



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

February 10, 2020

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., February 10, 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. Directors Mallette, Moore and Stennis were unable to attend. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda Gasaway, Lead Administrative Assistant; Scott McElroy, Finance / Administration Director; Johnny Groue, Operations Director; Chase Glisson, Engineering Manager; Tara Sistrunk, HR / ER Manager; Edna Lott, Accounting Principal; Carrie Dennis, O&M Manager; Jimmy Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Pete McMaster, Arcadis; Chuck Starling, Kimley-Horn; Kreg Overstreet, Graver; Andy Underwood and Dane Zelenka, BancorpSouth Insurance; Lindsey Rea, Raymond James; Edward Guirola, Jackson County Resident, and Melton Harris, Jr., Jackson County Board Of Supervisors.

2. Devotion

Eric Page, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Munro 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 the following items be added: Item 8.G. - Approve – Dex Managed Print Agreement; Item 9.B. – Resolution – Authorize JCUA to Obtain a Loan with Community Bank, and Item 10.C.1. – Insurance Renewal

5. Public Recognition

A. General Public

The Board recognized Ms. Lindsey Rea, Raymond James; Mr. Andy Underwood and Dane Zelenka, BXS Insurance; Mr. Edward Guirola, Jackson County Resident, and Supervisor Harris, JCBOS.

Mr. Guirola addressed the Board regarding the possibility of Sewage and Water service in the Little Bluff Estates Subdivision in Vancleave, MS. This area was canvased in the past but, due to the residents lack of interest at the time, there is currently no plans of providing the services. Board requested Staff to provide a cost evaluation to service this area and for Mr. Guirola and present it to the Board at the next Board Meeting on 02/24/2020.

6. Consent Agenda

A. Adopt – Minutes for January 13, 2020, **Exhibit “A”**

B. Adopt – Minutes for January 27, 2020, **Exhibit “B”**

C. Information Only - JCUA POTW 1C (WJC) – Notice of Non-Compliance for Effluent Ammonia Concentrations for 01/2020, **Exhibit “C”**

Mr. Page presented Item 6.C. Director Elly made a motion to Approve Items 6.A. – 6.C. 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.

7. Discussion Agenda

A. Expenditures, **Exhibit “D”**

Director Smith made a motion to Approve the Expenditures as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked if the Honda ATV had been purchased/received. Mr. Page stated that it had. 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 75 (\$241,320.30), **Exhibit “E”**

Mr. Page presented this item. Director Elly made a motion to Approve Payment Request 75 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. SRF Projects

1. Jordan Rd. Regional Pump Station Relocation – Phase 2 (SRF-C280878-07)

a. Approve – Recommendation to Award Project to Miller Enterprises, **Exhibit “F”**

Mr. Page presented this item. Director Munro made a motion to Approve Recommendation to Award Project to Miller Enterprises 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 Invoice No. 1062637, **Exhibit “G”**

Mr. Page presented this item. Director Elly made a motion to Approve Invoice No. 1062637 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. Tucker Rd. PS (06) SRF Improvement Project – Design (SRF-C280878-08)

a. Approve – Kimley-Horn Invoice No. 15673355, **Exhibit “H”**

Mr. Page presented this item. Director Munro made a motion to Approve Invoice No. 15673355 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.

D. Other, If Any

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

8. Administrative Items

A. Hwy. 63 Maintenance Facility

1. Approve – Staff Request to Solicit Selected Architectural Qualifications (RFQ) and Establish Staff Evaluation Panel, **Exhibit “I”**

Mr. Page presented Staff’s request. Director Munro made a motion to Approve request as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked if there was any idea regarding the cost. Mr. Page stated that it is typically 10% of the construction cost. Director Elly questioned who on the JCUA staff would be assigned to work with the Engineers. Mr. Page stated that the JCUA Engineering Management Staff, Maintenance Staff and staff assigned to a JCUA Team regarding immediate and future needs. 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.

A. POTW 6C - Escatawpa Treatment Plant

1. Approve – Request to Engage Professional Service for Evaluation of Potential Impacts and Possible Modifications Needed to the Headworks, **Exhibit “J”**

Mr. Page presented this item and then deferred to Ms. Carrie Dennis, O&M Manager, to clarify the reason for this request. Director Munro 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. St. Andrews – Golfing Green Condominiums

1. Approve – MOU Between JCUA and GGA Holdings LLC, **Exhibit “K”**

Mr. Page presented this item. Director Munro made a motion to Approve MOU 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.

D. Approve – Request for Ranking Submission FY-2021 MDEQ WPCRLF, **Exhibit “L”**

Mr. Page presented this item. Director Elly made a motion to Approve the 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. Information Only – JCUA Water Systems

1. JCUA WSW (PWS 0300164) – Annual MSDH Inspection, **Exhibit “M”**

2. JCUA WSE (PWS 0300166) – Annual MSDH Inspection, **Exhibit “N”**

Mr. Page presented these items, stating that both the JCUA Water Systems East and West had achieved Perfect Scores on their Annual MSDH Inspection. No Action was Required.

F. Salary Adjustments, **Exhibit “O”**

Director Eldridge requested this item be moved to Executive Session for discussion.

G. Approve – Dex Managed Print Agreement, **Exhibit “P”**

Mr. Page presented this item. Director Munro made a motion to Approve request as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked about the cost to purchase vs the cost to lease. Mr. Page stated staff would get this information and present at the next board meeting on 02/24/2020. Director Smith asked if the cost to lease also included Toner, Service and Maintenance. Mr. Page stated that this was included. 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.

H. Other, If Any

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

9. Board Attorney

A. Resolution

1. Authorize JCUA to Obtain a Loan with Community Bank, **Exhibit “Q”**

Legal Counsel presented this item. Director Munro made a motion to Adopt the Resolution 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. Report

Counsel updated the Board on Attorney matters. No Board action was taken.

Counsel introduced Ms. Lindsey Rea, Raymond James. Ms. Rea addressed the Board regarding JCUA Bond Rating. Board requested a meeting be scheduled for the Budget Committee (Directors Mallette, Moore and Eldridge) Eric Page, Executive Director and Jimmy Heidelberg, Legal Counsel to meet with Ms. Rea.

C. Other, If Any

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

10. Director Items

A. Rates / Billing Committee Update (Moore)

Director Moore was the Lead for this committee meeting; he was unable to attend the Board Meeting today. This Item was tabled to the 02/24/2020 Board Meeting.

B. Task Force Committee Update – Insurance Renewal (Smith), Exhibit “R”

In attendance for the Insurance - Task Force Committee Meeting were Directors Smith (Lead), Munro, Eldridge; Eric Page and Scott McElroy. Director Smith presented this item and made a motion to Approve the Committee’s Recommendation to Accept the proposal presented by BancorpSouth. 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. Task Force Committee Update – IT (Smith)

In attendance for the IT – Task Force Committee Meeting were Directors Smith (Lead) and Eldridge; Eric Page; Scott McElroy and Darryl Sidaway. Director Smith presented this item and stated that the Committee does not recommend any changes to the current IT policy. additional discussion was held regarding employee random selection regarding the use of JCUA electronics i.e. cell phones; computers; laptops; tablets, etc.

D. Compensation Committee Update (Elly),

In attendance for the Compensation Committee Meeting were Directors Elly (Lead), Moore, Eldridge and Eric Page. Director Elly presented this item, explaining that the Salary Adjustments are based on Cost of Living; Fair Market Evaluation and Merit. The recent MSU Salary Study was also included. Director Elly also stated that the Committee recommends that the Executive Director also have an Annual Performance Evaluation. Following a lengthy discussion, Director Munro made a motion to Approve the Committee’s Recommendation regarding the Executive Director’s Performance Evaluation and the Salary Adjustments as presented. Director Elly 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 Director Items. Director Eldridge asked for an update regarding the Moss Point Water System. Mr. Page stated that Moss Point is currently in the process of acquiring the information JCUA requested. Moss Point's Legal Counsel has contacted the contractor and requested this information be provided to JCUA.

11. Executive Session (Requested)

At 5:50 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 5:55 P.M., Director Elly made the motion to come out of Closed Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:58 P.M., Director Munro made a motion to go into Executive Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

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

At 6:35 P.M., Director Munro 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 6:40 P.M., the meeting was re-opened to the public and regular session resumed.

12. Compensation Committee Recommendations

Director Elly presented the following Compensation Committee recommendations:

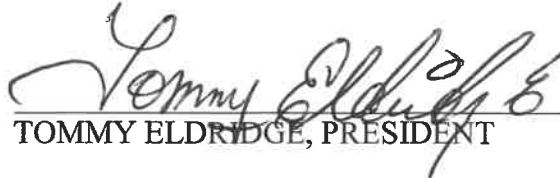
- HR/ER Manager will no longer be report to the Director of Finance / Administration. Effective 02/22/2020, this position will report to the Executive Director with secondary reporting directly to the Board.
- Lead Administrative Assistant will no longer report to the HR/ER Manager. Effective 02/22/2020, this position will report to the Executive Director.
- Board recommends developing a Committee that will perform the Executive Director's Annual Performance Evaluation.
- Approve Executive Director Salary Adjustment as presented.

Director Smith made a motion to approve the Compensation Committee recommendations 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.

13. Adjourn

There being no further business to come before the Board, Director Elly 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 6:43 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 9th day of March, 2020.



TOMMY ELDRIDGE, PRESIDENT



ANDREW J. ELLY, SECRETARY-TREASURER