project. Upon commencement, they discovered that the main water line was outside of the easement in the wrong location. Mr. Stacy Hayden made immediate contact and worked closely with the developers to relocate the line on the north side of the parcel. We then made a claim against the engineer and the surveyor for locating the pipe in the wrong location. We will receive \$73,127.28, which will fully reimburse the ECUA for the expense related to relocation of the pipe.

Mr. Beasley asked for a motion from the Board for approval of the release agreement and to authorize the Executive Director to sign the release.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Dr. Alexander, that the Board approve the release agreement and authorize the Executive Director to sign the release.

Motion carried 5-0.

Dr. Walker asked Mr. Beasley to provide an update on pursuing a settlement against the firm of Odom & Barlow and/or their insurance company. Mr. Beasley explained that pursuant to the direction of the Board, pleadings and related information to the case have been sent to a firm in Jacksonville that specializes in legal malpractice.

Mr. Beasley added that Mr. Woody suggested he provide a quarterly litigation report. Every quarter the Board will receive this report that will provide an update on each case that is outstanding.

ITEM 13 - UNFINISHED BUSINESS

a) **Cutoff for Nonpayment**

Chairman Benson asked how we communicate with customers who are about to have their utilities cutoff. Ms. Patty Sheldon explained that customers receive two different delinquent notices in a matter of 30-45 days. Chairman Benson asked what the ECUA is doing to help those that have been financially impacted by the COVID-19 pandemic. Mr. Woody explained that we have a partnered with outside agencies to assist with hardship cases. Staff provides the customer with the contact information for these agencies. We also have a fund that we have encouraged and promoted allowing our customers to contribute to utility assistance.

ITEM 14 - NEW BUSINESS

None.

ITEM 15 – BOARD COMMUNICATIONS

None.

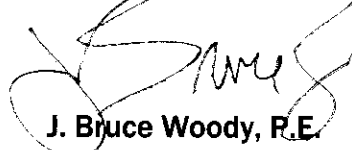
ITEM 16 – OPEN FORUM

None.

ITEM 17 – ADJOURNMENT

There being no further business to come before the Board, Chairman Benson adjourned the meeting at approximately 5:05 p.m.

Respectfully submitted,



J. Bruce Woody, R.E.
Executive Director

APPROVED BY THE ECUA BOARD
IN REGULAR SESSION ON July 28, 2020.

- Without corrections/amendments
 With corrections/amendments being: