



# 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  
Tom Stennis – Jackson County

## Jackson County Utility Authority

Regular Meeting

Board of Directors

September 23, 2019

## MINUTES

### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., September 23, 2019, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Tommy Eldridge, President; Jerry Munro, Vice President, Andrew J. Elly, Secretary/Treasurer; Kevin Miller, Vice Secretary/Treasurer, and Directors Guy Moore, Marshall Smith and Tom Stennis. 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; Linda Gasaway, Lead Administrative Assistant; Chase Glisson, Engineering Manager; Lynette Hardin, Assistant Accountant; James Heidelberg and April McDonald, Authority Counsel; Chuck Starling, Kimley-Horn; Charles Capdepon, Pickering; Adam Jackson, BKI; Dennis Reeves, Neel-Schaffer; Shawn Wozencraft, Michael Baker; Chris Marr and Robert Teem, Arcadis; and Councilman Richard Jackson, City of Gautier.

### 2. Devotion

Eric Page, Executive Director, presented the invocation.

### 3. Pledge of Allegiance

Director Stennis 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. 1317 May Street, Ocean Springs – Appeal for Relief of Past Due Bill and Request to Set-up Payments - Ms. Merrill

Director Eldridge asked if Ms. Merrill was present to address the Board. Ms. Merrill was not in attendance. Mr. Groue stated that he had made several attempts but had not been able to contact Ms. Merrill. Director Eldridge requested this item be moved to Directors Items, Item 10.B. for discussion.

#### B. General Public

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

### 6. Consent Agenda

#### A. Approve – Waste Management Contract Revisions – Additional Dumpster at POTW 1C (WJC Plant), **Exhibit “A”**

B. Approve – Parcel Payment for Security Fence on Ingress/Egress Route to JCUA PS# 18 (\$619.00), **Exhibit “B”**

C. Information Only –City of Moss Point – Notice of High Ammonia Concentrations Received at POTW 6C (ETP), **Exhibit “C”**

Director Miller made a motion to Approve Consent Agenda Items 6.A. – 6.C. as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Following comments and discussion of the items, the Motion carried with a unanimous vote by the Board Members present.

## 7. Discussion Agenda

A. Expenditures, **Exhibit “D”**

Director Smith made a motion to Approve Expenditures as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Directors Eldridge, Smith, Miller, Elly and Moore requested clarification of various items; which Mr. Page and/or staff responded. Director Eldridge also noted that there were Petty Cash Receipts included with the Expenditures to reconcile the request to replenish the Petty Cash Funds. He also stated that staff is currently in the process of establishing the SOP regarding Petty Cash. Following explanation and discussion 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. Bond Project Action

1. Approve –BKI Proposal for Professional Services Related to POTW 2C (GTP) Clarifier 1 and 2 Repair (\$58,660.00), **Exhibit “E”**

Mr. Page presented this item. Director Smith made a motion to Approve the Proposal as presented. Director Moore seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked what percentage of the construction the engineering construction oversight cost was. Mr. Page stated that it was roughly five percent (5%). 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. Approve – Groundwater Wells at SWTP – Change Order No. 3 – Owner Request to Extend Project Time by Ninety (90) Calendar Days (Time Only), **Exhibit “F”**

Mr. Page presented this item, stating this is an Owner request to allow time to evaluate possible planning needs associated with additional work to be performed by the Contractor and reiterated that this is time only. Director Munro made a motion to Approve the Change Order 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. Other, If Any

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

C. Other, If Any

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

8. Administrative Items

A. Other, If Any

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

10. Director Items

A. Approve – Collection and Delinquency Policy Update, **Exhibit “G”**

Mr. Page presented this item, pertaining to JCUA Retail Customers Only. Director Stennis made a motion to Approve Policy Update 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.

B. 1317 May Street, Ocean Springs – Appeal for Relief of Past Due Bill and Request to Set-up Payments - Ms. Merrill, **Exhibit “H”**

Ms. Merrill did not attend the Board Meeting on 09/09/2019, this item was tabled to the 09/23/2019 Board Meeting. Ms. Merrill did not attend the 09/23/2019 Board Meeting as well. Director Eldridge stated that he would like for staff to notify the Water Provider of the issue, requesting that they cease providing water service upon our notice of non-compliance. Director Elly also requested that the property owner be notified. Mr. Groue stated that he will contact the property owner on Tuesday, 09/24/2019. Board will be updated at the next Board Meeting on Monday, 10/14/2019.

C. Other, If, Any

Director Eldridge announced the FY-2020 Board Committee Assignments, effective October 1, 2019:

Budget:	Miller, Moore and Board President
Compensation:	Elly, Stennis and Board President
Public Relations:	Elly, Smith and Board President
Rates & Billing:	Munro, Moore and Board President
Task Force:	Smith, Stennis and Board President

### 11. Executive Session, If Required

At 5:12 P.M., Director Elly made a motion to go into Closed Session regarding Personnel and Audit matters for possible Executive Session. Director Miller 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 5:14 P.M., Director Stennis 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 5:14 P.M., Director Elly made a motion to go into Executive Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

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

At 5:49 P.M., Director Moore made a motion that the Board come out of Executive Session and resume Regular Session. Director Miller seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 5:49 P.M., the meeting was re-opened to the public and regular session resumed.

### 12. Adjourn

There being no further business to come before the Board, Director Moore 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 5:50 P.M.

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

  
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TOMMY ELDRIDGE, PRESIDENT

  
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ANDREW J. ELLY, SECRETARY-TREASURER