



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 March 8, 2021

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., March 8, 2021, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Munro, President; Director Eldridge, Vice President; Directors Mallette, Murphy and Smith. Directors Elly, Secretary / Treasurer and Moore, Vice Secretary / Treasurer, attended remotely. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda V. Gasaway, Executive Assistant; Linda Green, Director of Finance; Johnny Groue, Director of Operations; Tara Sistrunk, HR Manager; Jordan Noel, Logistics Manager; James Heidelberg and April McDonald, Authority Counsel, and Bobby Brashier, BXS Insurance. Attending Remotely: Chase Glisson, Director of Engineering/Planning; Alex Dixon, Compliance Manager; Lynette Hardin, Accounting Supervisor; Alejandra Villalta, Accountant; Tyler Noland, Robert Teem and Pete McMaster, Arcadis; Shawn Wozencraft, Michael Baker; Greg Brown, Pickering; Joshua Brick, Neel-Schaffer; Chuck Starling, Kimley-Horn; Rachel Broussard, Melissa McLean, Peggy Eigenheer, Judy Parsley, Gary Turner and Ya-Sin Shabazz, Jackson County Residents.

2. Devotion

Mr. Page presented the invocation.

3. Pledge of Allegiance

Director Mallette led the Pledge of Allegiance.

4. Changes to Agenda, If Any

- Item 7.A. – Expenditures Add-On
- Add-On Item 7.B.5. - Hwy. 63 O&M Facility Renovation – Stewart Construction Change Order No. 1 (Time Only – 21 Days)
- Add-On Item 8.K. – Information Only - EAC Update (No Exhibit)

5. Public Recognition

The Board recognized Rachel Broussard; Peggy Eigenheer and Melissa McLean of Woodlake Lane. Ms. Broussard stated to the Board that they desired assistance regarding the payment required for connecting to the JCUA systems and that paying for the connections would cause a financial hardship on the residents of the Woodlake Lane subdivision.

6. Consent Agenda

A. Adopt – Minutes for February 8, 2021, **Exhibit “A”**

B. Adopt – Minutes for February 22, 2021, **Exhibit “B”**

C. Consider – Blossman Gas Service Renewal, **Exhibit “C”**

D. Consider – Remedial Environmental Services Renewal, **Exhibit “D”**

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

Director Murphy made a motion to Approve Items 6.A. – 6.E. 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.

7. Discussion Agenda

A. Expenditures, **Exhibit “F”**

Mr. Page presented this item. Director Smith requested clarification regarding the Tyler Tech Training; Director Moore requested clarification regarding Coast Underground and Ms. Public Entity Workers’ Comp, and Director Elly requested clarification regarding the Rocking C Truck and Trailer. Following questions, comments and discussion of these items, Director Elly made a motion to adopt the Expenditures as presented. 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.

B. Projects

1. Consider – Gautier Clarifier Rehab – BKI Construction Phase Invoices No. 64217 and 64220, **Exhibit “G”**

Mr. Page presented this item. JCUA Engineering has reviewed Invoice No. 64217 for construction phase services performed and Invoice No. 64220 for construction phase services performed beyond the contractual construction phase services fee and recommend payment of both invoices as presented. Director Munro asked if there were any questions or comments. Director Moore asked where the funding is coming from. Mr. Page stated that the funding is coming from the Capital Projects Budget. Director Munro asked if there were any other questions or comments, there were none. Director Murphy made a motion to Approve payment of Invoice No. 64217 and Invoice 64220 as presented. Director Moore seconded the motion. Motion carried with a unanimous vote by the Board Members present.

2. Consider – Groveland PS No. 8 Rehab – Request Authority to Advertise, **Exhibit “H”**

Mr. Page presented this item. JCUA Engineering is requesting approval to advertise for bids for the PS No. 8 rehabilitation project. Director Murphy made a motion to Approve request to advertise as presented. Director Mallette seconded the motion. Director Munro asked if there were any questions. Director Moore asked if this is on schedule. Mr. Page stated that he does not know if the project will be complete in this fiscal year and deferred to Chase Glisson for additional information. Following

comments and 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. Consider – Hwy. 63 O&M Facility Renovation – Allred Stolarski Construction Phase Invoice No. 202018-06, **Exhibit “I”**

Mr. Page presented this item. JCUA Engineering has reviewed Invoice NO. 202018-06 for construction administration services and recommends approval for payment. Director Munro asked if there were any questions or comments, there were none. Director Murphy made a motion to Approve payment of Invoice No. 202018-06 as presented. Director Mallette seconded the motion. Motion carried with a unanimous vote by the Board Members present.

4. Consider – Hwy. 63 O&M Facility Renovation – Stewart Construction Pay Application No. 6, **Exhibit “J”**

Mr. Page presented this item. JCUA Engineering has reviewed Stewart Construction’s request for payment of Pay Application No. 6, along with the architect, and recommends payment. Director Munro asked if there were any questions or comments, there were none. Director Eldridge made a motion to Approve payment of Pay Application No. 6 as presented. Director Murphy seconded the motion. Motion carried with a unanimous vote by the Board Members present.

5. Consider – Hwy. 63 O&M Facility Renovation – Stewart Construction Change Order No. 1 (Time Only – 21 Days), **Exhibit “K”**

Mr. Page presented this item. JCUA Engineering submitted Stewart Construction Change Order No. 1, for no cost, time only, as recommended by project architect, for approval. This change order will result in a time increase of 21 days. Increase in time is due to adverse weather conditions, COVID-19 delays, and additional modifications requested by JCUA staff. Director Munro asked if there were any questions or comments. Following questions, comments and discussion, Director Eldridge made a motion to Approve Change Order No. 1 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.

8. Administrative Items

A. Consider – 21729 Highway 613 (Commercial) – Request for Time Extension Related to Commercial Connection, **Exhibit “L”**

Mr. Page presented this item. JCUA received a request for time extension related to JCUA water and sewer connection at 21729 Highway 613 in Hurley, MS. Staff presented information regarding existing building and notification information. Director Munro asked if there were any questions or comments. Following questions, comments and discussion, Director Eldridge made a motion to Deny the Request for Time Extension as presented. 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.

B. Consider – 5705 Highway 614 (Residential) – Request for Reimbursement, **Exhibit “M”**

Mr. Page presented this item, deferred to Mr. Glisson and Mr. Groue for further explanation. Retail Manager submitted a request for partial reimbursement in the amount of \$1,706.00 for expenses requested by JCUA customer due to repairs made to STEP sewer system that they claim was not installed properly by JCUA’s contractor. Staff did determine that there was an issue with the install but, the cost to repair was \$2,451.00, and found to be excessive of what the repair would have cost JCUA to repair. The review determined that a fair repair cost would have been \$1,706.00; therefore, staff recommends reimbursement in the amount of \$1,706.00. Director Munro asked if there were any questions or comments. Following questions and comments, Director Eldridge made a motion to Approve Staff’s recommendation to refund the customer \$1,706.00 as presented. 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.

C. Consider – Wastewater – Request to Purchase Grundfos 30 HP Pump for PS No. 16 (3037 Bellview Street, Moss Point, MS), **Exhibit “N”**

Mr. Page presented this item. Staff requests approval to purchase 30 HP Grundfos Pump to replace the existing 20 HP Flygt pump purchased in 2009. The lowest and best quote is from Allan J. Harris Co. and is within the 2021 approved budget. Director Munro asked if there were any questions or comments, there were none. Director Murphy made a motion to Approve the request as presented. Director Moore seconded the motion. Motion carried with a unanimous vote by the Board Members present.

D. Consider – Maintenance– Request to Purchase New Vehicle – Ram 2500 Diesel Pick-Up (Budgeted Item), **Exhibit “O”**

Mr. Page presented this item. Maintenance Department requests approval to purchase a new Dodge Ram 2500 Diesel ¾ Ton Pick-Up off of state contract, as approved in the 2021 Capital outlay budget, NTE \$38,500.00. Director Munro asked if there were any questions or comments. Director Smith asked if this will be an additional truck or if it will be replacing a truck. Mr. Page stated that this will be replacing a 2006 truck that they are phasing out, this was confirmed by Mr. Groue. Director Munro asked if there were any other questions or comments, there were none. Director Smith made a motion to Approve the request to purchase a Ram 2500 Diesel ¾ Ton Pick-Up, NTE \$38,500.00 as presented. Director Mallette seconded the motion. Motion carried with a unanimous vote by the Board Members present.

E. Consider – Maintenance– Request to Purchase New Vehicle – Ram 3500 1 Ton Diesel Pick-Up (Budgeted Item), **Exhibit “P”**

Mr. Page presented this item. Maintenance Department requests approval to purchase a new Dodge Ram 3500 Diesel 1 Ton Pick- Up off of state contract, as approved in the 2021 Capital outlay budget, NTE \$42,735.00 (inclusive Truck/Trailer NTE \$75,000.00). Director Munro asked if there were any questions or comments. Director Eldridge made a motion to Approve the request to purchase a Ram 3500 Diesel 1 Ton Pick- Up, NTE \$42,735.00 (inclusive Truck/Trailer NTE \$75,000.00) as presented. Director Murphy seconded the motion. Motion carried with a unanimous vote by the Board Members present.

F. Consider – Insurance Proposal, **Exhibit “Q”**

Mr. Page presented this item and deferred to Jordan Noel, Logistics Manager and Bobby Brashier, BXS Insurance, for questions. Director Munro asked if there were any questions or comments. Director Eldridge inquired about the percentage of the premium increase. Mr. Brashier stated that JCUA has added new buildings to the policy but, overall the increase is 10% with property coverage being the only increase. Following other questions, comments and discussion, Director Eldridge made a motion to Approve the BXS Insurance proposal 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.

G. Consider – Changes to Pretreatment Sections 2.16 – 2.26 of JCUA Rules and Regulations, **Exhibit “R”**

Mr. Page presented this item. If approved, these changes will go into effect 04/01/21, with Fines going into effect 06/01/21. Director Munro asked if there were any questions or comments. Following questions, comments and discussion, Director Murphy made a motion to Approve the changes to the Pretreatment Sections as presented. Director Smith seconded the motion. Motion carried with a unanimous vote by the Board Members present.

H. Consider – Changes to Personnel Manual, **Exhibit “S”**

Mr. Page presented this item and deferred to Ms. Tara Sistrunk for presentation of the major changes and questions. Following questions, comments and discussion of the requested changes and some existing policies, Director Smith made a motion to Approve the Changes to the Personnel Manual as presented with the following add-ins: (1) Disciplinary Action Group 3 – Add a 3rd Offense with discipline being Consider Dismissal; (2) Confederate Holiday - A “foot note” will be added to the manual regarding the Confederate Holiday being a State Holiday that is not recognized as a JCUA Holiday with the Good Friday Holiday being observed in lieu of the Confederate Holiday. 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.

I. Consider – Emergency Pay Procedure Policy, **Exhibit “T”**

Mr. Page presented this item and deferred to Ms. Sistrunk for questions. Director Munro asked if there were any questions or comments. Director Moore inquired as to why these procedures are not a part of the personnel manual. Ms. Sistrunk explained that this is not exactly a policy and a personnel manual usually doesn't contain procedures. Mr. Page explained that although it does work within the guidelines of the personnel manual, it is slightly different. Following other questions comments and discussion, Director Moore made a motion to Approve the Emergency Pay Procedure Policy 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.

J. Information Only – Financial Update, **Exhibit “U”**

Mr. Page presented this item and deferred to Ms. Linda Green for additional information and questions. Ms. Green also updated the Board regarding the FY-2020 Audit. This is for information only, no action was required.

K. Information Only – Employee Advisory Committee (EAC) Update

Mr. Page presented this item and deferred to Ms. Sistrunk for additional information and questions. Ms. Sistrunk updated the Board regarding the EAC committee, their purpose and what they were able to do in their first year as a committee in the midst of the COVID-19 pandemic. This is for information only, no action was required.

9. Board Attorney Items

A. Attorney Update

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

B. Consider – Request to Authorize Legal Counsel to Pursue Collection Procedures

Staff has contacted Fulcrum Construction regarding damages to JCUA property and have allowed plenty of time for payment of damages with no response. Mr. Heidelberg requested Authorization to pursue collection procedures against Fulcrum Construction for payment of damages. Director Eldridge made a motion to Authorize Legal Counsel to pursue collection procedures for payment of damages. 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.

10. Director Items

- Eldridge – Requested update regarding Employee Evaluations / Raises. Mr. Page stated that the evaluations have been completed and requested a meeting with the Compensation meeting to discuss possible salary adjustments.
- Eldridge – Requested update regarding new Commercial Connections in the Hurley and Vancleave areas.

11. Executive Session – Potential Litigation / Contracts

At 6:11 P.M., Director Eldridge made a motion to go into Closed Session regarding legal 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 6:12 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 6:13 P.M., Director Smith made a motion to go into Executive Session. Director Mallette seconded the motion. The motion carried with a unanimous vote by the Board Members present.

In attendance were: Directors Eldridge, Mallette, Munro, Murphy and Smith. Mr. Page, Ms. Gasaway; Mr. Heidelberg and Ms. McDonald. Directors Elly and Moore and Mr. Glisson attended remotely.

At 6:48 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 6:48 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 6:49 .P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 12th day of April, 2021.



JERRY MUNRO, PRESIDENT



ANDREW J. ELLY, SECRETARY/TREASURER