



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

Directors

Thomas Eldridge • Jackson County
Andrew J. Elly • Moss Point
Guy Moore • Pascagoula
Jerry Munro • Ocean Springs
Marshall Smith • Gautier
Tom Stennis – Jackson County

Jackson County Utility Authority
Regular Meeting
Board of Directors
December 16, 2019

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., December 16, 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, and Directors 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; Edna Lott, Accounting Principal; Jimmy Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Pete McMaster, Arcadis; Jason Gault, Kimley-Horn; Bonnel Pryor and Houston Holden, Bluff Creek Mobile Home Park; Reed Bryant, Seymour Engineering; Councilman Richard Jackson, Scott Ankerson, and Ms. Paula Yancey, City of Gautier.

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 Eldridge asked if there were any Changes to the Agenda. There were none.

5. Public Recognition

A. General Public

Director Eldridge recognized Ms. Paula Yancey, City Manager; Mr Scott Ankerson, Planning Director, and Councilman Richard Jackson, City of Gautier, as well as City of Gautier Project Engineer, Reed Bryant, Seymour Engineering.

6. Consent Agenda

A. Adopt - Minutes for November 12, 2019, **Exhibit “A”**

- B. Adopt – Minutes for November 25, 2019, **Exhibit “B”**
- C. Information Only –Excessive Flow Notification Letter – City of Moss Point, **Exhibit “C”**
- D. Authorize – Award Two (2) Year Cellular and Data Service Contract – C-Spire, **Exhibit “D”**
- E. Authorize – Award Banking Services - Hancock Whitney Bank, Primary and BancorpSouth, Secondary, **Exhibit “E”**
Director Moore requested that Item 6.B., Minutes for November 25, 2019, be pulled for corrections to Items 7.B.1. and 11. Director Moore stated that on Item 7.B.1., he had requested that Staff provide periodic updates regarding Bond Balance, and on Item 11 correct Executive Session Requested for Property and Personnel Matters. Director Stennis made a motion to Approve Consent Agenda Items 6.A., 6.C. – 6.E. 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.

7. Discussion Agenda

A. Expenditures, **Exhibit “F”**

Director Stennis asked for an update regarding the past due charges on the Bancorpsouth Past Due Charges and asked why JCUA is continuing to use them for Banking Services. Mr. Page stated that the past due charges were due to a third party not applying a refund, this was not the responsibility of BancorpSouth; he also stated that as indicated in Agenda Item 6.E., JCUA will Award Bank Services to Hancock Whitney Bank as Primary and BancorpSouth will be secondary. Director Stennis then requested a Breakdown of Legal’s General Invoice showing payment regarding the 100, 200 and 300 Funds.

Director Munro made a motion to Approve expenditures as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments. Director Munro asked for clarification regarding the Daren Pittman & Co. refund. Ms. Lott, Accounting Principal, stated this is not a refund for JCUA, JCUA is refunding the Fire Hydrant Rental Deposit. Director Moore requested clarification of the Fuelman Credit. Mr. Heidelberg, Legal Counsel, explained that this credit was due to a Fraud Dispute regarding JCUA fuel card’s being hacked. 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 73 (\$9,836.40), **Exhibit “G”**

Mr. Page presented this item. Director Munro made a motion to Approve Payment Requisition 73 as presented. Director Smith seconded the motion.

Director Eldridge asked if there were any questions or comments. Director Moore asked for an update regarding the Bond balance, Committed and Uncommitted. Mr. Page deferred this question to Mr. Glisson, Engineering Manager. Mr. Glisson stated that that it is not something he could give at this time due to some ongoing project costs not being finalized but, he would have something for the Board at the next meeting, on 01/13/2020. Director Munro questioned the amount charged to Re-Stake the Easement. Mr. Page stated that Staff would check into this. 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. MDOT Projects

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

a. Approve – Frank Turner Payment Application No. 12 –S (\$144,036.99), **Exhibit “H”**

Mr. Page presented this item, stating that the contract completion date is today, 12/16/2019; he then deferred to the Project Engineer, Mr. Dennis Reeves, Neel-Schaffer, for project update. Mr. Reeves updated the Board and stated Projection Completion is expected to be the first or second week in January, 2020 and they are expecting a project under-run. Director Munro made a motion to Approve Payment Application No. 12-S 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. 1061621-S (\$13,104.00), **Exhibit “I”**

Mr. Page presented this item. Director Munro made a motion to Approve Invoice No. 1061621-S as presented. Director Moore seconded the motion. Director Eldridge asked if there were any questions or comments. Director Elly asked how much is left in the budget for Engineering. Mr. Page stated approximately \$33,000.00. 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. 12 –W (\$125,756.50), **Exhibit “J”**

Director Stennis made a motion to Approve Payment Application No. 12-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.

- b. Approve – Neel-Schaffer Professional Services Invoice No. 1061621-W (\$11,375.00), **Exhibit “K”**

Director Moore made a motion to Approve Professional Services Invoice No. 1061621-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.

3. Other, If Any

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

D. SRF Projects

1. Jordan Rd. PS (07) Relocation and Upgrade Phase I

- a. Approve – Hemphill Construction Pay Application No. 10 (\$240,381.51), **Exhibit “L”**

Mr. Page presented this item and deferred to the Project Engineer, Mr. Dennis Reeves, for a project update. Director Elly made a motion to Approve Payment Application No. 10 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.

- b. Approve – Neel-Schaffer Professional Invoice No. 1061622 (\$16,000.00), **Exhibit “M”**

Director Moore made a motion to Approve Professional Invoice No.1061622 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 7 Relocation and Upgrade Phase II

- a. Approve – Neel-Schaffer Professional Services Invoice No. 1061623 (\$2,175.00), **Exhibit “N”**

Director Stennis made a motion to Approve Professional Services Invoice No. 1061623 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.

E. Other, If Any

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

8. Administrative Items

- A. Authorize –Staff Request to Waive Account Origination Fee for All Transfer Customers (41) with Process Completed by December 18, 2019 – Helena Park Water System Integration, **Exhibit “O”**

Mr. Page presented this item. Director Munro made a motion to Approve Staff’s Request to Waive Account Origination Fee as requested. Director Moore seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked how much the Origination fee is. Director Eldridge stated \$75.00 each. 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 – Emergency Action Update – Purchase Approval – Helena Park Water Supply, **Exhibit “P”**

Mr. Page presented this item. Director Moore made a motion to Approve the Purchase Request as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Smith asked if the money for this would be coming from the Bond Funds. Mr. Glisson stated that if there is any money left in the Bond Fund it would be used in part for this project; if not, the money would be coming from the 200 Fund. Director Moore asked about the projected completion date. Mr. Glisson stated approximately 90 Days. 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.

- C. Approve – Staff Request to Commit Resources to Review Request for Assistance & System Donation Offering – Bluff Creek Mobile Home Park, **Exhibit “Q”**

Mr. Page presented this item. Director Elly made a motion to Approve Not To Exceed 30 Hours. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked about the cost. Mr. Page stated that as the work would be performed internally there would be not outside cost.

Director Elly stated he would like to establish a Not to Exceed amount. Mr. Glisson stated he would recommend two employees with approximately 30 hours +/- . Director Eldridge asked, confirming, that JCUA would not be under any obligation to accept the donation of the system. Mr. Page stated that this was correct. Board requested a written report of work performed and conclusion. 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.

D. Approve – Reverse Auction Bids for Low-Pressure Sewer Pumps, Exhibit “R”

Mr. Page presented this item. Director Munro made a motion to Approve Staff’s recommendation to award Schedule A & B to Gulf Coast Pump and Schedule C & D to Tugwell Pump, as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments. Director Smith asked for clarification of “Not Pre-Approved.” Mr. Page responded. 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. Act on Request from City of Gautier – Town Commons Development – Request for Commercial Certification Fee Waiver (Tabled from 11/25/2019 Board Meeting), Exhibit “S”

Mr. Page presented this item and stated that to date, JCUA had not received the updated information requested from the City of Gautier. Ms. Yancey, Gautier City Manager, stated that the information had been sent in to a JCUA staff member. She also stated that there were errors found on the plans, the Average GPD was revised to 3250 gallons and instead of using the entire 18 acres, they are using 1 acre for Phase I. following a lengthy discussion between the Board, JCUA Staff, Ms. Yancey and the Project Engineer, Reed Bryant, Director Stennis made a motion to Table this Item to the next Board Meeting, January 13, 2020, to allow JCUA Staff and Project Engineer to discuss and review applications and project plans to get a better understanding of the overall project and the proposed phases. Director Stennis also requested that all Board Members and Staff involved with the project read the Attorney General’s Opinion, handed out by Ms. Yancey. Director Munro 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. 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 and requested Executive Session related to Personnel Matters.

B. Other, If Any

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

10. Director Items

A. Other, If, Any

Director Eldridge asked if there were any Director Items. Director Moore requested an update regarding FY-2019 information sent to Independent Auditor. Mr. McElroy gave a brief update, Mr. Page stated the Trial Balance Reconciliation was not balanced but, is now balanced and has been sent. Ms. Lott, stated that she would like to address this further in Executive Session. Director Eldridge stated that he was contacted by Eric Bland, Auditor, stating that they did not have all information requested.

Director Eldridge asked about estimated time frame regarding Modification of Hwy. 63 facility/property following closing. Mr. Page stated once the Wetlands issue is resolved and the purchase of the property is completed, the plans for modification will be complete and some modifications will have to be completed before equipment can be moved onsite.

11. Executive Session (Requested for Personnel Matters)

At 5:25 P.M., Director Elly made a motion to go into Closed Session regarding Personnel 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 5:27 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 5:29 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, Moore and Stennis. Mr. Page, Mr. Heidelberg and Ms. McDonald.

At 5:30 P.M. Ms. Lott was asked to enter Executive Session.

At 6:05 P.M. Ms. Lott was dismissed from the Executive Session.

At 6:48 P.M., Director Elly made a motion that the Board come out of Executive Session and resume Regular Session. Director Moore 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. Request for Audience with Board

Mr. Page presented an Employee's request for an Audience with the Board to appeal her adverse action. 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, there were none. Motion was Rejected with Directors Elly and Stennis voting Aye and Directors Eldridge, Moore, Munro and Smith voting Nay.

13. Adjourn

There being no further business to come before the Board, Director Munro made the motion to adjourn. Director Smith 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 13th day of January, 2020.



TOMMY ELDRIDGE, PRESIDENT



ANDREW J. ELLY, SECRETARY-TREASURER