

**MINUTES OF THE EMERALD COAST UTILITIES AUTHORITY  
CITIZENS' ADVISORY COMMITTEE MEETING  
TUESDAY, MAY 21, 2019, 3:00 p.m.  
ECUA BOARD ROOM  
9255 STURDEVANT STREET, ELLYSON INDUSTRIAL PARK  
PENSACOLA, FLORIDA 32514**

**Members Present:** Vicki Campbell, Chairman  
Dale Perkins, Vice Chairman  
Chuck Kimball (departed at 4:47)  
Randy Ponson  
Louise Ritz  
Pueschel Schneier  
Larry Walker (arrived at 3:42)  
Deborah Benn (departed at 4:47)  
Lois Benson  
Catherine Booker  
Kevin Hammer

**Members Absent:**

**Staff Present:** Stephen E. Sorrell, 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 3:00 p.m.

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

Vice Chairman Perkins provided the invocation and led the Pledge of Allegiance.

**ITEM C - ADOPTION OF AGENDA**

A motion was made by Vice Chairman Perkins, seconded by Ms. Ritz, to approve the agenda as presented.

*Motion carried 10-0.*

**ITEM D – OPEN FORUM**

Mr. David Suhor, 924 East Scott Street, Pensacola, Florida 32503, addressed the Committee at length about the arrangement of the Call to Order and Invocation and Pledge of Allegiance on the agendas.

**ITEM E – APPROVAL OF MINUTES**

A motion was made by Mr. Kimball, seconded by Ms. Booker, to approve the minutes of the Citizens' Advisory Committee meeting of April 16, 2019, as presented.

*Motion carried 10-0.*

**ITEM F – Ellyson Customer Service Building Flashing Repairs**

**Recommendation:**

That the Board waive the formal bid process due to the operational nature of the buildings and approve the issuance of a purchase order to Edward's Roofing, Inc., Pensacola, Florida, in the amount of \$57,000, with funding through a transfer of \$62,000 from CIP Project CZ999- Project Contingency Funds, to cover the cost of the proposal plus a contingency of \$5,000.

**Comments:**

None.

**Motion and Vote:**

A motion was made by Ms. Benson, seconded by Ms. Benn, to approve the staff recommendation.

*Motion Carried 10-0.*

**ITEM G – Sole Source Purchase – Central Water Reclamation Facility Variable Frequency Drive (VFD) Upgrade**

**Recommendation:**

That the Board waive the formal bid process due to the nature of this equipment and the specific installation requirements for the VFDs, and approve the issuance of a sole source purchase order to Stuart C. Irby, Inc., Pensacola, Florida, in the amount of \$177,565.79, for three new 400HP Rockwell/Allen Bradley VFD's, with funding from CIP Project RS630-Reuse Pump Upgrade.

**Comments:**

None.

**Motion and Vote:**

A motion was made by Mr. Kimball, seconded by Ms. Ritz, to approve the staff recommendation.

*Motion carried 10-0.*



**ITEM H – Award of Bid: Highway 29/Beck's Lake Utility Relocation**

**Recommendation:**

That the Board award the contract for the Highway 29/Beck's Lake Road Utility Relocation project to the lowest bidder, B & W Utilities, Inc., for the Base Bid at \$69,343, with funding through a transfer of \$80,000 from CIP Project CR405 to cover the bid amount plus 15% contingency. Based on the Subordination Agreement between FDOT and ECUA, the FDOT will reimburse \$40,500 to ECUA at the completion of the project.

**Comments:**

Chairman Campbell explained that this process was not conducted through the normal bid process, but by receiving three quotes. Mr. Sorrell stated that the quotes received were very competitive. Chairman Campbell expressed that the community will be pleased once this project is complete.

**Motion and Vote:**

A motion was made by Ms. Benn, seconded by Ms. Booker, to approve the staff recommendation.

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

**ITEM I – Award of Bid: Grounds Maintenance Water Wells**

**Recommendation:**

That the Board award the two-year contract for the annual Grounds Maintenance Water Wells to the low bidder, Escape Landscaping & Lawn Care, Pensacola, Florida, for the annual total of \$40,200, and authorize payment from the appropriate budget line item. The contract will be for two years, with two optional one-year extensions upon the mutual agreement of both parties with no change in price.

**Comments:**

Mr. Hammer requested the name of the current contractor and the price of the contract. Mr. Sorrell stated he is unsure of the current contract price, but the contractor is Executive Landscaping. They selected not to continue the service, so we competitively bid the service.

**Motion and Vote:**

A motion was made by Mr. Kimball, seconded by Ms. Benn, to approve the staff recommendation.

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

**ITEM J- Award of Bid: 2019-17 Grounds Maintenance for the Central Water Reclamation Facility, Regional Lift Stations, and the Guillemard Street Storage Tank**

**Recommendation:**

That the Board award the annual grounds maintenance contract for the selected ECUA properties to the low bidder, Escape Landscaping and Lawn Care, Pensacola, Florida, for the annual total cost of \$56,895, and authorize payment from the appropriate budget line item. The duration of the contract will be for two years, with two optional one-year extensions upon the mutual agreement of both parties with no change in price.

**Comments:**

Ms. Ritz stated that a couple of years ago we used goats to help with the grounds maintenance, and asked why we stopped using them. Mr. Sorrell explained that we used the goats when they were available, but his understanding is the goats have been sold.

Mr. Ponson asked if there was a way to verify if this company has the capability to handle this type of contract because he has never heard of them. Mr. Sorrell explained that we bid the Grounds Maintenance separately for this purpose, to allow two small companies a chance to receive the contracts. In this case, the same company received both contracts. Based on the evaluation work we did and background research, we think they the company can handle the contract. If it gets to a point they cannot handle it we will cancel the contract and award it to the second bidder. If you look at the bid tabulation, they are very close in price.

Ms. Schneier asked what all is involved in the grounds maintenance. It just seems like a lot for mowing once a week. Mr. Sorrell explained that they are mowing and cleaning, to give you some idea of the scope of work. It is a huge amount of work.

**Motion and Vote:**

A motion was made by Mr. Kimball, seconded by Vice Chairman Perkins, to approve the staff recommendation.

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

**ITEM K - Sanitation Cart Maintenance**

**Recommendation:**

That the Board reject all bids and approve additional staff and truck leases in the FY 2020 Sanitation Budget to allow the Sanitation Department to provide cart maintenance services in-house.

**Comments:**

Ms. Benson stated that she is always reluctant to take something out of a contract and put in the hands of the employees because of the price associated with employees.



Randy explained that prior to us awarding this bid to Otto in 2006, ECUA did this service in-house. At the time, we were able to piggyback on a contract in Plano, Texas, that allowed us to do this cheaper under the contract. Otto has had the contract since 2006; the Board approved several renewals. Their contract is up at the end of this year. Therefore, we decided to go out for bid. We received the bid prices and determined that we could resume doing it cheaper in-house. It is based on a per-cart rate and, with the number of carts we have in the field, we feel we can do it cheaper in-house.

Ms. Benson asked if we are able to find employees willing to do this work. It appears to be a minimal work. Are we having a problem attracting employees for this work? Randy stated that this would be easier work than our yard waste positions. We will probably have employees who want to come off yard waste activities for this kind of work. We are looking at this as having additional drivers on staff that we can use as a pool for filling in when needed. That is also a benefit for doing it in-house. We also believe we will have better control of the services we provided to our customers.

Ms. Benn stated that this stood out as a positive to be able to have drivers.

Mr. Hammer said he agreed that by bringing it in-house we would have better control. He asked what made ECUA go away from in-house. Randy stated that the prices were very appealing on the piggyback contract and made a lot of sense to do it. Mr. Hammer asked if the salary in the item included all benefits. Randy explained that it includes benefits and incentives.

Motion and Vote:

A motion was made by Ms. Benn, seconded by Mr. Kimball, to approve the staff recommendation.

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

**ITEM L – Purchase of Dryer Eurodrive Gearbox Assembly**

Recommendation:

That the Board waive the formal bid requirement due to the nature and installation requirements of this equipment and the successful operation and performance of the current Eurodrive gearbox assembly, and approve the issuance of a purchase order to Applied Industrial Technologies, Inc., for a replacement gearbox assembly in the total amount of \$64,329.05, with funding from the appropriate budget line item.

Comments:

None.

Motion and Vote:

A motion was made by Mr. Kimball, seconded by Ms. Ritz, to approve the staff recommendation.

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



### **ITEM M – Sanitation Collection Vehicle Routeware System**

#### **Recommendation:**

That the Board waive normal purchasing procedures and approve the 90-day pilot program, utilizing the proposed Routeware systems, for five sanitation collection vehicles at a cost of \$19,995, with funding provided from Sanitation Department operating contingency funds. If the pilot program is deemed successful, the ECUA would be committed to purchase a minimum of 20 units. Staff is requesting approval to purchase 35 units and create a CIP project in the FY2020 Sanitation Budget in the amount of \$300,000 to fund the purchase of the required hardware and software from Routeware.

#### **Comments:**

Randy explained that this would be our fourth on-board system the Sanitation Department has piloted. The three previous systems did not live up to the expectations. We have done a lot of research and found Routeware has a very good reputation in the industry so we would like to try their pilot program. It is a 90-day pilot program for approximately \$20,000, which we will be credited back if we decide to go forward with the program past the 90-days. The system will have all the routes loaded into an on-board computer that each driver will have in the cab. This system will track the way the normal driver pulls the route. If the driver is out or the truck breaks down and another driver has to step in, they can pull the route the same way. This helps with missed pick-ups. Another system feature is the ability to take a picture if the can is not out at the curb. The driver will push a button at a location where the can is not out, and the picture is transferred to the customer service system. The Customer Service Specialists can email the picture to the customer showing the can was not out when the driver arrived. This should eliminate many reports of missed pick-ups. Another example is if the can has a lot of lumber sticking out of the can, we can take a picture and send it to customer service. The system also communicates with the garbage truck and, if there is a problem with the truck, it sends an email to the shop before the driver knows about it.

Ms. Benson expressed that she is thrilled we are trying this system, and glad we found a vendor who will do this. This should also save on training cost. Randy stated that, with the turnover in the department, it only takes about two weeks to train the driver with the truck, but it is learning the routes that takes the most time. Most routes consist of about 500 streets. They have to keep turning right because that is the side where the arm is located, so routing the trucks is complicated. Ms. Benson also stated that the item says it covers all of Escambia County, so it will not include Santa Rosa. Randy explained that we are proposing to put this on the Escambia County trucks to begin with. We could expand later.

Mr. Ponson asked what kept us from using the other systems. Randy explained that the biggest problem we found was with the routing. We would load our computer-generated route into their system and they could not keep them straight. Mr. Rudd has talked with other customers who have used the Routeware system and they say the system really works. It allows a new driver to just step in and take over the route.



Mr. Kimball asked if the Routeware system would integrate with the ERP software we are installing. Randy confirmed that it will.

Ms. Ritz asked if there has been any documented down-time with these modules. Randy stated that it is a small tablet, such as what you can buy in any computer store. We will have some backup tablets.

Mr. Hammer asked what happens when the 90-day pilot is over and we do not like the system, do we get the pilot fee refunded back to us. Randy stated that it will not be refunded. Mr. Hammer stated that \$300,000 to purchase, and \$70,000 a year seems a little high. Randy explained the \$70,000 a year is mainly the cell charges to transfer the data. Each truck will be equipped with a cell card.

Vice Chairman Perkins expressed that River Gardens would be a great place for the pilot program. He also stated that the road network in Pensacola makes it difficult to efficiently route the trucks. We have many roads that have many names. The route guiding system should help with fuel efficiency, which could help pay for itself.

Motion and Vote:

A motion was made by Ms. Benson, seconded by Ms. Booker, to approve the staff recommendation.

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

**ITEM N – Approval for Professional Services: Pensacola Bay Water Main Evaluation**

Recommendation:

That the Board approve a professional services task order to JACOBS to evaluate the Pensacola Bay water main, and establish a project budget of \$125,000 with funding from CIP Project CR405 – General Utility Relocates to cover the proposal amount plus provide for a 5% contingency.

Comments:

None.

Motion and Vote:

A motion was made by Vice Chairman Perkins, seconded by Ms. Benn, to approve the staff recommendation.

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

**ITEM O – Group Benefits – Fiscal Year 2020**

Recommendation:

That the Board approve the benefits package for FY 2020 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 HDHP and one PPO plan, 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	\$719.93
Plan 14 - PPO	Employee Only	739.08

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

Plan	Tier	ECUA Monthly Contribution
Plan 5 - HDHP	Spouse	\$569.09
Plan 5 - HDHP	Child(ren)	440.48
Plan 5 - HDHP	Family	1,129.43
Plan 14 - PPO	Spouse	537.41
Plan 14 - PPO	Child(ren)	422.06
Plan 14 - PPO	Family	1,086.87

- d. contribute \$950 of the employee deductible and \$1,375 of the family deductible into a HSA for each employee enrolled in the HDHP;
- 2) renew with Aetna as the dental plan insurer, and
- a. increase the contribution toward the premiums for dental to \$21.50 per month;
- 3) renew with MetLife as the vision plan insurer;
- 4) renew with WageWorks without a cost increase as the flexible benefits administrator;
- 5) renew with The Standard Insurance Company as the life, long-term disability, and short-term disability insurer; and
- 6) approve funding for the proposed benefits package that includes group medical, dental, life, and long-term disability insurance.

**Comments:**

Mr. Kimball and Ms. Benson expressed what a great job the Human Resources staff has done on the Benefits.

**Motion and Vote:**

A motion was made by Mr. Kimball, seconded by Ms. Benson, to approve the staff recommendation.

***Motion carried 11-0***

**ITEM P – Workers' Compensation Insurance and Third Party Administration Services (TPA) for Workers' Compensation Legacy Claims**

**Recommendation:**

That the Board accept the workers' compensation insurance and third party



administrator services for workers' compensation Legacy claims for FY 2020 as proposed by the low bidder, PRIA/PGIT, with the following components included:

- 1) Renew with PRIA/PGIT as the workers' compensation insurer at an estimated cost of \$475,893 (14.7% decrease), and continue the per claim deductible at \$10,000; and
- 2) Renew third party administrator services with PRIA/PGIT for workers' compensation Legacy claims administration at an estimated annual cost of \$22,400; and
- 3) Approve funding from the appropriate budget line item for workers' compensation insurance and TPA services for workers' compensation Legacy claims for FY 2020.

Comments:

Mr. Kimball again stated that staff did a great job.

Motion and Vote:

A motion was made by Mr. Kimball, seconded by Ms. Benn, to approve the staff recommendation.

***Motion carried 11-0.***

**ITEM Q – Fiscal Year 2020 Operating Budget**

Each director from the following departments provided a brief overview of his/her section of the proposed FY2020 Operating Budget, along with an update of the Goals and Objectives for that department:

Finance- Ms. Patty Sheldon  
Regional Services- Mr. Brian Reid  
Maintenance & Construction- Mr. Gerry Piscopo  
Water Production- Mr. Tom Dawson  
Water Reclamation- Mr. Randy Sears  
Sanitation- Mr. Randy Rudd  
Materials Recycling Facility- Mr. Randy Rudd

Chairman Campbell called a recess at approximately 4:47 p.m. and reconvened the meeting at approximately 4:57 p.m.

**ITEM R – Informational Reports**

- (1) Financial Report for the Period Ended March 31, 2019
- (2) Water Production – April 2019
- (3) Water Reclamation – March 2019
- (4) Water Reclamation – April 2019

**ITEM S – UNFINISHED BUSINESS**

None.

**ITEM T – NEW BUSINESS**

(1) Elimination of Black Plastic Trash Bags

Dr. Walker agreed to hold this item until the next meeting of the Citizens' Advisory Committee.

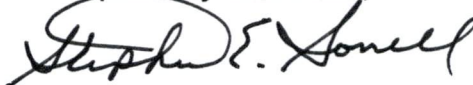
**ITEM U – OPEN FORUM**

There were no requests to address the Committee.

**ITEM V – ADJOURNMENT**

There being no further business to come before the Committee, Chairman Campbell adjourned the meeting at approximately 5:32 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Stephen E. Sorrell", written over a circular stamp or seal.

Stephen E. Sorrell  
Executive Director and Secretary

APPROVED BY THE ECUA CITIZENS' ADVISORY  
COMMITTEE IN REGULAR SESSION ON: June 18, 2019

(X) Without corrections/amendments

( ) With corrections/amendments being: