



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
April 26, 2021

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., April 26, 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; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster, Arcadis; Chuck Starling, Kimley-Horn; Paul Foley, EJES, Inc.; Josh Brick, Neel-Schaffer, Charles Capdepon, Pickering and Shawn Wozencraft, Michael Baker.

2. Devotion

Mr. Page presented the invocation.

3. Pledge of Allegiance

Director Eldridge 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 9.I. – Request for Out of State Travel and 9.J. – JC Chamber of Commerce – Explosion of Excellence

5. Public Recognition

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

6. Employee Recognition – Alex Dixon – 15 Years of Service.

Board Recognized Ms. Alex Dixon for 15 Years of Service with a plaque. Director of Operations, Johnny Groue, stated that Ms. Dixon was unable to attend, he accepted her plaque and will present it to Ms. Dixon.

7. Consent Agenda

A. Consider – Airgas Cylinder Rental Agreement – Annual Renewal, **Exhibit “A”**

B. Consider – Mission Communications Service Package – Annual Renewal, **Exhibit “B”**

- C. Consider – POTW 2C (ETP) and POTW 6C (GTP) Sparklight Business Internet Service Agreement – Three (3) Year Renewal, **Exhibit “C”**
- D. Consider – Win-911 Software and Support – Annual Renewal, **Exhibit “D”**
- E. Consider – ArcGIS License Annual Renewal, **Exhibit “E”**
- F. Consider – Request to Replace Retail Connections Installation Equipment (FY2021 Budgeted Short Lived Asset Replacement), **Exhibit “F”**
- G. Information Only – City of Gautier – Excessive Flow Letter, **Exhibit “G”**
- H. Information Only – City of Moss Point – Excessive Flow Letter, **Exhibit “H”**
- I. Information Only – City of Pascagoula – Excessive Flow Letter, **Exhibit “I”**
- J. Information Only – Water Quality Sample Results, **Exhibit “J”**
- K. Information Only – Contract Schedule, **Exhibit “K”**

Director Moore had questions regarding Items 7.A. and 7.D. Director Eldridge made a motion to pull Items 7.A. and 7.D. for discussion. 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.

Director Moore requested Item 7.F. be pulled for discussion. Director Murphy made a motion to Pull Item 7.F. for discussion. 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.

Director Eldridge made a motion to Approve Items 7.B., 7.C., 7.E., 7.G. – 7.K. 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.

Mr. Page presented Item 7.A. Monthly cost is \$12.45 per cylinder; Estimated Annual Cost is \$2,539.80 with an increase of \$1.80 per cylinder. Following discussion, Director Eldridge made a motion to Approve Item 7.A. 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.

Mr. Page presented Item 7.D. Estimated Annual cost is \$660.00, Annual Support has increased by \$165.00. Following discussion, Director Eldridge made a motion to Approve Item 7.D. as presented. Director Moore 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.

Mr. Page presented Item 7.F. and deferred to Mr. Glisson for additional information. Following questions and discussion, Director Smith made a motion to Approve the purchase of the Ditch Witch Skid Steer as the lowest and best quote due to the Vendor

being much closer for service and repairs. 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.

8. Discussion Agenda

A. Expenditures, **Exhibit “L”**

Director Munro asked if there were any questions or comments regarding the Expenditures. Director Eldridge asked about the Amazon Lab Nitrile Gloves purchase and credit; Director Munro inquired about CDW Wi-Fi Access Point for O&M Hwy. 63 Facility and Delta Tires purchase of four (4) tires for Veh# 441. Following questions, comments and discussion of these items, Director Moore made a motion to Approve the Expenditures 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.

B. Consider – Shae’s Place After School Program (Non-Profit) – Request for Waiver of Fees for New Water and Sewer Service, **Exhibit “M”**

Mr. Page presented this item. Director Mallette stated that he was asked to present this request to the Board for consideration. Following questions, comments and discussion, Director Moore made a motion to Deny the Request for Waiver of Water and Sewer Fees 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. Projects

1. Information Only – Tucker Road PS 6 Relocation – Bid Tabulation, **Exhibit “N”**

Mr. Page presented the Tucker Road PS 6 Relocation Bid Tabulation. This was for information only, no action was required.

2. Information Only – Tucker Road PS 6 Relocation – Proposed Project Schedule Per Loan Agreement, **Exhibit “O”**

Mr. Page presented the Proposed project schedule per the loan agreement. This was for information only, no action was required.

3. Consider – Tucker Road PS 6 Relocation – Request to Amend Original Loan Request, **Exhibit “P”**

Mr. Page presented this item. Staff requests approval to submit Loan Amendment Request to MDEQ incorporating bid prices received, considering the price of the low bid received and adjustment for construction contingency. Following discussion, Director Murphy made a motion to Approve the Request to Amend the Original Loan 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.

4. Consider – Tucker Road PS 6 Relocation – Request to Award Project, **Exhibit “Q”**

Mr. Page presented this item. Recommendation of award is contingent on MDEQ’s approval of the Loan Amendment. Director Munro asked if there were any questions or comments. Director Elly asked Chuck Starling, Kimley-Horn, about

the large difference in the bid amounts. Mr. Starling answered regarding potential impacts and differences in bids. Mr. Page explained that Kimley-Horn will be JCUA's onsite Consultant, observing the project, reporting back to JCUA and conveying JCUA's concerns to the contractor. Following the questions and discussion, Director Elly made a motion to Approve the Request to Award Contingent upon MDEQ's approval of the Loan Amendment. 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.

5. Consider – WJC Green Infrastructure Reserve Project – Neel-Schaffer Design Phase Services Invoice No. 1070243, **Exhibit “R”**
Mr. Page presented this item and deferred to Chase Glisson, Director of Engineering and Joshua Brick, Neel-Schaffer Project Engineer, for questions. JCUA Engineering has reviewed the invoice for facility planning services and recommends approval for payment. Following discussion, Director Moore made a motion to Approve Neel-Schaffer Design Phase Services Invoice No. 1070243 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.
6. Consider – Jordan Road Sewer Phase 2 – Pay Application No. 10, **Exhibit “S”**
Mr. Page presented this item. JCUA Engineering has reviewed Pay Application No. 10 from Miller Enterprises, LLC and request payment be approved minus Liquidated Damages as presented. Director Munro asked if there were any questions or comments. Director Moore questioned the difference in the amount presented by Project Engineer and JCUA Engineering staff. Following discussion, Director Eldridge made a motion to Approve Pay Application No. 10 as presented by JCUA Engineering staff. 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.
7. Consider – Jordan Road Sewer Phase 2 – Neel-Schaffer Phase Services Invoice No. 1071403, **Exhibit “T”**
Mr. Page presented this item. JCUA Engineering has reviewed the invoice for construction phase services and recommends approval for payment. Director Eldridge made a motion to Approve Neel-Schaffer Invoice No. 1071403 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.

D. Planning & Logistics

1. Consider – Retirement and Disposal of Listed Assets, **Exhibit “U”**
Mr. Page presented this item and deferred to Mr. Glisson for questions. Due to recent evaluation, purchase of replacement vehicles and equipment, staff is requesting retirement and disposal of the assets listed. Director Mallette made a motion to Approve Disposal of the listed Assets 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. Consider – Retirement and Disposal of Listed Assets – Approval to Advertise the Sale of Three (3) Existing Tractor Frames and Parts

Mr. Page presented this item. Staff is requesting Approval to Advertise the sale of three (3) existing tractor frames and parts, approved for retirement and disposal in Item 8.D.1. Director Murphy made a motion to Approve request to Advertise the Sale of the three (3) tractor frame and parts as presented. Director Elly 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. Consider – Additions to JCUA Property and Cyber Insurance Policies, **Exhibit “V”**

Mr. Page presented this item. Staff request approval for insurance additions and improvements. Director Smith made a motion to Approve the Additions requested for the Property and Cyber Insurance Policies 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.

9. Administrative Items

A. Consider – Highway 63 O&M Facility Substantial Completion Certification – Request to Execute, **Exhibit “W”**

Mr. Page presented this item and deferred to Mr. Glisson for questions. JCUA Engineering has reviewed and concur with the Architect’s recommendation to accept the certificate of substantial completion. Director Eldridge made a motion to Approve the Request to Execute the Certificate of Substantial Completion as presented. Director Elly 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. Consider – Modular Building Proposals – Request to Reject Proposals, **Exhibit “X”**

Mr. Page presented this item. Staff requests Board reject the four (4) proposals received as the cost to purchase and construct the modular building is in excess of the available funds budgeted for the proposed facility improvement. Following questions, comments and discussion, Director Elly made a motion to Reject the Proposals 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.

C. Consider – Connection Assistance and Central Facility Improvement Option – Request Approval to Proceed, **Exhibit “Y”**

Mr. Page presented this item and deferred to Mr. Glisson for specifics. Staff requests to initiate an application process for a USDA Rural Utility Service Water & Wastewater Loan for Connection Assistance and Central Facility Improvement Options, but the final application would require Board approval. Director Murphy made a motion to Approve the Request to Proceed with Loan Exploration 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.

D. Consider – POTW-1C (WJC) Wastewater Operations – Request to Purchase Manure Spreader, **Exhibit “Z”**

Mr. Page presented this item. POTW-1C (WJC) Staff requests approval to Purchase a Manure Spreader in lieu of the previously approved Truck & Trailer (no longer available on State Contract as it was voided). Current spreader is 20 years old and backup spreader is 25 years old and both are in bad shape. Following questions, comments and discussion, Director Murphy made a motion to Approve the Purchase of the Manure Spreader 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.

E. Consider – POTW-7C (PMP) Wastewater Operations – Request to Purchase Replacement Pump and Parts, **Exhibit “AA”**

Mr. Page presented this item. Staff requests approval to purchase a Replacement Pump for the number one sludge pump and Replacement Parts (stator and rotor) for the number two sludge pump. Director Elly made a motion to Approve the Purchase of Replacement Pump and Parts 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.

F. Information Only – COBRA Premium Assistance, **Exhibit “AB”**

Mr. Page presented this item and deferred to Ms. Sistrunk for further explanation. This is for information only, no action was required.

G. Information Only – Occupational Health Services, **Exhibit “AC”**

Mr. Page presented this item and deferred to Ms. Sistrunk for further explanation. This is for information only, no action was required.

H. Information Only – April 15, 2021 Rain Event, **Exhibit “AD”**

Mr. Page presented this item and deferred to Mr. Groue for further explanation of events. This is for information only, no action was required.

I. Consider – Request for Out of State Travel

Mr. Page presented this item. Staff requests approval of out of state travel for tour of ATAD facility in McDonough, GA for up to five (5) employees. Director Murphy made a motion to Approve Out of State Travel as requested. Director Elly 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.

J. Consider – JC Chamber of Commerce – Explosion of Excellence, **Exhibit “AE”**

Mr. Page presented this item. Following discussion, Director Munro made a motion to Deny the request 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.

10. Board Attorney Items

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

11. Director Items

Director Munro asked if there were any Director Items.

- Director Moore presented the following items:
 - Requested an Audit Update. Linda Green updated the Board regarding the FY2020 Audit.
 - Recommends staff proceed with Audit Proposal as the current Auditor contract will expire this year.
 - Requested a written process regarding Directors signing checks.
 - Requested clarification regarding the Excessive Flow letters that are sent to Pascagoula.
 - Asked if JCUA will have a ribbon cutting ceremony for the new O&M Facility on Hwy. 63.
 - Requested staff have a Board Meeting at the new O&M Facility on Hwy. 63.
- Director Elly presented the following items:
 - Updated the Board regarding a recent meeting he had with Ms. Thigpen, Moss Point City Clerk, Mr. Byrd, Moss Point Interim Mayor and two Mayoral Candidates.
 - Requested Board Members have shirts made with JCUA logo for events, meetings and/or trips.

12. Executive Session (Requested)

At 6:05 P.M., Director Elly made a motion to go into Closed Session regarding matters for possible Executive Session. Director Eldridge 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 6:06 P.M., Director Elly made the motion to come out of Closed Session. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 6:06 P.M., Director Elly made a motion to go into Executive Session. Director Eldridge 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. Gasaway, Mr. Glisson, Mr. Heidelberg and Ms. McDonald.

At 6:15 P.M., Director Elly 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 6:15 P.M., the meeting was re-opened to the public and regular session resumed.

13. Adjourn

There being no further business to come before the Board, Director Moore 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 6:16 .P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 10th day of May, 2021.



JERRY MUNRO, PRESIDENT



ANDREW J. ELLY, SECRETARY/TREASURER