



# 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 22, 2021

## MINUTES

Corrected

### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., March 22, 2021, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Munro, President; Director Eldridge, Vice President; director Elly, Secretary / Treasurer; Director Moore, Vice Secretary / Treasurer, and Directors Mallette, Murphy and Smith. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda V. Gasaway, Executive Assistant; Chase Glisson, Director of Engineering/Planning; Linda Green, Director of Finance; Johnny Groue, Director of Operations; Tara Sistrunk, HR Manager; Richard Torjusen, Purchasing Supervisor; James Heidelberg and April McDonald, Authority Counsel, Dennis Reeves and Joshua Brick, Neel-Schaffer. Attending Remotely: Carrie Dennis, O&M Manager; Alex Dixon, Compliance Manager; Lynette Hardin, Accounting Supervisor; Alejandra Villalta, Accountant; Tyler Noland, Robert Teem and Pete McMaster, Arcadis; Shawn Wozencraft, Michael Baker; Charles Capdepon, Pickering; Chuck Starling, Kimley-Horn, and Kevin Muller, BMA.

### 2. Devotion

Mr. Page presented the invocation.

### 3. Pledge of Allegiance

Director Moore led the Pledge of Allegiance.

### 4. Changes to Agenda, If Any

Director Munro asked if there were any changes to the Agenda. Mr. Page stated that there was an Add-on for Item 7.A. – Expenditures.

### 5. Public Recognition

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

### 6. Consent Agenda

A. Consider – ESET Endpoint Protection Advanced Subscription Renewal, **Exhibit “A”**

B. Information Only –City of Gautier – February 2021 Excessive Flow, **Exhibit “B”**

- C. Information Only – City of Moss Point - February 2021 Excessive Flow, **Exhibit “C”**
- D. Information Only – City of Pascagoula - February 2021 Excessive Flow, **Exhibit “D”**
- E. Information Only – December 2020 – February 2021 Water Quality Results, **Exhibit “E”**
- F. Information Only – POTW 1C (WJC) - Notice of Violation – Effluent Ammonia Concentrations – Monthly Average and Maximum Weekly Average, **Exhibit “F”**

Director Smith made a motion to Approve Items 6.A. – 6.F. as presented. Director Mallette 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 “G”**

Director Munro asked if there were any questions or comments. Director Eldridge and Director Moore requested clarification regarding Eric’s Automotive; Singing River Health Systems; Breaux Services; Career Builder and Hach Company - WIMS Services Credit. Following questions, comments and discussion of these items, Director Moore made a motion to Approve the Expenditures 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.

### B. Projects

#### 1. Consider – SRF – Jordan Road Sewer Phase 2 – Miller Enterprises Pay Application No. 9, **Exhibit “H”**

Mr. Page presented this item and deferred to Mr. Glisson and Josh Brick, Neel-Schaffer Project Engineer for questions. Director Munro asked how things were progressing. Mr. Brick stated that they are making good progress except for the issue with the concrete pour that got them behind, but they are getting caught-up. Director Moore asked if this is a contract where at some point we would start withholding liquidated damages. Mr. Brick stated that the contract days, even if the Change Order in Item 7.B.2. is approved, would now be expired so the Contractor is within damages, so there are no liquidated damages being withheld in this pay application but, the next one may have liquidated damages withheld. Director Smith asked how far behind the contractor is currently. Mr. Brick stated that they are showing that they are currently about 30 days behind; however, if the Change Order in Item 7.B.3. is approved, they would then be 11-12 days behind. Mr. Glisson stated that this would have them with a scheduled completion date sometime in May. Director Eldridge made a motion to Approve Pay Application No. 9 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.

2. Consider – SRF – Jordan Road Sewer Phase 2 – NSI Construction Phase Invoice No. 1069630, **Exhibit “I”**

Mr. Page presented this item. Director Munro asked if there were any questions or comments. Director Eldridge asked if the contractor does run over on their time, if that would mean that JCUA would be liable to pay additional funds for engineering services. Mr. Page stated that this is why liquidated damages are included in the contract, to cover the Owner for costs incurred. Director Moore made a motion to Approve Invoice No. 1069630 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.

3. Consider – SRF – Jordan Road Sewer Phase 2 – CO No. 2 (Time Only), **Exhibit “J”**

Mr. Page presented this item, stating that this change order is for time only. Director Munro asked if there were any questions or comments. Director Eldridge asked if materials were delayed due to the winter storm. Mr. Dennis Reeves, Project Engineer, stated that there were a lot of transportation issues. Director Murphy made a motion to Approve CO No. 2 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.

4. Consider – SRF – WJC Green Infrastructure Project – NSI Design Phase Invoice No. 1069635, **Exhibit “K”**

Mr. Page presented this item. Director Munro asked if there were any questions or comments. Director Moore did asked for clarification regarding the project and what it is about. Mr. Page stated that this is a Green Energy Reserve Project, which is part of an overall SRF project. Director Mallette made a motion to Approve Invoice No 106935 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. Administrative Items

A. Consider – Shortlisting of Professional Services Statement of Qualifications, **Exhibit “L”**

Mr. Page presented this item. Staff requested Board approval of the presented shortlisting of firms meeting the qualifications for requested professional services. JCUA proposes to use this shortlisting of firms when selecting future firms to meet the Authority’s professional service needs unless funding dictates that an additional solicitation be used. Following questions, comments and discussion, Director Elly made a motion to Approve the list 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. Information Only - Magnolia Springs Assembly of God, Hurley MS – MDEQ Draft State Operating Permit Extension with Requirement to Connect to JCUA within 2 Years of Permit Issuance, **Exhibit “M”**  
Mr. Page presented this item. Staff presented the Draft MDEQ State Operating Permit in accordance with the MS Onsite Wastewater Regulations, acknowledging that JCUA has sewer services available about 1,500 feet away, and MDEQ has given the church a 2 year permit extension, which is stated to be its last. Director Eldridge requested that staff go ahead and send notice to Magnolia Springs Assembly of God Church with projected cost. This was provided as information only, no action was required.
- C. Consider – Customer Account Adjustment – Greg Rigdon, **Exhibit “N”**  
Mr. Page presented this item. JCUA customer is requesting an adjustment to his account due to a busted PVC waterline. Following questions, comments and discussion, Director Eldridge made a motion to Approve the 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.
- D. Consider – Customer Account Adjustment – Jonathan Humes, **Exhibit “O”**  
Mr. Page presented this item. JCUA customer is requesting an adjustment to his account due to a water leak causing increased billing over a five month period. Following questions, comments and discussion, Director Eldridge made a motion to Approve the request as presented. Director Mallette 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.
- E. Consider – Award Janitorial Service Contract – Fred’s Janitorial, **Exhibit “P”**  
Mr. Page presented this item and deferred to Mr. Richard Torjusen for questions. Staff request to award the Janitorial Service to Contract to the lowest bidder, Fred’s Janitorial Service. Director Mallette made a motion to Approve the request to award 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. Consider – Bank Line of Credit, **Exhibit “Q”**  
Mr. Page presented this item. Staff requests Authorization to allow the roll-over of the line-of-credit to a loan with Community Bank, with the repayment of the portion due from MDOT for reimbursement of the Hwy 57 Utility Relocation Project to be made when it is received. Director Murphy made a motion to Approve conversion of the line-of-credit to a loan, as presented. Director Mallette seconded the motion. Director Munro asked if there were any questions or comments. Director Munro asked what the duration of the loan would be. Ms. Green stated that this would be a five (5) year repayment schedule. 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. Board Attorney Items

A. Attorney Update

Counsel updated the Board on Attorney matters and requested Executive Session regarding property acquisition and potential litigation. No Board action was taken.

10. Director Items

- Elly – Inquired about Emergency Re-Entry Pass for 2021. Mr. Page stated that the Re-Entry Pass for 2021 was emailed out the previous week. Mr. Elly did confirm receipt of his Re-Entry Pass.
- Eldridge – Mentioned new development in the Moss Point area.
- Moore – Requested an Audit update. Ms. Green updated the board regarding the FY-2020 Audit.

11. Executive Session (Requested – Salary Adjustments, Potential Litigation and Land Acquisition)

At 4:58 P.M., Director Moore made a motion to go into Closed Session regarding Salary Adjustments, Potential Litigation and Land Acquisition matters for possible Executive Session. Director Mallette 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 5:00 P.M., Director Elly made the motion to come out of Closed Session. Director Moore seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:01 P.M., Director Eldridge made a motion to go into Executive Session. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present.

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

At 5:08 P.M. Mr. Glisson and Mr. Starling left the Meeting.

At 5:20 P.M. Ms. Sistrunk left the Meeting.

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. Consider – Resolution to Extend Lease Agreement – Tucker Road PS 6 Lease Acquisition, **Exhibit “R”**

Mr. Heidelberg presented this item. Director Eldridge made a motion to Approve the Resolution to Extend the Lease Agreement regarding Tucker Road PS 6 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.

13. Consider – Compensation Adjustment Recommendations,

Mr. Page presented this item. Director Elly made a motion to Approve Compensation Adjustment Recommendations for Staff 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.

14. Adjourn

There being no further business to come before the Board, Director Smith made the motion to adjourn. Director Moore seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting adjourned at 5:46 .P.M.

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

  
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JERRY MUNRO, PRESIDENT

  
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ANDREW J. ELLY, SECRETARY/TREASURER