



JACKSON COUNTY UTILITY AUTHORITY

Serving the People...Protecting the Environment

Directors

Thomas Eldridge • Jackson County
Andrew J. Elly • Moss Point
Frank Mallette • 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
January 13, 2020

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., January 13, 2020, 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 Frank Mallette, Guy Moore and Tom Stennis. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda Gasaway, Lead Administrative Assistant; Scott McElroy, Director of Finance / Administration; Chase Glisson, Engineering Manager; Edna Lott, Accounting Principal; Tara Sistrunk, HR / ER Manager; Carrie Dennis, O&M Manager; Brian Davis, POTW 1C (WJC) Plant Supervisor; Jimmy Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Pete McMaster, Arcadis; Jason Gault, Kimley-Horn; Reed Bryant and Mark Seymour, Seymour Engineering, and Scott Ankersen, City of Gautier.

2. Devotion

Eric Page, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Moore led the Pledge of Allegiance.

4. Introduction and Oath of Office – Frank Mallette, Director Representing Jackson County

Ms. Tara Sistrunk, HR/ER Manager, administered the oath of office to Mr. Frank Mallette, Jackson County Director.

5. Changes to Agenda, If Any

Director Eldridge asked if there were any changes to the Agenda. Mr. Page stated a Clarification of Item 9.E. – St. Martin Band Hall, not Ballfield. Mr. Page also requested to add Item 9.F. East Central Upper Elementary-Classroom Addition Project – Waiver Request.

6. Public Recognition

A. Jerry Coulter, Supervisor, West Water System – 10 Years of Service

Board recognized Jerry Coulter for 10 Years of Service with JCUA. Mr. Coulter was unable to attend and Mr. Chase Glisson, Engineering Manager, accepted Mr. Coulter's plaque in his absence.

B. Brian Davis, Supervisor, West Jackson County POTW – 10 Years of Service

Board recognized Brian Davis for 10 Years of Service with JCUA and presented him with a plaque.

C. General Public

Director Eldridge recognized Mr. Scott Ankerson, City of Gautier Planning Director; Reed Bryant and Mark Seymour, Seymour Engineering.

7. Consent Agenda

A. Adopt – Minutes for November 25, 2019, **Exhibit “A”**

B. Adopt – Minutes for December 16, 2019, **Exhibit “B”**

C. Information Only –Excessive Flow Notification Letter – City of Pascagoula, **Exhibit “C”**

D. Information Only –Excessive Flow Notification Letter – City of Moss Point, **Exhibit “D”**

E. Authorize – Award Copper Study Professional Services Contract to FC&E Engineering, LLC, **Exhibit “E”**

F. Authorize – Purchase of Replacement Pump for PS 25 and Request to Scrap Current Pump through Approved Scrap Process, **Exhibit “F”**

G. Authorize – 2020 Holiday Declaration Request to Declare “Good Friday” in place of Confederate Memorial Day” on the 2020 JCUA Holiday Schedule, **Exhibit “G”**

Director Stennis made a motion to Approve Items 6.A. – 6.G. 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.

8. Discussion Agenda

A. Expenditures, **Exhibit “H”**

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 details regarding Gulfport Capital LLC charges; as well as the Coast Chlorinator Annual SO2 Services. Regarding the Gulfport Capital charge, Ms. Dennis stated this was Maintenance / Repairs performed on Veh# 104 / 2012 Ram-Boom Truck, hence the higher than normal cost. Regarding the Coast Chlorinator Charges, Mr. Page stated that this was the Annual Charge for SO2 Services at the SWTP, Biddex-Evans and Wildflower Plants. Mr. Page also noted that

there is a credit on the C-Spire Account, this was due to the return of Surplus Equipment. 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 74 (\$9,174.87), **Exhibit “I”**

Mr. Page presented this item. Director Munro made a motion to Approve Payment Requisition 74 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.

2. Other, If Any

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

C. SRF Projects

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

a. Approve – Hemphill Construction Change Order No. 04 – Net Increase to Contract Value of \$88,510.00 and Provide Additional 60 Days to complete outstanding items on project, **Exhibit “J”**

Mr. Page presented this item and stated this Change Order will add 60 days to the contract time and also resolves the overall contract quantities. Additionally, the existing project contingency fund is sufficient to cover the cost increase. Mr. Page also advised that at Staff’s request, the Engineer was reviewing a Change Order for additional elements on the project within the project scope. Following discussion, Director Moore made a motion to Approve Change Order No. 04 as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with Six (6) Aye Votes and One (1) Nay Vote. Director Elly voted Nay.

2. Jordan Rd. PS 7 Relocation and Upgrade Phase II

a. Approve – Neel-Schaffer Professional Invoice No. 1062133 (\$10,520.00), **Exhibit “K”**

Mr. Page presented this item. Director Smith made a motion to Approve Professional Invoice No.1062133 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.

3. PS 06 Improvement Project – Design

- a. Approve – Kimley-Horn Professional Invoice No. 14988213 (\$7,650.00) and Invoice No. 15285489 (\$15,210.00) – Total \$22,860.00, **Exhibit “L”**

Mr. Page presented this item and stated this is the beginning of the Design Phase of the project. Director Munro made a motion to Approve Professional Invoice No. 14988213 and No. 15285489, totaling \$22,860.00, 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. Other, If Any

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

9. Administrative Items

- A. Approve – Huntington-Ingalls - Short-Term Agreement for Waste Hauling, **Exhibit “M”**

Director Smith recused himself from discussion and voting on this item. Director Eldridge asked Legal if he should recuse himself due to being a previous Ingalls employee and currently receiving retirement from Ingalls. Legal stated this was not necessary. Mr. Page presented this item. Director Eldridge asked if there were any questions. Director Eldridge asked if this would be hauled from East or West Bank. Mr. Page stated West Bank. Ms. Dennis added that they are currently hauling to Mobile, AL. 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.

Director Smith reentered the Board Meeting.

- B. Approve – Customer Request for Bill Adjustment (\$342.30), **Exhibit “N”**

Mr. Page presented this item and Staff’s recommendation. Director Elly made a motion to Approve request 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.

- C. Approve – WJC POTW Request Replacement Purchase for Honda ATV replacing 2010 Polaris ATV (\$17,477.60). 2010 Polaris will be retired, **Exhibit “O”**

Mr. Page presented this item and noted these are solicited quotes. Following questions and discussion, Director Smith made a motion to approve purchase of Honda ATV from Hall’s Motorsport as lowest and best due to the cost of employee travel to/from Laurel, MS two (2) – three (3) times per year, for the duration of the three (3) year warranty, for Maintenance, Service, and also to obtain possession of the vehicle, which would exceed the difference in cost of \$410.33. 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. Act on Request from City of Gautier – Town Commons Development – Request for Commercial Certification Fee Waiver, **Exhibit “P”**

Board recognized Mr. Ankerson, City of Gautier, and Mr. Seymour, Seymour Engineering. Mr. Seymour addressed the Board regarding the City of Gautier’s Waiver Request and stated that they have met with JCUA Engineering Manager, Chase Glisson, worked-out the technical issues, and are requesting a Waiver of the Capacity Fees. Following questions and discussion, Director Stennis made a motion to Waive the \$3,250.00 Capacity Fee only, leaving a charge of \$1,731.10 for Utility Plan Review Fees. 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. Act On – Jackson County School District-St. Martin Band Hall Development –Waiver Request, **Exhibit “Q”**

Mr. Page presented this item. Director Eldridge recommended JCUA Waive the Capacity Fee of \$300.00, leaving the Review Fee in the amount of \$557.26. Director Moore made a motion to Waive the \$300.00 Capacity Fee Only. 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.

F. Act On – East Central Upper Elementary-Classroom Addition Project – Waiver Request, **Exhibit “R”**

Mr. Page presented this item. Director Stennis made a motion to Waive the Water \$1,875.00 and Wastewater \$3,750.00 Capacity Fees, totaling \$5,625.00, leaving the \$3,429.55 Review and Connection Fees. 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. Other, If Any

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

10.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.

11. Director Items

A. Other, If, Any

Director Moore requested update regarding progress of the FY-2019 Audit.

Director Moore requested Clarification pertaining to the S&P Rating change and the appearance that S&P perceived as Grant Revenue as a Weakness for JCUA.

Director Eldridge requested the Rates/Billing Committee meet (Director Moore to head the meeting) to Review Current Policy regarding Requests for Waiver of Capacity Fees. The Committee will also review Capacity Fees in general.

Director Elly requested update regarding random IT Audits of employee computer/equipment use. Legal to review and report back to board.

12. Executive Session, If Required

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

13. Adjourn

There being no further business to come before the Board, Director Elly made the motion to adjourn. Director Stennis seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 5:25 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 10th day of February, 2020.



TOMMY ELDRIDGE, PRESIDENT



ANDREW J. ELLY, SECRETARY/TREASURER