



# 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

## Jackson County Utility Authority

Regular Meeting  
Board of Directors  
October 26, 2020

### MINUTES

#### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., October 26, 2020, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Munro, President; Director Elly, Secretary / Treasurer; Directors Smith and Murphy. Director Moore, Vice Secretary / Treasurer, attended remotely. Directors Eldridge and Mallette were unable to attend. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda Gasaway, Executive Assistant; Chase Glisson, Engineering Manager; Tara Sistrunk, HR Manager; Lynette Hardin, Accounting Supervisor; Joe Watrous, Safety/Security Officer; James Heidelberg and April McDonald, Authority Counsel. Attending Remotely: Johnny Groue, Operations Director; Carrie Dennis, Operations Manager; John Prentiss, Piltz, Williams & LaRosa; Dennis Reeves and Joshua Brick, Neel-Schaffer; Pete McMaster and Tyler Noland, Arcadis; Greg Brown, Pickering; Chuck Starling, Kimley-Horn and Luke Brown, TAW.

#### 2. Devotion

Eric Page, Executive Director, presented the invocation.

#### 3. Pledge of Allegiance

Director Smith led the Pledge of Allegiance.

#### 4. Changes to Agenda, If Any

Director Munro asked if there were any changes to the agenda. Mr. Page requested the following items be added to the Agenda: Item 5 – Oath of Office – Rickey Murphy, Jackson County Director; Item 8.E. – City of Pascagoula – Notice of Violation – FOG Surcharge, and Item 9.D. – Emergency Resolution.

#### 5. Oath of Office – Rickey Murphy, Jackson County Director, Exhibit “A”

Ms. Tara Sistrunk, HR Manager, administered the oath of office to Mr. Rickey Murphy, Jackson County Director.

Director Elly entered the meeting at 4:05 P.M.

#### 6. Public Recognition

Director Munro asked if there were any public to recognize. There were none.

7. FY 2020 Audit

A. Approve - Piltz, Williams & LaRosa – Engagement Letter (Handout), **Exhibit “B”**

Director Munro presented this item and deferred to Director Moore for an update regarding the Audit Committee meeting with the Auditors, as well as additional information pertaining to the engagement letter. Mr. John Prentiss, Piltz, Williams & LaRosa also addressed the board. Following questions, comments and discussion, Director Moore made a motion to Approve the Piltz, Williams & LaRosa Engagement Letter as presented. Director Elly seconded the motion. 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.

8. Consent Agenda

A. Approve – AutoCAD Annual Renewal, **Exhibit “C”**

B. Approve – Office 365 Annual Subscription Renewal, **Exhibit “D”**

C. Information Only – Contract Schedule – Updated, **Exhibit “E”**

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

E. Information Only – City of Pascagoula – Notice of Violation – Fog Surcharge, **Exhibit “G”**

Mr. Page updated the Board regarding the current status of Add-On Item 7.E. Director Munro asked if there were any questions or comments regarding the Consent Agenda. Director Moore asked if the Annual Renewal for 7.B. is the same as last year. Mr. Page stated that basically it is, but that there have been employees/subscriptions added which has increased the amount of the subscription. 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.

9. Discussion Agenda

A. Expenditures, **Exhibit “H”**

Mr. Page requested that the Lagniappe Construction Co. PO# 20201792 for \$6,704.43 on page three (3) be pulled pending Engineering review. Director Munro asked if there were any questions or comments. Following questions, comments and discussion regarding various items Director Elly made a motion to Approve the Expenditures as presented with the exception of the Lagniappe Construction Co. PO# 20201792. Director Smith seconded the motion. 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 – St. Andrews Collection System Cleaning and CCTV Inspection – Change Order No. 1, **Exhibit “I”**

Mr. Page presented this item. Director Moore made a motion to Approve Change Order No. 1 presented. Director Murphy seconded the motion. Director Munro asked if there were any questions or comments. Director Murphy asked how often the collection system is cleaned/inspected. Mr. Glisson, Director of Engineering / Logistics, stated that this has not been done since JCUA purchased St. Andrews Utility in 2016. Director Moore inquired as to the cost, staff stated \$15,000.00. 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. Approve – Bond Requisition No. 85 - \$18,026.65, **Exhibit “J”**

Mr. Page presented this item. Director Smith made a motion to Approve Bond Requisition No. 85 as presented. Director Murphy 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. Information Only – Bond Summary, **Exhibit “K”**

Mr. Page presented this item. Director Munro asked if there were any questions or comments, there were none. Item is for information only, no action was required.

C. West Regional Water System Expansion – Phase 2

1. Approve – MSDH Project Loan Offer (Seaman, Antioch, Gibson Road Extension), **Exhibit “L”**

Mr. Page presented this item and deferred to Mr. Glisson for additional information. Following questions, comments and discussion, Director Smith made a motion to table this item pending supporting information. Director Murphy seconded the motion. 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. Approve –Professional Services Agreement, **Exhibit “M”**

Director Munro made a motion to table this Item pending Approval of Item 9.C.1. Director Murphy 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.

D. Planning and Logistics Update

1. Information Only – Wholesale/Retail Pump Station Repair and Replacement Schedule, **Exhibit “N”**

Mr. Page presented this item. Director Munro asked if there were any questions or comments, there were none. Item is for information only, no action was required.

## 10. Administrative Items

### A. Approve – Sound Survey, **Exhibit “O”**

Mr. Page presented this item and deferred to Mr. Joe Watrous, Safety / Security Officer, for additional information. Director Smith made a motion to Approve the Sound Survey request as presented. Director Murphy 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. Information Only –POTW 6C / ETP MS0021521 – Final Permit Revoke / Reissue Letter, **Exhibit “P”**

Mr. Page presented this item. Director Munro asked if there were any questions or comments, there were none. Item is for information only, no action was required.

### C. Approve – EJCCWRF – Out of State Travel Request, **Exhibit “Q”**

Mr. Page presented this item. Following questions and comments, Director Elly made a motion to Approve the EJCCWRF Out of State Travel Request as presented. Director Smith seconded the motion. 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 – Emergency Resolution, **Exhibit “R”**

Mr. Page presented this item. Director Murphy made a motion to Approve the Resolution Declaring an Emergency Exists, approving the waiver of formal competitive bidding procedures and authorizing payments in order to repair damage associated with the October 28, 2020, Force Majeure. Mr. Elly seconded the motion and it was unanimously approved by the Board Members present.

## 11. Board Attorney Items

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

## 12. Director Items

- Director Moore – Updated Board regarding candidates selected for interviews for the Finance Director position. Interviews have been scheduled for Thursday, 10/29/20 and Friday, 10/30/20. Due to Tropical Storm Zeta and the possibility of it becoming a hurricane, interviews may have to be rescheduled.
- Director Elly – Updated the Board regarding the recent meeting that he, Director Moore and Director Eldridge attending with Jackson County Economic Development Foundation. Both Director Elly and Director Moore stated that the meeting was very educational for them, as well as the JCEDF and that they did discuss having quarterly meetings.

## 13. Executive Session (If Needed)

Director Munro asked if there was any need for Executive Session. There was not.

14. 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 adjourned at 5:30 .P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 9<sup>th</sup> day of November, 2020.

  
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JERRY MUNRO, PRESIDENT

  
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MARY'S HILDRETH, LIEU OF  
ANDREW J. ELLY, SECRETARY-TREASURER