



# JACKSON COUNTY UTILITY AUTHORITY

*Serving the People...Protecting the Environment*

## Directors

Kevin Coggin • Jackson County  
Thomas Eldridge • Jackson County  
Andrew J. Elly • Moss Point  
Kevin Miller • Jackson County  
Guy Moore • Pascagoula  
Jerry Munro • Ocean Springs  
Marshall Smith • Gautier

## Jackson County Utility Authority

Regular Meeting  
Board of Directors  
June 24, 2019

## MINUTES

### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., June 24, 2019, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Tommy Eldridge, President; Jerry Munro, Vice President, Kevin Miller, Secretary/Treasurer; Jackie Elly, Vice Secretary/Treasurer and Directors Kevin Coggin and Marshall Smith. Director Moore was unable to attend. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Johnny Groue, Director of Operations; Scott McElroy, Director of Finance/Administration; Tommy Fairfield, Director of Engineering / Planning; Linda Gasaway, Lead Administrative Assistant; Tara Sistrunk, HR/ER Manager; Edna Lott, Accounting Principal; Carrie Dennis, O&M Manager; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster, Arcadis; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer, and Chuck Starling, Kimley-Horn.

### 2. Devotion

Eric Page, Executive Director, presented the invocation.

### 3. Pledge of Allegiance

Director Smith led the Pledge of Allegiance.

### 4. Changes to Agenda, If Any

Director Eldridge asked if there were any changes to the Agenda. There were none.

### 5. Public Recognition

#### A. General Public

Director Eldridge asked if there were any Public to Recognize. There were none.

Director Eldridge recognized and welcomed the JCUA's New Executive Director, Eric Page.

### 6. Consent Agenda

#### A. Adopt – Minutes for May 20, 2019

- B. 2018 JCUA – West Regional Water System 0300164 Certification (Information Only)
- C. 2018 JCUA – East Regional Water System 0300166 Certification (Information Only)
- D. Approve – Lone Worker Emergency Communications Monitoring
- E. Approve – Ol’ Magnolia Pest Control Continuation of Service
- F. Approve – Scrap/Surplus of Hard Drives for Shredding
- G. Approve – Suez Maintenance Renewal
- H. Approve – InSource Solutions SCADA Communication Renewal
- I. City of Pascagoula Notice of High Flow/Excessive Wastewater Demands (Information Only)
- J. Approve – Safety Plus Renewal

Director Coggin made a motion to Approve Consent Items 6.A. – 6 J. as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments. Mr. Elly asked for clarification regarding Item 6.G. Mr. Page explained this is year seven (7) of a 10 year agreement the Authority has with Suez for annual inspection and maintenance renewal for the Authority’s elevated water storage tanks. Director Eldridge asked if there were any other questions or comment, there were none. Motion carried with a unanimous vote by the Board Members present.

Director Munro entered the Board Meeting at 4:02 P.M.

## 7. Discussion Agenda

### A. Expenditures

Director Coggin made a motion to Approve Expenditures as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin asked for an Explanation regarding Bobby Furby – GTP/ETP 74 Loads of Waste Disposal for 05/04/19 – 05/29/19. Staff clarified that Bobby Furby is the business name of a waste haul service that had to be engaged to haul extra sludge while an approved Emergency Repairs (Emergency Resolution Approved at 04/22/2019 Board Meeting) were being made for POTW 7C (Pascagoula) Belt Filter Press. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

## B. Bond Project Action

### 1. Approve – Payments - Requisition 66 (\$79,446.00)

Mr. Page presented this item. Director Miller made a motion to Approve Payment Requisition No. 66 as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

### 2. Approve – Resolution Declaring an Emergency Exists, Approving Waiver of Formal Competitive Bidding Procedures and Authorizing Payments to Repair Water and Sewer Lines in the St. Andrews Community

Mr. Page presented this item. Director Coggin made a motion to Approve Resolution as presented. Director Elly seconded the motion. Director Eldridge asked if there were any questions or comments. Director Munro asked for clarification regarding the need of the Resolution. Mr. Fairfield explained that due to the fact that there are no specific plan drawings of the existing water and sewer line locations, in the process of repairing the water and sewer lines there is a potential threat of additional repairs, replacements, relocations and raw sewage overflow which constitutes an Emergency situation. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

### 3. Approve – Purchase Request – Capital Improvement Item JCUA POTW 1C

Mr. Page presented this item. Director Elly made a motion to Approve the Purchase Request as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin asked why there was only one quote. Staff explained that this is a Sole Source item that is under \$50,000.00 and that they are replacing it with the same type Pump to save on current, as well as future, cost. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

### 4. Other, If Any

Director Eldridge asked if there were any other Bond Project Items. There were none.

## C. Approve – Credit Card Agreement

Director Munro made a motion to Approve Credit Card Agreement as presented. Director Coggin seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked for clarification regarding the need of the Credit Card Agreement. Mr. Page stated the current Credit Card Agreement has expired and staff has been looking for a better solution by obtaining proposals from companies that are compatible with Munis. Open Edge Pay is the only provider that offers the transaction without requiring additional steps to process payments, as well as eliminating up to three steps per customer transaction, and allowing JCUA the ability to now offer payment via

the website. Director Coggin asked about the cost of Transaction Fees. Mr. Page stated there is a \$1.25 Convenience Fee, \$1.75 ACH Fee and a 2.9% Credit Card Fee that would be charged in addition to the customer's balance due. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

**D. Approve – WIMS Software – Change Order No. 1**

Ms. Dennis, O&M Manager presented this item. Director Smith made a motion to Approve Change Order No. 1 as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

**E. Other, If Any**

Director Eldridge asked if there were any other Discussion Agenda Items. There were none.

**8. SRF Projects**

**A. Approve – Engineer's Recommendation for Payment – Hemphill No. 4 for \$709,764.22**

Mr. Page presented this item. Director Munro made a motion to Approve Payment Request as Presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments. Director Smith asked for an explanation of the work performed. Mr. Page responded and then deferred to Dennis Reeves, Project Engineer, to give a project update. Director Elly asked if any Change Orders are expected; Mr. Reeves stated that Change Orders were not expected. General questions were asked pertaining to cost of various line items; Mr. Reeve explained actual cost of these items. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

**B. Other, If Any**

Director Eldridge asked if there were any other SRF Projected Agenda Items. There were none.

**9. Administrative Update**

**A. Approve – Resolution – Naming Eric Page as CFO**

Director Coggin made a motion to Approve Resolution as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

**B. Approve – Resolution – Banking Transfer**

Director Smith made a motion to Approve Resolution as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

C. Approve – Organizational Chart

Ms. Sistrunk, HR/ER Manager, presented this item. Director Coggin asked if the Engineering/Planning Manager was Budgeted, Ms. Sistrunk stated that it was. Director Elly noted his concerns regarding HR/ER and Safety not reporting directly to the Executive Director and other general questions were asked regarding various positions. Following Staff's responses and discussions, Director Miller made a motion to approve the Organizational Chart as presented, with the exception of moving Safety under the Executive Director. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

D. Approve – Commercial Property / Equipment Insurance Proposal

Director Smith made a motion to Approve the Commercial Property / Equipment Proposal as presented. Director Coggin seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin asked for clarification regarding the Proposed / Estimated Premium. Scott McElroy, Director of Finance / Administration, stated that he had confirmed that the Premium stated in the Proposal will be the actual Premium. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

E. Approve – Health Insurance Proposal (Handout)

Director Eldridge stated that the Compensation Committee met today to review and discuss the Health Insurance Proposals and deferred the presentation of this Item to Ms. Sistrunk. Ms. Sistrunk stated that proposals were received from BancorpSouth, Lockard & Williams and Humana. The Proposed Premium from BancorpSouth, including the increase, was the best Premium submitted. Mr. Page requested that the Board approved the Premium and absorb the cost of the increase for the next 12 months and explained that the decision was made to establish a Committee consisting of Non-Management Employees, to meet with HR/ER and the Compensation Committee regarding suggestions/recommendations to improve employee participation in helping to reduce premiums. This would include access to health applications, use of Telemedicine, etc. Following discussion and various other questions, Director Munro made a motion to Approve Staff's recommendation as requested. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

F. Other, If Any

Director Eldridge asked if there were any other Administrative Update Items. There were none.

10. Board Attorney

A. Report

Counsel updated the Board on Attorney matter. No Board action was taken.

**B. Moss Point – Black Creek Water Project**

Mr. Heidelberg presented this item, requesting an additional six months extension to the City of Moss Point to pay their part of the Black Creek Water Project, owed to the JCUA in the amount of \$67,379.30. Director Elly made a motion to Approve request as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

**C. Other, If Any**

Director Eldridge asked if there were any other Board Attorney Items. There were none.

**11. Director Items**

Director Elly stated that we are now in Hurricane Season and asked about First Responder Badges for JCUA Board of Directors. Mr. Page stated that he would check with Jackson County Emergency Management regarding badges.


**12. Executive Session, If Required**

It was determined that there was no need for Executive Session.

**13. Adjourn**

There being no further business to come before the Board, Director Elly made the motion to adjourn. Director Miller seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 5:15 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 8th day of July, 2019.

  
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TOMMY ELDRIDGE, PRESIDENT

  
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KEVIN MILLER, SECRETARY