



# 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

October 14, 2019

## MINUTES

### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., October 14, 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, Guy Moore and Tom Stennis. Director Smith was unable to attend. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda Gasaway, Lead Administrative Assistant; Johnny Groue, Director of Operations; Scott McElroy, Director of Finance/Administration; Chase Glisson, Engineering Manager; Carrie Dennis, O&M Manager; Tara Sistrunk, HR/ER Manager; Lynette Hardin, Assistant Accountant; James Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Chuck Starling, Kimley-Horn; Pete McMaster, Arcadis; Shawn Wosencraft, Michael Baker, and Richard Jackson, Councilman 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. General Public

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

### 6. Consent Agenda

A. Adopt - Minutes for September 9, 2019, **Exhibit "A"**

B. Adopt – Minutes for September 23, 2019, **Exhibit "B"**

C. Adopt – Corrected Minutes – Exhibit Numbering Added

1. Corrected Minutes for May 20, 2019, **Exhibit “C”**
  2. Corrected Minutes for June 10, 2019, **Exhibit “D”**
  3. Corrected Minutes for June 24, 2019, **Exhibit “E”**
  4. Corrected Minutes for July 8, 2019, **Exhibit “F”**
  5. Corrected Minutes for July 22, 2019, **Exhibit “G”**
  6. Corrected Minutes for August 12, 2019, **Exhibit “H”**
  7. Corrected Minutes for August 26, 2019, **Exhibit “I”**
- D. Approve – Consolidated Pipe Addendum to Purchasing Agreement – Additional Two (2) Years with No Change In Price, **Exhibit “J”**
- E. Approve – Advertisement for Banking Services Proposals – Bank RFP, **Exhibit “K”**
- F. Approve – Year Three (3) of Four (4) Year Miscellaneous Service Contract for the following Primary Contractors:, **Exhibit “L”**
1. Bid Form A – Large Construction Services  
(Graham Construction and awaiting response from Keith Waits Construction)
  2. Bid for B – Small Construction Services  
(Graham Construction and awaiting response from Keith Waits Construction)
  3. Bid Form C – Coatings and Linings  
(Gulf Coast Underground and Suncoast)
- G. Authorize – Office 365 Subscription for JCUA Staff (Budget Item – NTE \$30,240.00), **Exhibit “M”**
- Clarification of Item 6.F., Primary Contractors Miscellaneous Service Contract was requested and corrections to the September 9, 2019 minutes were noted. Director Miller made a motion to Approve the Consent Agenda with changes noted. 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 “N”**

Following discussions regarding the Biloxi HMA Physician Management., LLC credit noted and explanation of required new employee shots; Community Bank October 2019 Interest Payment; Donald Rickey Harrison(Ol’ Magnolia Pest Control) and Piltz Williams LaRosa & Company Invoice, Director Elly made a motion to Approve the Expenditures as presented. Director Stennis seconded the motion. 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 70 (\$37,721.50), **Exhibit “O”**

Mr. Page presented this item and deferred any questions, if any, to Chase Glisson, Engineering Manager. Director Miller made a motion to Approve Payment Requisition 70 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. Other, If Any

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

### C. MDOT Projects

#### 1. Hwy. 57 Utility Relocation – Phase II – Sewer

##### a. Approve – Frank Turner Payment Application No. 10 –S (\$351,519.00), **Exhibit “P”**

Mr. Page presented this item and deferred any questions, if any, to Dennis Reeves, Neel-Schaffer, project engineer. Director Munro made a motion to Approve Payment Application No. 10-S as presented. 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.

##### b. Approve – Neel-Schaffer Professional Services Invoice No. 1059492-S (\$16,128.00) and Invoice No. 1060516-S (\$20,160.00), **Exhibit “Q”**

Mr. Page presented this item. Director Miller made a motion to Approve Invoice No. 1059492-S and 1060516-S as presented. Director Eldridge asked if there were any questions or comments. Director Moore asked about the gap in the dates of service between the invoices. Mr. Page explained that Invoice No. 1059492-S should have been on the previous Board Package for payment but was not. 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. Hwy. 57 Utility Relocation – Phase II – Water

a. Approve – Frank Turner Payment Application No. 10 –W (\$411,285.90), **Exhibit “R”**

Mr. Page presented this item. Director Moore made a motion to Approve Payment Application No. 10-W as presented. Director Stennis 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 – Neel-Schaffer Professional Services Invoice No. 1059492-W (\$15,750.00) and Invoice No. 1060516-W (\$17,500.00), **Exhibit “S”**

Mr. Page presented this item and Stated that Invoice No. 1059492-W, like the Invoice discussed in Item 7.C.1.b., was also turned-in late for payment. Director Miller made a motion to Approve Invoices 1059492-W and 1060516-W as presented. 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. SRF Projects

1. Jordan Rd. PS 7 Relocation and Upgrade Phase I

a. Approve – Hemphill Payment Application No. 8 (\$558,267.36), **Exhibit “T”**

Mr. Page presented this item and deferred any questions to the project engineering, Dennis Reeves, Neel-Shaffer. Director Moore asked if this is not considered as a large project. Mr. Page stated that this is actually a large project that is located on the South side of the West Jackson County Treatment Plant. Director Eldridge asked if there were any other questions or comments, there were none. Director Moore made a motion to Approve Pay Application No. 8 as presented. Director Stennis seconded the motion. Motion carried with a unanimous vote by the Board Members present.

b. Approve – Neel-Schaffer Professional Services Invoice No. 1060517 (\$22,000.00), **Exhibit “U”**

Mr. Page presented this item. Director Miller made a motion to Approve Invoice No. 1060517 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. Jordan Rd. PS (07) Relocation and Upgrade Phase II

- a. Approve – Neel-Schaffer Professional Invoice No. 1060518 (\$5,442.00), **Exhibit “V”**

Mr. Page presented this item and stated that there will be a Bid Opening this week for this project. Director Moore asked for clarification regarding Phase II, Mr. Page explained. Director Elly made a motion to Approve Invoice No. 1060518 as presented. 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.

3. Tucker Road Regional PS 6, **Exhibit “W”**

- a. Approve – MDEQ – SRF-C280878-08-0 WPCRLF Loan Offer (\$5,613,000.00)

Mr. Page presented this item and stated that the new Pump Station will replace the existing Pump Station which will allow the pumped systems to be separated. Director Moore asked what would happen to the existing Pump Station. Mr. Page deferred this question to project engineer, Chuck Starling, Kimley-Horn, who stated that they would salvage what they could and the rest would be demolished. Director Elly made a motion to Approve Loan Offer as presented. Director Moore seconded the motion. 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. Authorize - Executive Director to Execute Required Documents

Director Stennis made a motion to Authorize Executive Director to Execute Required Loan Offer Documents 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. Administrative Items

A. Property Acquisition – Hwy. 57, **Exhibit “X”**

1. Authorize – Executive Director to Negotiate Property Acquisition and Authorize Earnest Money

Mr. Page presented this item with a review of the 2012 historical plans for office relocation, and stated that the current facilities for Administration, IT, Purchasing



and Maintenance are all in flood zones, all facilities were flooded during Katrina and due to the elevation access has been affected due to heavy rains. He then presented the projected use of this facility and current Negotiated Purchase Amount. Following a lengthy discussion, Director Stennis made a motion to Authorize Executive Director to Negotiate Property Acquisition without Earnest Money. Director Elly seconded the motion. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with five (5) Yea Votes and one (1) Nay vote. Mr. Eldridge voted against.

2. Authorize – Executive Director to Solicit Financing Proposals Relating to Purchase of Property and Related Improvements

Director Stennis made a motion to Authorize Executive Director to Solicit Financing Proposals as presented. Director Moore seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with five (5) Yea Votes and one (1) Nay vote. Mr. Eldridge voted against.

**B. Property Acquisition – Hwy. 63, Exhibit “Y”**

1. Authorize – Executive Director to Negotiate Property Acquisition and Authorize Earnest Money

Mr. Page presented this item including the projected use of this facility, how the purchase of this facility will allow other portable office units to be utilized at other JCUA facilities that need additional space, will allow JCUA to have training/meeting areas, storage space and this location is not in a flood zone. This facility/property is adjacent to JCUA’s Pump Station 20 that has to be improved and some of this property will have to be purchased for these improvements to be made. He then informed the Board of the current Negotiated Purchase Amount. Following a lengthy discussion, Director Munro made a motion to Authorize Executive Director to Negotiate Property Acquisition without Earnest Money. Director Elly seconded the motion. 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. Authorize – Executive Director to Solicit Financing Proposals Relating to Purchase of Property and Related Improvements

Director Stennis made a motion to Authorize Executive Director to Solicit Financing Proposals 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 - Petty Cash Policy Update, Exhibit “Z”**

Mr. Page presented this item requesting to formalize a Petty Cash Policy specific to JCUA. Director Munro made a motion to Approve the Petty Cash Policy Update as presented. Director Stennis 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 –Billing Adjustment Policy Update, Exhibit “AA”**

Mr. Page presented this item. Director Moore asked for clarification of Item 7 on page two(2). Legal Counsel, April McDonald, responded and stated the statement should be “the leak must not be readily evident”, the word “not” had been left out and would be corrected. Director Munro made a motion to Approve the Billing Adjustment Policy Update with the correction noted. Director Miller seconded the motion. 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 – New O&M Position – Collection System Supervisor (Budget Item), Exhibit “AB”**

Mr. Page presented this item, stating that Management requested to reorganize and create a crew with a Supervisor in charge of the crew. Director Eldridge asked what the additional cost JCUA would incur to add this position. Mr. Page stated approximately \$2,000.00 per year; which is an approved budget item. Director Moore asked if this would be a working Supervisor. Mr. Page stated that the Supervisor would be a working Supervisor. Director Munro made a motion to Approve the request as presented. Director Stennis seconded the motion. 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.

**F. Information Only – POTW 6C (ETP) System Compliance Study, Exhibit “AC”**

Mr. Page presented this item, information only. Director Elly asked if all employees wear masks due to the risk of Ammonia leaks. Carrie Dennis, O&M Manager, stated all employees wear alarms, have mask and have mask fit test regularly to ensure safety. Director Elly asked about the possibility of facial hair interfering with safe fitting of the mask. Mr. Page stated that Mr. Watrous, Safety Officer, would have to address that issue and would be contacted. No action was required.

**G. Information Only – Urgent Cease and Desist Letter Sent to City of Moss Point Regarding Macland, Exhibit “AD”**

Mr. Page presented this item, information only and stated that he, as well as staff, had met with the City of Moss Point regarding their responsibility of the Macland issues. Macland will meet with JCUA staff to discuss what they can do to correct these issues. Board will be updated regarding the outcome of the meeting with Macland. No action was required.

**H. Meeting Schedule for November and December. (Combine holiday conflict of November 11 to a single November 18 Meeting. If needed, combine December 9 and December 23 to a single December 16 Meeting.)**

Following discussion, Director Munro made a motion to move the Monday, November 11, meeting to Tuesday, November 12 and a decision will be made at the 11/25 or 12/9 Board Meeting regarding the 12/23 Board Meeting. Director Stennis 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.

I. 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 matter. No Board action was taken.

B. Other, If Any

Director Eldridge asked if there were any questions or comments, there were none.

10. Director Items

A. FY-2019 Audit

Director Moore asked if FY-2019 Audit will be able to begin in November. Scott McElroy, Director of Finance/Administration stated that they should but, he would update the Board at the 10/28/19 Board Meeting as to when the Auditor plans to begin the FY-2019 Audit.

B. Merrill Update

Director Eldridge asked about the status of Ms. Merrill's situation. Mr. Page stated that based on the recently revised Disconnect Policy, she would be able to pay the Past Due Amount and Reconnect Fee. Director Elly asked if we had dispatched employees for sewage cleanup; if so, is JCUA absorbing the cost? Mr. Page stated that employees were dispatched to clean-up and treat the sewage and that JCUA would have to absorb the cost as this was a health issue and had to be addressed. Mr. Page also stated that adding a fee for this type of service does need to be addressed and added to the JCUA Policy. Director Elly made a motion to revise the JCUA fee policy, adding a fee for customers to pay for the clean-up of sewage overflow. 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. Hurley Plaza Update

Director Eldridge asked for a status update regarding the Hurley Plaza Violation regarding action taken and payment to Shields Septic Service. Mr. Page stated that he would follow-up with Compliance regarding this violation and would update the Board regarding the status and payment of service at the 10/28/19 board meeting.

11. Executive Session, If Required

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



## 12. 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 5:54 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 12th day of November, 2019.



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TOMMY ELDRIDGE, PRESIDENT



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ANDREW J. ELLY, SECRETARY/TREASURER