



# 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

November 12, 2019

## MINUTES

### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., November 12, 2019, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Jerry Munro, Vice President; Andrew J. Elly, Secretary/Treasurer; Marshall Smith, Vice Secretary/Treasurer; Guy Moore and Tom Stennis. Director Eldridge was not in attendance at Call to Order and Director Miller 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; Chase Glisson, Engineering Manager; Edna Lott, Accounting Principal; Tara Sistrunk, HR/ER Manager; Jimmy Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Jason Gault, Kimley-Horn; Chris Marr, Arcadis; Shawn Wozencraft, Michael Baker; Kevin Mullen, Brown, Mitchell and Alexander; Councilman Richard Jackson, City of Gautier; Randy Gary and Rachel Gary, Hurley Car Care.

### 2. Devotion

Eric Page, Executive Director, presented the invocation.

### 3. Pledge of Allegiance

Director Elly led the Pledge of Allegiance.

### 4. Changes to Agenda, If Any

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

### 5. Public Recognition

#### A. General Public

Director Munro asked if there were any General Public to recognize. There were none. Director Munro recognized City of Gautier Councilman, Richard Jackson.

### 6. Consent Agenda

A. Adopt - Minutes for October 14, 2019, **Exhibit "A"**

B. Adopt – Minutes for October 28, 2019, **Exhibit "B"**

C. Approve – Declaration of Surplus Phones with Disposition in Accordance with CSpire Cellphone Contract, **Exhibit “C”**

Director Smith made a motion to Approve Items 6.A. – 6.C. as presented. Director Elly seconded the motion. Director Munro 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 “D”**

Director Stennis made a motion to Approve Expenditures as presented. Director Moore seconded the motion. Director Munro asked if there were any questions or comments. Director Moore questioned finance charges on the BancorpSouth Credit Cards. Ms. Lott, Accounting Principal, stated this was due to payments not being made before due date but, a formal request would be made for these charges to be removed. Board requested negotiations be made with BancorpSouth to adjust the due dates on the card(s). Director Munro asked for Clarification of Estabrook/Nissan charges. Mr. Page stated the charges are for engine repairs for Veh# 431, a 2003 Ford F550. Director Munro 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 71 (\$7,521.70), **Exhibit “E”**

Director Stennis made a motion to Approve Bond Requisition 71 as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

2. Accept – Substantial Completion of Alternative Source at SWTP Wells, **Exhibit “F”**

Mr. Page presented this item. Director Moore made a motion to Accept Substantial Completion as presented. Director Elly seconded the motion. Director Munro asked if there were any questions or comments. Director Stennis asked if there was any retainage. Mr. Page stated that there was. Director Moore asked why Tentative and not Definitive Completion was acknowledged on the Certificate of Substantial Completion Form. Mr. Page stated that this form applies to the 90 day extension; which was specifically in regards to the Groundwater Wells at the SWTP. Director Munro asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

3. Adopt – Resolution to Declare an Emergency to Address Public Health Matters for Residents served by Helena Water Park System PWSID 0300026, **Exhibit “G”**

Mr. Page presented this item. Director Moore made a motion to Adopt the Resolution as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments. Director Smith asked if JCUA was

aware that this amount would be spent? Mr. Heidelberg stated that this cost was actually less than the projected cost due to a property donation. Director Moore asked if Board had already approved JCUA to takeover the Helena Park Water System. Mr. Heidelberg stated that the Board had already approved the takeover of the Water System. Director Munro 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 Munro asked if there were any other Bond Project Items. There were none.

C. MDOT Projects

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

a. Approve – Frank Turner Payment Application No. 11 –S (\$155,694.07), **Exhibit “H”**

Mr. Page presented this item. Director Stennis made a motion to Approve Frank Turner Pay Application No. 11-S as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments. Director Moore asked what percentage of reimbursement payments have been received. Chase Glisson, Engineering Manager, stated that he would have this information for the Board at the 11/25/2019 Board Meeting. Director Munro 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 – Neel-Schaffer Professional Services Invoice No. 1061125-S (\$14,112.00), **Exhibit “I”**

Mr. Page presented this item. Director Stennis made a motion to Approve Neel-Schaffer Invoice No. 1061125-S for Professional Services as presented. Director Moore seconded the motion. Director Munro asked if there were any 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. 11 –W (\$181,437.18), **Exhibit “J”**

Mr. Page presented this item. Director Elly made a motion to Approve Frank Turner Pay Application No. 11-W as presented. Director Stennis seconded the motion. Director Munro 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. 1061125-W (\$12,250.00), **Exhibit “K”**

Director Moore made a motion to Approve Neel-Schaffer Invoice No. 1061125-W for Professional Services as presented. Director Smith seconded the motion. Director Munro 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 Munro asked if there were any other MDOT Project Items. There were none.

#### D. SRF Projects

- 1. SRF 2021 Authorization and Ranking Request

- a. Authorize – Request to Publish Request for Proposal (RFP) for the purpose of Receiving and Evaluating for all Professional Service Phases of Project Executed through MS Clean Water State Revolving Loan Fund (SRF) and Request for Ranking Within the Program Related to RFP Action, **Exhibit “L”**

Mr. Page presented this item. Director Stennis made a motion to Authorize Staff to Publish Request for Proposal and Request for Ranking as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments. Director Moore asked for an explanation of project purpose. Mr. Page deferred this to Mr. Glisson. Mr. Glisson explained that this project is in regards to an evaluation conducted earlier this year that indicated a solar conversion at the JCUA POTW 01C/Seaman Road Facility is suitable to execute upgrades without a net cost increase to the JCUA users. Director Munro asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

- 2. Jordan Rd. PS 7 Relocation and Upgrade Phase I

- a. Approve – Hemphill Payment Application No. 9 (\$527,700.85), **Exhibit “M”**

Director Elly made a motion to Approve Hemphill Pay Application No. 9 as presented. Director Moore seconded the motion. Director Munro 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. 1061126 (\$16,000.00), **Exhibit “N”**

Director Stennis made a motion to Approve Neel-Schaffer Invoice No.

1061126 for Professional Services as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments. Director Moore stated that at the previous Board Meeting he had questioned Staff regarding invoices that appeared to have a missing invoice paid out of sequence. Mr. Page stated that Tommy Fairfield, Director of Engineering/Planning, was now making notes on all Invoices regarding payment status to clarify payment status. Director Munro asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

### 3. Jordan Rd. PS (07) Relocation and Upgrade Phase II

#### a. Approve – Neel-Schaffer Professional Invoice No. 1061127 (\$2,713.00), **Exhibit “O”**

Mr. Page presented this item and stated this is the Project that Board Approved All Bids be rejected (10/28/2019) and this Invoice is for the ongoing Design/Advertisement Phase of the Project/Progress Payment. Director Stennis made a motion to Approve Neel-Schaffer Invoice No. 1061127 for Professional Services as presented. Director Moore seconded the motion. Director Munro 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 Munro asked if there were any other SRF Project Items. There were none.

### 8. Administrative Items

#### A. Approve – Education, Testing and Pay Adjustment Policy related to Operator Certification Program, **Exhibit “P”**

Mr. Page presented this item, explaining the current policy versus the changes requested. Director Moore made a motion to Approve the requested changes as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

#### B. Update – Hurley Car Care – Act on Request for Waiver

Mr. Page presented this item, referring the Board to the Water Analysis Results on Page 3. Director Moore stated he felt that Director Eldridge should be present for the discussion and decision and requested this item be tabled and moved to the end of the Administrative Items until Director Eldridge arrives.

#### C. Authorize – Request to Engage Professional Service for Chlorine Contact Chamber Safety Improvements, **Exhibit “Q”**

Mr. Page presented this item. Director Stennis made a motion to Authorize Staff’s request as presented but with Director Elly’s stipulation that All confined space entry hazards be



inspected and properly handled. Director Moore seconded the motion. Director Munro asked if there were any questions or comments. Director Moore asked if this is the Design Portion and can the Engineering be handled In-House? Mr. Page stated with this being a structural design it would be better for this to be handled by an Engineering Firm that more routinely handles structural design. Mr. Page then deferred to Mr. Glisson to explain the Engineering Selection process for this type project and the fact that the cost also included construction oversight. Director Munro 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 – JCUA Policy Revision – Note Added to Service Fee Schedule Stating Additional Charges May be Assessed for Any Additional Required Expenses as Requested by Board at October 14, 2019 Board Meeting, Exhibit “R”**

Mr. Page presented this item and stated the Additional Charges would be based on Actual Cost. Director Smith made a motion to Approve the Policy Revision as presented. Director Elly seconded the motion. Director Munro asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

Director Eldridge entered the Meeting at 4:41 P.M., assuming the position of Meeting Chair.

**E. Update – Bank Depository Request for Proposals (RFP), Exhibit “S” Information / Update Only. No Action was Required.**

**F. Recommendation from Employee Advisory Committee – Healthy You Initiative, Exhibit “T”**

Mr. Page presented this item. Director Stennis made a motion to Approve Committee’s recommendation to Allow Employees to Attend their Annual Healthy You Wellness Visit without having to use PTO for the visit with proof of Wellness Exam. 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.

**G. Update – Hurley Car Care – Act on Request for Waiver, Exhibit “U”**

Mr. Page presented this item, again referring Board to Page 3, Water Analysis Results. Following the review of Staff’s Evaluation, Mr. Page stated that Staff recommends Hurley Car Care be required to connect to the public sewer and water systems in accordance to the JCUA Rules and Regulations. Director Eldridge stated that he also contacted other cities to find out if they allowed waivers regarding connection to available water and sewage services and all stated that they did not. Following a lengthy discussion, Director Smith made a motion to deny the Request for Waiver regarding connection to the Sewage Service and Approved the Waiver to connect to Water Service on the condition that JCUA would be allowed to Connect a Meter to Hurley Car Care’s Water Tank to meter sewer service, and this waiver be reevaluated if any other development happens on the property. Director Stennis seconded the motion. Director Eldridge asked if there were any other questions or comments. Mr. Gray stated that he would allow JCUA to Connect a Meter to the Hurley

Car Care Water Well. There were no other questions or comments, Motion carried with a unanimous vote by the Board Members present.

H. 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.

A. Other, If Any

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

10. Director Items

A. Other, If, Any

Director Eldridge requested a FY-2019 Audit Update. Ms. Lott, Accounting Principal, stated Staff is on schedule and will be ready for Auditors to start on Wednesday, 11/27/2019.

Director Eldridge asked Board if they would like to proceed with the December Board Meetings as scheduled for December 9, 2019 and December 23, 2019 or have one Board Meeting on December 16, 2019. Director Munro made a motion to have one Board Meeting on Monday, December 16, 2019. 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.

11. Executive Session (Requested for Property Matters)

At 5:25 P.M., Director Elly made a motion to go into Closed Session regarding Property Acquisition matters for possible Executive Session. Director Moore 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 5:27 P.M., Director Elly made the motion to come out of Closed Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:28 P.M., Director Moore 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, Elly, Moore, Munro, Smith and Stennis; Mr. Page; Ms. Gasaway, Mr. Heidelberg and Ms. McDonald.

At 5:45 P.M., Director Stennis 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 5:45 P.M., the meeting was re-opened to the public and regular session resumed.

## 12. Property Acquisition

### A. Property Acquisition – Hwy. 57

#### 1. Authorize – Acquisition of Property, Earnest Money, and Enter Into Loan Agreements, **Exhibit “V”**

Mr. Page presented this item. Director Elly made a motion to Reject the Property Acquisition. 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. Property Acquisition – Hwy. 63

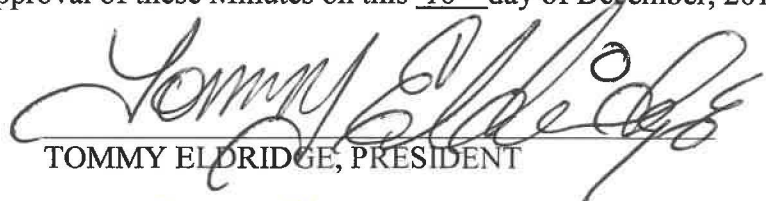
#### 1. Authorize – Acquisition of Property, Earnest Money, and Enter Into Loan Agreements, **Exhibit “W”**

Mr. Page presented this item. Director Munro made a motion to Authorize Executive Director to submit an offer for the Property based on the appraised value, pending acceptable resolution of the wetlands issue, and to Authorize Executive Director to be Signer of Documentation regarding the Property Acquisition. 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 Stennis 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 16<sup>th</sup> day of December, 2019.

  
TOMMY ELDRIDGE, PRESIDENT

  
ANDREW J. ELLY, SECRETARY-TREASURER