

**MINUTES OF THE EMERALD COAST UTILITIES AUTHORITY BOARD MEETING**

**Via GoToMeeting**

**TUESDAY, JULY 28, 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 (*signed in at approximately 3:20 p.m.*)  
Cedric Alexander

**Members absent:**

**Counsel present:** Dewitt Clark (*on behalf of 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**

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

**ITEM 3 - ADOPTION OF AGENDA**

Chairman Benson added the following item to the agenda under Unfinished Business: Item 14(a) Minority Recruitment, Mentoring, and Contracting and Mr. Perkins added the following item to the agenda under Board Communications: Item 16(a) Recognition of Mr. Gabe Brown, Director of Customer Service.

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

***Motion carried 4-0.***

**ITEM 4 - PUBLIC HEARINGS**

There were no public hearings.

## **ITEM 5 – OPEN FORUM**

- (a) Ms. Alexis Bolin, 14180 River Road Unit 3, Pensacola, Florida, addressed the Board on behalf of the Homeowner’s Association (HOA) for Riverbend Townhomes. Ms. Bolin presented to the Board an issue regarding the 14180 River Road HOA’s water meter for the pool and irrigation. Ms. Bolin explained that Riverbend Townhomes consists of ten units, two buildings, and each building has five units. At the June 2020 HOA meeting, the members discovered that the water bill for Unit 5 has been included on the HOA’s water meter and bill. Last week, Ms. Bolin was informed by the ECUA Customer Service Department and the ECUA Engineering Department that in order to separate Unit 5, the HOA must pay an impact fee in the amount of \$950. Ms. Bolin expressed to the Board that the HOA should not be assessed an impact fee since the fee was paid when the townhomes were first built. After further discussion, Mr. Woody proposed that the ECUA reduce the impact fee to \$75, which reflects the amount that an impact fee would have been when the townhomes were first built in the 1980s.

A motion was made by Mr. Perkins, and seconded by Ms. Campbell, that ECUA reduce the impact fee from the originally quoted \$950 to \$75, based on the rate in the 1980s.

***Motion carried 4-0.***

- (b) the Honorable Doug Broxson, Senator, State of Florida, addressed the Board regarding the COVID-19 pandemic. Senator Broxson encouraged the Board to sign a pledge, as an elected official, saying that they are committed, health conditions prevailing, to give blood every 60 days until this pandemic is over to help those fighting this virus.
- (c) Mr. Pierce Schuessler, Metz Husband & Daughton, updated the Board members and discussion was provided regarding their lobbyist services to date.

## **ITEM 6 – PRESENTATIONS**

- (a) Recycle Star – Random Selection of Monthly Winner  
Mr. Perkins selected number three, Mr. Art Moore, for the Recycle Star Award.

## **ITEM 7 – APPROVAL OF MINUTES**

A motion was made by Ms. Campbell, and seconded by Dr. Walker, to approve the minutes of the Regular Board meeting of June 23, 2020, as presented.

***Motion carried 5-0.***

## **ITEM 8 – REPORT OF THE SPECIAL CITIZENS’ ADVISORY COMMITTEE OF July 14, 2020**

### **E. Fiscal Year 2021 Operating Budget Departmental Budget Discussions**

The following department directors presented to the Citizens’ Advisory Committee their goals/targeted goals, objectives, accomplishments, budget and work plans:

Mr. Bruce Woody, Administration  
Ms. Patty Sheldon, Finance  
Mr. John Daane, Information Technology  
Ms. Kimberly Scruggs, Human Resources  
Mr. Stacy Hayden, Engineering  
Mr. Randy Rudd, Shared Services  
Mr. Gabe Brown, Customer Service  
Mr. Gerry Piscopo, Maintenance & Construction  
Mr. Randy Rudd, Sanitation & Materials Recycling Facility  
Mr. Bruce Woody and Mr. Stacy Hayden, Capital Improvement Program

Mr. Stacy Hayden, Director of Engineering, provided a detailed presentation on the Inflow and Infiltration (I&I) Program.

**ITEM 9 – REPORT OF THE CITIZENS’ ADVISORY COMMITTEE OF July 21, 2020 - Via GoToMeeting**

**F. Fiscal Year 2021 Operating Budget  
Departmental Budget Discussions**

The following department directors presented to the Citizens’ Advisory Committee their goals/targeted goals, objectives, accomplishments, budget and work plans:

Mr. Brian Reid, Regional Services  
Mr. Randy Sears, Water Reclamation  
Mr. Don Palmer, Water Production

**Recommendations:**

**G. FY2021 Proposed Budget**

That Board approve the FY2021 proposed budget with inclusion of \$60,000 to contract for lobbyist services and \$80,000 for a ‘Cost of Service’ rate study.

**H. Award of Contract – Site Preparation, Construction of Slabs, and Offloading of Muldoon Granular Activated Carbon (GAC) Filter Vessels**

That the Board waive the formal bidding process and award the contract to Utility Service Co., the contractor providing the lowest quote, in the amount of \$280,715.18, with funding transferred from CW115 Humphreys Well Replacement to CW0006 Muldoon and Avondale GAC Treatment.

**I. Extension of Chemical Contract for Sodium Hypochlorite (Bleach)**

That the Board extend the contract for Sodium Hypochlorite with DPC Enterprises in the amount of \$0.6640 per gallon for the first of two one-year options to extend, with pricing as agreed to by the supplier and with the approval of the ECUA Board, and authorize payment from the appropriate line item from the operating budget.

**Comments:**

Chairman Benson requested that the Board discuss Item 9(g) FY2021 Proposed Budget, separately from all other items and move Items H through I for approval.

**Motion and Vote:**

Motion was made by Ms. Campbell, seconded by Mr. Perkins, to approve the recommendations for Items H through I.

***Motion carried 5-0.***

**Comments:**

Ms. Campbell opened discussion for Item 9(g) FY2021 Proposed Budget.

Dr. Alexander requested an expansion of sewer located in District Three from “U” Street to “T” Street and Lakeview Avenue. This is an affordable housing project referred to as the ‘Lakeview Project’. Dr. Alexander asked for the Board to consider adding this project to the FY2021 budget. Mr. Woody explained that in reviewing the project scope, it seems that an appropriate placeholder for the project would be \$150,000. Mr. Woody added that staff would like the opportunity to provide the Board with a presentation on Sewer Expansion Projects (SEP). Mr. Perkins explained that in the context of the budget we have already approved, that the Board can commit to \$150,000. Chairman Benson expressed that the Board will consider this request and take a vote once staff provides the SEP presentation.

Chairman Benson thanked Ms. Campbell, Mr. Woody and staff for their leadership and commitment to the budget process. She explained when the Board adopts the budget, the members take in account not only adopting the dollars allocated, but also adopting the goals and projected accomplishments presented by staff.

In addition, Ms. Benson stated that the following items were discussed by the Board; however, the items were not acted on separately:

- (a) the possibility of suspending the ongoing Fats, Oils and Grease (FOG) fees for restaurants that meet a certain threshold of compliance to provide some relief during this COVID-19 pandemic. Chairman Benson requested a report from staff on this item;
- (b) staff conduct a benchmark survey of customers to analyze the culture of our Customer Service Department with targeted goals. Chairman Benson requested that staff provide the Board with suggestions on how to move forward with this;
- (c) that staff develop a clear and prompt process for advising the public of sanitary sewer overflows (SSOs). Chairman Benson requested that staff provide a presentation on this item; and
- (d) a policy on laterals and end-of-the line flush-outs.

Ms. Campbell requested to provide a summary to clarify the FY2021 Proposed Budget. She explained that a 2% rate increase is requested for Sanitation. Therefore, every customer with two 90-gallon containers will receive a monthly increase of \$0.45 and there is no rate increase requested for Water and Wastewater.

**Motion and Vote:**

Motion was made by Ms. Campbell, seconded by Mr. Perkins, to approve Item G, FY2021 Proposed budget.

***Motion carried 5-0.***

## **ITEM 10 – OPERATIONAL ITEMS**

### **(a) 2019 Water Service Renewals Annual Contract Extension**

**Recommendation:**

That the Board approve the extension of the contract with Evans Contracting, Inc., for CIP Project RW818 – 2019 Water Service Renewals for a period of one year.

**Comments:**

None.

**Motion and Vote:**

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

***Motion carried 5-0.***

### **(b) 2020 Sanitary Sewer Collection System Master Plan**

**Recommendation:**

That the Board authorize the Executive Director to enter into an agreement with Volkert, Inc., to develop a Sewer Collection System Master Plan for ECUA. Also, approve the establishment of a new CIP project to be titled Sewer Collection System Master Plan, and transfer funds in the amount of \$250,000 from CIP Project RI700 - Inflow/Infiltration (I&I) to the newly created project number.

**Comments:**

Mr. Woody explained that the past sewer master plan was prepared in 1997 and is no longer valid. Therefore, staff solicited a proposal from one of ECUA's approved consultants to develop a new sewer master plan for the current and future development or expansion of the sewer system to minimize the potential for capacity.

**Motion and Vote:**

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

***Motion carried 5-0.***

### **(c) Award of Chemical Contracts for Aluminum Sulfate (Liquid Alum)**

**Recommendation:**

That the Board award the contract for Aluminum Sulfate to the low bidder, Southern Ionics, Inc., in the amount of \$269.12 per dry ton, for one year with two one-year options to extend, with the agreement of Southern Ionics, Inc., and the ECUA Board, and authorize payment from the appropriate line items from the operating budgets of the three water reclamation facilities.

**Comments:**

None.

**Motion and Vote:**

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

***Motion carried 5-0.***

**(d) CWRP Tertiary Filter and Chlorine Contact Chamber Bypass FEMA Grant Agreement**

**Recommendation:**

That the ECUA Board authorize the ECUA Executive Director to execute the federally funded Subaward and Grant Agreement for FEMA Project DR-4177-027-R, CWRP Tertiary Filter and Chlorine Contact Chamber Bypass - CIP Project CS529, and approve the funding expenditure required for the 25% local match, amounting to \$371,263.

**Comments:**

Mr. Woody stated that during the April 2014 rain event, ECUA experienced extremely high flows through its wastewater collection system. The excessive flows created tremendous issues at the Central Water Reclamation Facility (CWRP) overwhelming the tertiary filter complex system and chlorine contact chamber. Through conversations with the Florida Division of Emergency Management (FDEM), the Federal Emergency Management Agency (FEMA), and staff, we have been able to obtain a Hazard Mitigation Grant Program (HMGP) grant. Staff is recommending to accept the 75% funding that would go with our 25% match to create a bypass system. This system will effectively give staff the flexibility and the option during these types of events to bypass that portion of the system and run it directly to our reject storage to avoid damaging equipment.

**Motion and Vote:**

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

***Motion carried 5-0.***

**(e) Recommended Water and Wastewater Systems Budget Sources and Uses**

**Comments:**

Mr. Woody stated that listed on page 30 of the agenda under the line item listed as 'unrestrictive reserves', the beginning balance is \$3,500,000 which has been a common practice in past years. Mr. Woody has increased that to \$4,500,000.

**Motion and Vote:**

Motion made by Ms. Campbell, seconded by Dr. Alexander, that the Board approve Item 10(e).

***Motion carried 5-0.***

**(f) Recommended Sanitation and Materials Recycling Facility Budget Sources and Uses**

Comments:

None.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Dr. Alexander, that the Board approve Item 10(f).

***Motion carried 5-0.***

**(g) Adoption of Resolution 20-10**

**A PRELIMINARY RATE SETTING RESOLUTION PROVIDING FOR NOTICE AND PUBLIC HEARING CONCERNING THE PROPOSED ESTABLISHMENT OF REVISED SANITATION SERVICE CHARGES.**

Comments:

None.

Motion and Vote:

Motion made by Ms. Campbell, seconded by Dr. Alexander, that the Board adopt Resolution 20-10.

***Motion carried 5-0.***

**ITEM 11 – BUDGET REPORT**

**(a) Monthly Budget to Actual Report as of June 30, 2020**

Information only, no action required.

Comments:

Ms. Patty Sheldon, Director of Finance, provided an update of the status of the current budget.

**ITEM 12 – EXECUTIVE DIRECTOR'S REPORT**

**(a) Natural Resource Damage Assessment (NRDA)**

Mr. Woody discussed the progress with the Florida Department of Environmental Protection (FDEP) in reviewing and updating the proposed NRDA grant for the Pensacola Beach Reclaimed Water System Expansion project.

**(b) Standard and Poor's**

Mr. Woody discussed the recent review of our Standard and Poor's and informed the Board that the ECUA retained our "A stable" rating.

### **ITEM 13 - ATTORNEY'S REPORT**

Mr. Dewitt Clark attended the Board meeting on behalf of Mr. Robert Beasley.

Chairman Benson reported a Sunshine Violation to Mr. Clark. Ms. Bolin appeared before the Board and was recognized during Open Forum to present an issue regarding the 14180 River Road Homeowner's Association (HOA) water meter for the pool and irrigation. Prior to the Board meeting, Ms. Bolin communicated via text message with ECUA Board member, Ms. Vicki Campbell, and then forwarded the text message to Chairman Benson, which is in violation of the Sunshine Law.

### **ITEM 14 - UNFINISHED BUSINESS**

a) **Minority Recruitment, Mentoring, and Contracting**

Chairman Benson recommended that the ECUA staff assess the current status of minorities in our workplace, by department, and review minority compensation, vis-à-vis of overall salaries. She also requested that staff develop a plan for recruitment, mentoring within the organization, and review bid documents to ensure minority contractor and subcontractor sections of their bid forms are being followed. Chairman Benson requested that staff create an outline for this plan and present the plan to the Board by the October Board meeting. Dr. Alexander expressed that he would like to see staff search outside of the organization and community when recruiting.

**Motion and Vote:**

Motion made by Dr. Walker, seconded by Mr. Perkins, that the ECUA staff assess the current status of minorities in our workplace, by department, and review minority compensation, vis-à-vis of overall salaries, then develop a long-range recruitment and mentoring plan, review bid documents and ensure minority contractor and subcontractor sections of their bid forms are being followed, and have staff present the plan to the Board by the October Board meeting.

***Motion carried 5-0.***

### **ITEM 15 - NEW BUSINESS**

None.

### **ITEM 16 - BOARD COMMUNICATIONS**

a) **Recognition of Mr. Gabe Brown, Director of Customer Service**

Mr. Perkins stated that Mr. Gabe Brown has accepted a position in New Orleans, Louisiana. Mr. Perkins expressed his gratitude to Mr. Gabe Brown for his 30 years of exceptional service to the Emerald Coast Utilities Authority. The Board expressed their appreciation and best wishes.



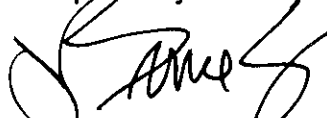
**ITEM 17 – OPEN FORUM**

None.

**ITEM 18 – ADJOURNMENT**

There being no further business to come before the Board, Chairman Benson adjourned the meeting at approximately 4:52 p.m.

Respectfully submitted,



J. Bruce Woody, P.E.  
Executive Director

**APPROVED BY THE ECUA BOARD  
IN REGULAR SESSION ON August 25, 2020.**

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

**GR20-18: A GENERAL RESOLUTION AUTHORIZING THE REVISION OF THE REGULAR CITIZENS' ADVISORY COMMITTEE MEETING MINUTES FROM JULY 21, 2020, AND THE REGULAR BOARD MEETING MINUTES FROM JULY 28, 2020, AND PRICING FOR THE CONTRACT WITH DPC ENTERPRISES OF CHICKASAW, ALABAMA, FOR SODIUM HYPOCHLORITE AND PROVIDING AN EFFECTIVE DATE.**

A scrivener's error was made in the Recommendation section of the agenda item for a contract extension with DPC Enterprises of Chickasaw, Alabama, for the purchase of Sodium Hypochlorite and previous meeting minutes and pricing needs to be corrected.

The agenda item brought before the July Regular Citizens' Advisory Committee meeting and the July Regular ECUA Board meeting was for an extension to the current contract with the same pricing as the previous year. The price of Sodium Hypochlorite was incorrectly cited in the Recommendation section of the item as \$0.6640 per gallon. However, the correct bid pricing is \$0.6644 per gallon.

This item will correct the pricing for Sodium Hypochlorite and update the meeting minutes for both the Citizens' Advisory Committee and the ECUA Board from July 21, 2020 and July 28, 2020 respectively.

A motion was made by Dr. Walker, and seconded by Dr. Alexander, to approve the minutes of the Regular Board meeting of July 28, 2020, including Handout 9(c) the Adoption of General Resolution No. GR20-18.

***Motion carried 5-0.***