



JACKSON COUNTY UTILITY AUTHORITY
Serving the People...Protecting the Environment

Directors

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
August 26, 2019

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., August 26, 2019, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Tommy Eldridge, President; Jerry Munro, Vice President, Kevin Miller, Secretary/Treasurer; Andrew J. Elly, Vice Secretary/Treasurer, and Directors Guy Moore and Marshall Smith. It was determined there was a quorum.

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

2. Devotion

Eric Page, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Moore 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. The Board recognized Ms. Lindsey Rea, Raymond James. Ms. Rea updated the Board regarding the 2016 Bond.

6. Consent Agenda

A. Approve – SHI Annual Renewal - Firewall Protection, **Exhibit “A”**

Director Elly made a motion to Approve the SHI Annual Renewal 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.

7. Discussion Agenda

A. Expenditures, **Exhibit “B”**

Director Miller made a motion to Approve Expenditures as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Directors Munro, Eldridge, Moore and Smith requested clarification regarding the following expenditures: Cifra Construction – Damage Repairs to GTP office building; Hurricane Electronics – Antenna/Cable replacement for SCADA system; Jackson County Economics – Annual Pledge; Amazon – Igloo Purchases; BancorpSouth Insurance – Add New Vehicle to Coverage; Curtisee Screening Solutions – New Employee Screening; SHI International Corp. – Purchase of (2) Spare Computers; Shields Septic Tanks Inc. – (2) Water/Sewer Installations; AT&T Service; Stuart C. Irby – IT Tech Support, Rockwell SCADA; The Citizens Bank Payment – SRF Loan for Real Property Purchase; Rainbow Water Service – WJC Facilities. Mr. Page responded regarding each expenditure questioned. 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. MDOT Projects

1. Approve – N-S Hwy. 613 – Black Creek-JCUA Utility Relocation – Task Order No. 16-Revision No. 2, **Exhibit “C”**

Mr. Page presented this item. Director Munro made a motion to Approve Task Order No. 16 Revision No. 2 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.

2. Approve – N-S Hwy. 57 Utility Relocation-Sewer – Invoice No. 1059949-S (\$16,128.00), **Exhibit “D”**

Mr. Page presented and deferred to Mr. Dennis Reeves, Neel-Schaffer, project Engineer. Mr. Reeves stated the project is approximately 60% complete; project is proceeding but, weather is affecting procession. He also stated the Contractor may request additional time due to delay in delivery of some components which will be needed due to changes discussed in field. Director Moore made a motion to Approve Invoice No. 1059949-S as presented. Director Elly 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.

3. Approve – N-S Hwy. 57 Utility Relocation-Water – Invoice No. 1059949-W (\$12,250.00), **Exhibit “E”**

Director Miller made a motion to Approve Invoice No. 1059949-W as presented. 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.

4. Other, If Any

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

C. SRF Projects

1. Approve – N-S Jordan Rd. Pump Station Phase II Design Services – Invoice No. 1059951 (\$1,631.00), **Exhibit “F”**
Mr. Page presented this item. Director Moore made a motion to Approve Invoice No. 1059951 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.
2. Approve – N-S Jordan Rd. Regional Pump Station – Construction Oversight – Invoice No. 1059950 (\$16,000.00), **Exhibit “G”**
Mr. Page presented this item. Director Miller made a motion to Approve Invoice No. 1059950 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.
3. Other, If Any
Director Eldridge asked if there were any other SRF Project Items. There were none.

D. Bond Project Action

1. Approve – POTW 2C (GTP) Clarifier 1 Rehabilitation Bid Recommendation, **Exhibit “H”**
Mr. Page presented this item and then deferred to Mr. Fairfield, Director of Engineering/Planning, for further explanation. Mr. Fairfield stated the newest clarifier is now 10 years old. The project team has reviewed the Engineer’s bid recommendation and concurs with the recommendation of award to Hemphill Construction Co. and execution of base bid contract documents. Present funding plan includes 2016 Revenue Bond and FY-2019 capital improvements budget monies. Director Smith made a motion to Approve the POTW 2C (GTP) Clarifier 1 Rehabilitation Bid Recommendation as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments. Director Elly asked if all three clarifiers are currently working. Mr. Fairfield stated that there were currently two working. Director Elly asked what the average life of a clarifier should be if maintained properly. Mr. Fairfield stated over 30 years but, mechanical components did not last that long. 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.
2. Other, If Any
Director Eldridge asked if there were any other Bond Project Items. There were none.

E. Other, If Any

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

8. Administrative Items

A. Approve – Pump Replacement – PS No. 26, **Exhibit “I”**

Mr. Page presented this item. Director Munro made a motion to Approve request to replace the pump at PS No. 26 as presented. Director Moore seconded the motion. Director Eldridge asked if there were any questions or comments. Director Elly asked how long the warranty is and if JCUA has had any experience with the WILO Pumps. Mr. Page stated that there is a one year warranty and that JCUA has WILO Pumps in use at a treatment plant but has not used one at a Pump Station. 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. Approve – Update - Mission System – Decentralized WWTPs 3D/Wade and 5D/Big Point (Sole Source), **Exhibit “J”**

Mr. Page presented this item. Director Elly made a motion to Approve the request to update the Mission System as requested. 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. Authorize – Potential Acquisitions – Initial Procurement Process, **Exhibit “K”**

1. Property located on Hwy. 63, Moss Point, MS

Mr. Page presented this item. Following discussion, Director Miller made a motion to Authorize Executive Director to proceed with the Initial Procurement Process for Potential Acquisition of this property. Director Moore 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. Property located on Hwy. 57, Vancleave, MS

Mr. Page presented this item. Following discussion, Director Elly made a motion to Authorize Executive Director to proceed with the Initial Procurement Process for Potential Acquisition of this property. 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.

D. Organizational Chart Revision, **Exhibit “L”**

Director Eldridge requested this item be Moved to Executive Session

E. Approve –FY-2020 Fee Schedule and Rates (Handout), **Exhibit “M”**

Mr. Page presented this item. Following discussion, Director Munro made a motion to Approve the FY-2020 Fee Schedule and Rates as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with five (5) Aye votes and one (1) Nay vote. Director Elly voted Nay.

F. Other, If Any

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

9. Board Attorney

A. Report

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

B. Other, If Any

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

10. Director Items

Director Eldridge requested and scheduled the following Committee Meetings:

Rates & Billing Committee Meeting 2:00 P.M. Thursday, 08/29/19 at the JCUA Executive Conference Room.

Audit / Task Force Committee Meeting 8:00 A.M. Friday, 08/30/19 at the JCUA Executive Conference Room.

Budget Committee Meeting 2:00 P.M. Friday, 08/30/19 at the JCUA Executive Conference Room.

11. Executive Session, If Required

At 6:21 P.M., Director Elly made a motion to go into Closed Session regarding personnel matters for possible Executive Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

The meeting closed to determine reasons for need of Executive Session. In Closed Session it was determined there was a need to go in to Executive Session.

At 6:22 P.M., Director Elly made the motion to come out of Closed Session. Director Miller seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 6:23 P.M., Director Miller made a motion to go into Executive Session. Director Elly seconded the motion. The motion carried with a unanimous vote by the Board Members present.

In attendance were: Directors Eldridge, Munro, Miller, Elly, Moore and Smith; Mr. Page; Ms. Gasaway; Ms. Sistrunk, Mr. Heidelberg, and Ms. McDonald.

At 6:44 P.M., Director Miller made a motion that the Board come out of Executive Session and resume Regular Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 6:44 P.M., the meeting was re-opened to the public and regular session resumed.

12. Organizational Chart Revision

1. Approve – Add One Accounting Position,

Mr. Page and Ms. Sistrunk presented this item. Following discussion, Director Elly made a motion to Approve the request to add an Accounting Position. 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 – Salary Range for New Accounting Position, Job Description and Post/Hire Position, if Position is approved.

Mr. Page and Ms. Sistrunk presented this item. Following discussion, Director Smith made a motion to Approve the Salary Range, Job Description and Request to Post/Hire the position as presented. Director Elly requested the motion be amended to reflect a cap of \$65,000.00 related to a potential job offer at this time. Director Smith accepted the amendment. Director Moore 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.

13. Adjourn

There being no further business to come before the Board, Director Elly made the motion to adjourn. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 6:50 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 14th day of October, 2019.



TOMMY ELDRIDGE, PRESIDENT



ANDREW J. ELLY, SECRETARY-TREASURER