



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 25, 2019

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., November 25, 2019, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Eldridge, President; Director Munro, Vice President; Andrew J. Elly, Secretary/Treasurer; Marshall Smith, Vice Secretary/Treasurer; Kevin Miller, Guy Moore and Tom Stennis. 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; Tara Sistrunk, HR/ER Manager; Lynette Hardin, Accounting Supervisor; Jimmy Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Robert Teem and Tyler Noland, Arcadis; Kevin Mullen, Brown, Mitchell and Alexander; and Ms. Paula Yancey, Gautier City Manager.

2. Devotion

Eric Page, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Miller led the Pledge of Allegiance.

4. Changes to Agenda, If Any

Director Eldridge asked if there were any Changes to the Agenda. Mr. Page requested that Item 8.E. - Cancellation of Over the Counter Credit Card Agreements be pulled, as this issue has been resolved and Add the following Items: 8.E. (Replaces Pulled Item) - Customer Request for Reimbursement – Broken Water Faucet and 8.F. - Hwy. 63 Building Purchase / Renovation Financing

5. Public Recognition

A. General Public

Director Eldridge recognized Ms. Paula Yancey, Gautier City Manager.

Director Eldridge read Director Miller's Letter of Resignation, Eff. 12/05/2019, recognized and thanked Director Miller for his service on the JCUA Board.

6. Consent Agenda

- A. Approve – Bio-Amp and Bio-Amp Nutrient Agreement – One (1) Year Rental Agreement for Two (2) Bio-Amp Units Located at PS 31 (Total Contract \$2,940.00), **Exhibit “A”**
- B. Approve – Gulf Breeze Lawn Care Service – Exercising Option for One (1) Year Renewal (\$47,480.00), **Exhibit “B”**
- C. Approve – Modification of 2017 Sparklight Fiber Service Agreement (\$1,922.00), **Exhibit “C”**
- D. Approve – Sparklight Internet Service Agreement for the following locations:, **Exhibit “D”**
- | | |
|------------------------------------|--------------|
| 1. Vancleave – Retail: | \$312.93 mo. |
| 2. Administration: | \$312.93 mo. |
| 3. Operations & Maintenance Bldg.: | \$144.80 mo. |
| 4. POTW 6C / ETP: | \$100.17 mo. |
| 5. POTW 2C / GTP: | \$100.17 mo. |
- E. Approve – Polydyne Agreement – 24 Month – Purchase of Polymer for POTW 2C/GTP; POTW 6C/ETP and POTW 7C/PMP (\$2.00 per pound), **Exhibit “E”**
- F. Information Only – City of Pascagoula – Notice of High Flow / Excessive Wastewater Demands, **Exhibit “F”**
- G. Information Only – City of Moss Point – Notice of High Flow / Excessive Wastewater Demands, **Exhibit “G”**
Director Stennis made a motion to Approve Items 6.A. – 6.G. 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.

7. Discussion Agenda

A. Expenditures, **Exhibit “H”**

Director Miller made a motion to Approve Expenditures as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Stennis asked for an update regarding the Credit Card Late Fees from the 11/12/2019 Expenditures. Mr. Page stated that Staff was unable to have the late fees dismissed, as the charge was over the 60 day period allowed for this type of request. He also explained that the charges were due to a refund that Staff was told would be applied to the credit card. Staff has requested, again, that the vendor submit a refund and late fees

have been paid. Director Eldridge asked for clarification of the Amazon Charge -\$283.14. Mr. Page stated this was a reimbursement for the \$283.14 purchase of a tool cabinet for Veh# 476. A tool cabinet was purchased in error, returned and Amazon credited the account for the purchase. The correct drawer cabinet was purchased, received. 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 72 (\$150,799.06), Exhibit “I”** Mr. Page presented this item. Director Stennis made a motion to Approve Pay Requisition 72 as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Munro asked for clarification regarding the Woodlake Sewer Extension Phase II – Defective Pipe Replacement. Mr. Page deferred to Chase Glisson, Engineering Manager, to explain. Mr. Glisson stated that some of the pipe received on the job was defective, JCUA replaced the defective pipe and would be reimbursed for this purchase. Director Moore asked if the reimbursement amount would go back in to the Bond Account. Mr. Glisson stated that it would. Director Moore requested Staff update the Board with periodic updates regarding the Bond position. 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.

C. WIFIA

1. **Information Only – 2019 WIFIA Letter of Interest, Exhibit “J”**
Mr. Page presented this update. No action was required, information only.
2. **Other, If Any**
Director Eldridge asked if there were any other WIFIA Items. There were none.

D. Approve – Purchase Request – USDA SLA Budget Request to Purchase Two (2) Vehicles, Exhibit “K”

Mr. Page presented this item, explained that this is not a Vehicle Budget Item, the monies for these items will come from the USDA SLA Fund. The SLA fund is a USDA Grant Requirement. If these items are approved for purchase by the JCUA Board, it will then be sent to the USDA for approval as well. Director Munro made a motion to Approve the request 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.

E. Other, If Any

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

8. Administrative Items

A. Act on Request from City of Gautier – Town Commons Development – Request for Commercial Certification Fee Waiver, **Exhibit “L”**

Mr. Page presented this item and then deferred to Ms. Yancey, Gautier City Manager, for further explanation of their request. Following a discussion of this item, Director Munro made a motion to table this item to allow Ms. Yancey to get with the City of Gautier’s Engineer for clarification of the Water and Sewage demands. 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. Act on Request from City of Gautier – Request Reversal of Late Penalty for October 2019 Billing, **Exhibit “M”**

Mr. Page presented this item. Director Smith made a motion to Approve the request as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked if there have been waivers approved for any of the other cities. Director Eldridge stated that there has been some, recently for the City of Moss Point. Director Elly questioned the Board if this should be considered with JCUA being in litigation with the City of Gautier. Ms. Yancey explained why they are requesting the waiver, stating they did not receive a bill for the month of October; they have never not paid or been late, and once they realized what had happened they paid both the October and November bills. Director Eldridge asked if there were any other questions or comments, there were none. The motion carried with six (6) Yea votes and one (1) Nay vote, Director Elly voted Nay.

C. Approve – Beach Street Sewer Extension Task Order 2 Revised(\$10,750.00) – Brown, Mitchell & Alexander, **Exhibit “N”**

Mr. Page presented this item and then deferred to Mr. Glisson for further clarification. Director Miller made a motion to Approve Task Order No. 2 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.

D. Act on Request from Kevin Taylor – Certification Refund Request (\$2,825.00), **Exhibit “O”**

Director Stennis made a motion to Approve the Certification Refund Request 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. Approve – Customer Request for Reimbursement – Broken Water Faucet, **Exhibit “P”**

Director Stennis made a motion to Approve the Reimbursement 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.

- F. Approve – Hwy. 63 Building Purchase / Renovation Financing, **Exhibit “R”**
Director Miller recused himself from the discussion and vote on this item and left the conference room.

Director Elly made a motion to Approve the request as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments. Director Stennis asked why there were not more solicited. Mr. Page stated that there were 12 letters sent out but these were the only banks that responded. Director Moore asked what the process was in obtaining these proposals. Mr. Page stated that a letter was sent out to 12 banks to submit a response to Mr. Scott McElroy, Director of Finance / Administration. 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.

- G. Other, If Any

Director Eldridge asked if there were any other Administration 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

Counsel Requested Executive Session in regards to Personnel Matters.

10. Director Items

- A. Other, If, Any

Director Eldridge requested an update regarding the Helena Park Water System. Mr. Chase Glisson updated the Board regarding this item.

Director Eldridge requested an updated Financial report regarding FY-2019 Audit. Mr. McElroy stated that the FY-2019 Books would be closed and ready on Tuesday, 11/26/2019.

Director Eldridge inquired about Director Miller’s replacement. Counsel stated that he would contact Mr. Bosarge, Supervisor District 5, regarding Director Miller’s letter of resignation on Tuesday, 11/26/2019.

Director Smith requested an update regarding the transfer of the JCPA Water System. Mr. Page stated that Staff is currently addressing some issues addressed in the MOU.

11. Executive Session (Requested for Personnel and Property Acquisition Matters)

At 5:04 P.M., Director Elly made a motion to go into Closed Session regarding Personnel and Property Acquisition matters for possible Executive Session. Director Munro 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 5:07 P.M., Director Elly made the motion to come out of Closed Session. Director Stennis seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:10 P.M., Director Smith made a motion to go into Executive Session. Director Moore seconded the motion. The motion carried with a unanimous vote by the Board Members present.

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

At 5:37 P.M., Director Stennis made a motion that the Board come out of Executive Session and resume Regular Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 5:39 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 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 5:41 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 13th day of January, 2020.



TOMMY ELDRIDGE, PRESIDENT



ANDREW J. ELLY, SECRETARY-TREASURER