



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
Rickey Murphy • Jackson County
Marshall Smith • Gautier

Jackson County Utility Authority

Regular Meeting
Board of Directors
November 9, 2020

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., November 9, 2020, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Munro, President; Director Eldridge, Vice President; Directors Smith and Murphy. Director Moore, Vice Secretary / Treasurer, attended remotely. Directors Elly 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, Director of Engineering/Planning; Johnny Groue, Director of Operations; Richard Torjusen, Purchasing Supervisor; James Heidelberg and April McDonald, Authority Counsel. Attending Remotely: Carrie Dennis, Operations Manager; Tara Sistrunk, HR Manager; Lynette Hardin, Accounting Supervisor; Jesse Spear, Collection Systems Supervisor; Dennis Reeves and Joshua Brick, Neel-Schaffer; Pete McMaster, Robert Teem and Tyler Noland, Arcadis; Greg Brown, Pickering and Chuck Starling, Kimley-Horn.

2. Devotion

Eric Page, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Murphy 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: Item 7.C.4.b. – Additional Supporting Documents (emailed); Item 8.H. – Hurricane Zeta – WJC Engineering Trailer and Item 8.I. – Emergency Resolution – Eta. Mr. Page requested Executive Session for personnel matters.

5. Public Recognition

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

6. Consent Agenda

A. Adopt – Minutes for October 7, 2020 Special Call Meeting, **Exhibit “A”**

B. Adopt – Minutes for October 12, 2020, **Exhibit “B”**

C. Adopt – Minutes for October 26, 2020, **Exhibit “C”**

D. Information Only – Contract Schedule Update, **Exhibit “D”**

Director Munro asked if there were any questions or comments. Director Moore noted an error regarding the heading on Item 6.A., requested the heading be corrected from Agenda to Minutes. Director Munro asked if there were any other questions or comments, there were none. Director Eldridge made a motion to Approve the Consent Agenda as presented with the heading corrected on Item 6.A. Director Smith seconded the motion. Motion carried with a unanimous vote by the Board Members present.

7. Discussion Agenda

A. Expenditures, **Exhibit “E”**

Director Munro asked if there were any asked if there were any questions or comments regarding the Expenditures. Director Moore requested clarification regarding Community Bank MDOT Hwy. 57 Phase 2 pay mode dated 10/30/20. Mr. Page explained that this payment on the loan was in response to the reimbursement received from MDOT. Director Munro asked if there were any other questions or comments, there were none. Director Eldridge made a motion to Approve Expenditures as presented. Director Murphy seconded the motion. Motion carried with a unanimous vote by the Board Members present.

B. Bond Project

1. Approve –POTW 1C (WJC) Non-Potable Well Installation at Chlorine Contact Chamber, **Exhibit “F”**

Mr. Page presented this item. Mr. Chase Glisson, Director of Engineering / Planning, added that a purpose for the well is to remedy a safety issue. Director Smith made a motion to Approve the request for a secondary water supply 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.

2. Approve – Wholesale Water System Sites 900 MHZ Radio Replacements, **Exhibit “G”**

Mr. Page presented this item and deferred to Mr. Glisson for questions. Director Murphy made a motion to Approve the request for Radio Replacements as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments. Director Murphy asked if these are the radios that are used to read the meters and Director Munro asked about the age of the equipment. Mr. Page stated that these radios are not used for reading the meters but are for transmitting data within the SCADA systems and that they were originally installed between 2009 and 2010. 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.

3. Approve – Bond Reimbursement Requisition No. 86, **Exhibit “H”**

Mr. Page presented this item and deferred to Mr. Glisson for questions. Director Smith made a motion to Approve Bond Reimbursement Requisition No. 86 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.

4. Information Only – Bond Summary, **Exhibit “I”**

Mr. Page presented the monthly Bond Summary report. This was for information only, no action was required.

C. SRF Projects

1. Jordan Road Sewer Improvements – Phase 2

a. Construction

1. Approve – Miller Enterprises - Pay Application No. 6, **Exhibit “J”**

Mr. Page presented this item. Director Eldridge made a motion to Approve Pay Application No. 6 as presented. Director Smith seconded the motion. Director Munro asked if there were any questions or comments. Director Moore requested clarification regarding contractor being behind schedule with completion time being 70% but work is at 40%. Mr. Page stated this would be addressed in Item 7.C.1.a.3. 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 – Miller Enterprises - Change Order Request No. 1 – 21 Days (Time Only), **Exhibit “K”**

Mr. Page presented this item and stated that the change order request is for time only due to the impact of severe weather. Director Smith made a motion to Approve Change Order No. 1 as presented. Director Murphy seconded the motion. Following a brief discussion 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.

3. Information Only – Miller Enterprises - Project Communication, **Exhibit “L”**

Mr. Page presented this item. This was for information only, no action was required.

b. Construction Oversight

1. Approve – Neel-Schaffer - Invoice No. 1066596 and Invoice No. 1067674, **Exhibit “M”**

Mr. Page presented this item and stated the invoices are for September and October. Director Moore made a motion to Approve Invoice No. 1066596 and 1067674 as presented. Director Murphy seconded the motion. Following a brief discussion, 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. Tucker Road Regional PS 6 Relocation

a. Design Phase Services

1. Approve –Kimley Horn - Invoice No. 17442373, **Exhibit “N”**

Mr. Page presented this item. Director Smith made a motion to Approve Invoice No. 1067678 as presented. Director Moore 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. Green Energy Improvements – POTW 1C (WJC)

a. Design Phase Services

1. Approve – Neel Schaffer - Invoice No. 1067678, **Exhibit “O”**

Mr. Page presented this item. Director Murphy made a motion to Approve Invoice no. 1067678 as presented. Director Smith 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.

4. West Regional Water System Improvements – Phase 2

a. Information Only – Review of Combined 200 & 300 Funds Projected Revenues, **Exhibit “P”**

Mr. Page presented this item. This was for information only, no action was required.

b. Approve – Project Loan Offer – Loan No. DWI-L300164-02 (Tabled 10/26/20), **Exhibit “Q”**

Mr. Page presented this item. Following questions, comments, and discussion, Director Murphy made a motion to Approve the Project Loan Offer 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.

c. Approve – Professional Services Contract with Pickering Engineering (Tabled 10/26/20), **Exhibit “R”**

Mr. Page presented this item. Director Murphy made a motion to Approve the Professional Services Contract with Pickering Engineering as presented. Director Moore 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.

8. Administrative Items

A. Groveland PS No. 8 Rehab

1. Approve - Design Phase Services – Kimley Horn - Invoice No. 17442372, **Exhibit “S”**

Mr. Page presented this item. Director Eldridge made a motion to Approve Invoice No. 17442372 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 – Boat Trailer – Scrap Sale Update, **Exhibit “T”**

Mr. Page presented this item. This was for information only, no action was required.

- C. Information Only – JCUA Notification to Connect to Available Public Water & Sewer Systems (Commercial Properties in Vancleave and Hurley Areas), **Exhibit “U”**
Mr. Page presented this item. This was for information only, no action was required.
- D. Approve – MobiControl Annual Renewal, **Exhibit “V”**
Mr. Page presented this item. Director Eldridge made a motion to Approve the MobiControl Annual Renewal as presented. Director Murphy seconded the motion. Director Munro asked if the renewal amount is in-line with last year’s renewal. Mr. Page stated that it is. 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.
- E. Approve – RFP for Lawn Maintenance Service, **Exhibit “W”**
Mr. Page presented this item and stated this is a two (2) year contract term with a one (1) year option to renew. Director Eldridge made a motion to Approve the request to award the Lawn Maintenance Service agreement to Gulf Breeze Landscaping 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.
- F. Approve – Holiday Proclamation Request, **Exhibit “X”**
Mr. Page presented this item. Director Eldridge made a motion to Approve the 2020 Holiday Proclamation as requested. 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.
- G. Accept – Succession Plan, **Exhibit “Y”**
Mr. Page presented this item and stated this will be updated and presented periodically. Director Eldridge made a motion to Approve the Succession Plan 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.
- H. Approve – Hurricane Zeta – WJC Engineering Trailer, **Exhibit “Z”**
Mr. Page presented this item and explained that this request is to Advertise for quotes to replace the WJC Engineering triple wide office trailer and the Retail double wide office trailer with a modular office. Glisson stated that the damage to the trailer is approximately \$15,000.00 to \$20,000.00. Following questions, comments and discussion, Director Murphy made a motion to Approve the request as presented. Director Eldridge 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.
- I. Approve – Emergency Resolution – ETA, **Exhibit “AA”**
Mr. Page presented this item. Director Eldridge 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 November 13-14, 2020, Force Majeure. Director Murphy seconded the motion. Director Munro asked if there were any questions or comments, there were none. Director Munro Approved

9. Board Attorney Items

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

10. Director Items

Director Smith – Asked about the status of rebidding the generator contract. Mr. Richard Torjusen, Purchasing Supervisor, updated Director Smith regarding this contract.

Director Eldridge – Asked about the status of tablets for the Directors. Mr. Page stated that tablets for the Board was removed from the FY-2021 budget as instructed.

11. Executive Session (If Needed)

At 5:28 P.M., Director Eldridge made a motion to go into Closed Session regarding Personnel matters for possible Executive Session. Director Smith 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 5:30 P.M., Director Eldridge made the motion to come out of Closed Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:30 P.M., Director Eldridge 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, Murphy and Smith. Mr. Page, Mr. Heidelberg and Ms. McDonald. Director Moore and Ms. Sistrunk attended remotely.

At 5:36 P.M., Director Eldridge made a motion that the Board come out of Executive Session and resume Regular Session. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 5:37 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 Eldridge made the motion to adjourn. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting adjourned at 5:37 .P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 14th day of December, 2020.



JERRY MUNRO, PRESIDENT



TOMMY ELDRIDGE, VICE PRESIDENT