



# 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  
Tom Stennis – Jackson County

## Jackson County Utility Authority Regular Meeting Board of Directors January 27, 2020

### MINUTES

#### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., January 27, 2020, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Director Eldridge, President; Director Munro, Vice President; Andrew J. Elly, Secretary/Treasurer; Marshall Smith, Vice Secretary/Treasurer, and Directors Frank Mallette, Guy Moore and Tom Stennis. It was determined there was a quorum.

Also present were: Eric Page, Executive Director; Linda Gasaway, Lead Administrative Assistant; Scott McElroy, Director of Finance / Administration; Chase Glisson, Engineering Manager; Tara Sistrunk, HR / ER Manager; Alex Dixon, Engineering / Compliance Manager; Lynette Hardin, Accounting Manager; Darryl Sidaway, IT Manager; Jimmy Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Dennis Reeves, Neel-Schaffer; Pete McMaster, Arcadis; Chuck Starling, Kimley-Horn; Mark Roster, Cypress; Joey Bullock, BancorpSouth Insurance and Michael Silverman, Pascagoula City Manager.

#### 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 Eldridge asked if there were any changes to the Agenda. Mr. Page request Item 6.B. be pulled for discussion, and changed to Item 8.E.

#### 5. Public Recognition

##### A. Employee Recognition

##### 1. Alex Dixon – Recognized as “Outstanding Woman of Wastewater Treatment” by Aquafix

Board recognized Alex Dixon and presented her the award provided by Aquafix recognizing her as their “National 2019 Outstanding Woman of Wastewater Treatment” recipient.

B. General Public

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

6. Consent Agenda

A. Approve – Generator Preventative Maintenance Service Agreement – Year 5 – Estimated Annual Cost \$55,011.00, **Exhibit “A”**

B. Information – Hurley Crossing LLC Notice of Violation, **Exhibit “B”**  
Item 6.B. pulled for discussion, moved to Item 8.E.; changing Item 6.C. to Item 6.B. Director Munro made a motion to Approve Items 6.A. and 6.B. as presented. Director Elly seconded the motion. Director Eldridge 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 “C”**

Director Munro made a motion to Approve Expenditures as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge requested a clarification of Unit 448 2009 Dodge Dakota Repairs / Crown Dodge. Mr. Page stated the vehicle is considered an older vehicle but, it is still in good general condition, and with the repairs this will enable staff to eliminate the need to purchase a new vehicle at this time. Director Moore requested clarification regarding the Corlew, Munford & Smith, PLLC Invoice. Mr. Heidelberg, Legal Counsel, stated the firm was retained to assist with the ongoing lawsuits. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

B. MDOT Projects

1. Hwy. 57 Utility Relocation – Phase II – Sewer

a. Approve – Frank Turner Payment Application No. 13 –S, **Exhibit “D”**

Mr. Page presented this item. Director Moore made a motion to Approve Pay Application No. 13-S as presented. Director Eldridge asked if there were any questions or comments. Director Moore asked if this would be the last payment before the final. Mr. Page stated that it could be but, staff was not sure at this time. Mr. Page deferred to Dennis Reeves, Project Engineer, for additional information. Director Moore asked about liquidated damages. Mr. Reeves explained that this was withheld from the payment application. Director Moore stated that at this point any delay appears that it would continue at \$800.00 per day. Director Eldridge

asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

b. Approve – Neel-Schaffer Professional Invoices No. 1062131-S and 1062635-S, **Exhibit “E”**

Mr. Page presented this item and stated Invoices are for two (2) months (10/28/2019 – 12/29/2019). Director Munro made a motion to Approve payment of Invoices 1062131-S and 1062635-S as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

2. Hwy. 57 Utility Relocation – Phase II – Water

a. Approve – Frank Turner Payment Application No. 13 –W, **Exhibit “F”**

Mr. Page presented this item. Director Stennis made a motion to Approve Pay Application No. 13-W as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

b. Approve – Neel-Schaffer Professional Invoices No. 1062131-W and 1062635-W, **Exhibit “G”**

Mr. Page presented this item and stated Invoices are for two (2) months (10/28/2019 – 12/29/2019). Director Munro made a motion to Approve payment of Invoices 1062131-W and 1062635-W as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

C. SRF Projects

1. Jordan Rd. PS (07) Relocation and Upgrade Phase I

a. Approve – Hemphill Construction Invoice No. 11, **Exhibit “H”**

Mr. Page presented this item and stated, as a reminder, that Change Order No. 4 had extended time. Director Munro made a motion to Approve Invoice No. 11 as presented. Director Stennis seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

- b. Approve – Neel-Schaffer Professional Invoices No. 1062132 and 1062636, **Exhibit “I”**

Mr. Page presented this item and stated Invoices are for two (2) months (10/28/2019 – 12/29/2019). Director Smith made a motion to Approve payment of Invoices 1062132 and 1062636 as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

D. Other, If Any

Director Eldridge asked if there were any other Discussion Agenda Items. There were none.

8. Administrative Items

- A. Approve – Out of State Travel (EJC Water Reclamation Facility – US Army Corps Project Design and Acquisition)

- 1. Transportation:

- To and From Washington DC area Est. \$650/pp

- 2. Lodging:

- Alexandria, VA Est. \$250.00/night/pp)

- 3. Meals/Incidentals (As required)

- Mr. Page presented this item, explaining that it appeared that an advisable time frame to visit our congressional delegation to request support for full funding of the next phase of the Jackson County Water Reclamation Facility, would be within the next month or so. Staff plans to make the trip during the first week of March. Director Stennis made a motion to Approve the Travel expenses as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Director Stennis asked how many staff members would be going. Mr. Page stated there will be three (3) staff (Eric Page, Executive Director; Chase Glisson, Engineering Manager and Chris Row, Project Coordinator, and one (1) Director (Mr Elly). Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

- B. Approve – Request to Change Position on Organizational Chart and Fill Vacancy, **Exhibit “J”**

Mr. Page presented this item, then deferred to Mr. Darryl Sidaway, IT Manager, to answer any other questions regarding the request. Director Munro made a motion to Approve the request as presented. Director Elly seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked if the position would be advertised and would staff hire outside. Mr. Page stated

that the position would be advertised externally. Director Elly asked if the new employee would train other employees to utilize and understand the Munis software better. Mr. Page stated that it is staff's intention to utilize this employee to do just that, as well as to cross-train selected employees utilizing the Munis software in addition to other duties. Ms. Tara Sistrunk, HR/ER Manager, stated that the Position would be posted for 30 days or more; therefore, it could be 60 to 90 days before someone would be hired. Director Eldridge 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 – Modify Vehicle Purchase approved under Item 8.G. on May 20, 2019, to allow for soliciting quotes from Local Vendors to replace one of the two vehicles approved; which was unable to be delivered, for an amount Not to Exceed \$31,000.00.

Mr. Page presented this item and explained that purchasing was advised that one of the two vehicles ordered in May 2019, a full size pickup, cannot be delivered. Therefore, staff is requesting approval to obtain quotes from local vendors and order another Pickup, NTE \$31,000.00. Mr. Page also stated that he contacted the State Auditor's Office to obtain more information regarding use of the procurement process. Based on the information he received, since this purchase is under \$50,000.00, JCUA can solicit quotes from local vendors. This vehicle will be going to the Engineering / Planning Department. Director Moore ask if this meant that if the purchase is less than \$50,000.00 it would not have to be purchased through Reverse Auction. Mr. Page stated that was correct.

D. Banking Services

1. Approve – Hancock-Whitney Bank Resolution for Banking Service **Exhibit "K"**,

Mr. Page presented this item and stated this Resolution is regarding Hancock-Whitney Bank being approved as the JCUA's primary Banking Service at the December 16, 2019 Board Meeting. Director Stennis made a motion to Approve the Resolution as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

- E. Approve – Concurrent Insurance Renewal Date – Extend Current 03/18/20 Renewal Date for Commercial Property/Liability and Pollution Liability to July 1, 2020, to coincide with remainder of JCUA Insurance Policies' Renewal Date (this excludes Flood Policies)

Mr. Page presented this item and deferred to Mr. Scott McElroy, Finance / Administration Director for additional explanation. Mr. McElroy stated that last year the Board requested Commercial Policies renewal dates be adjusted so that they all would have the same Renewal Date. Currently we have several policies renewing in various months, including March, June and July. Mr. McElroy

deferred to Mr. Joey Bullock with BancorpSouth Insurance to present the options available to make this change. Following Mr. Bullock's presentation and recommendation that a March renewal would be the best option, Director Eldridge requested the Task Committee meet with Mr. Bullock, BXS Insurance, to review additional information regarding the recommended options and cost. Director Smith will head the committee meeting and will bring their findings and recommendation(s) to Board at next Board Meeting on February 10, 2020.

F. Other, If Any

Director Eldridge asked if there were any other Administrative Items. There were none.

9. Board Attorney

A. Report

Counsel introduced Mr. Michael Silverman, Pascagoula City Manager (who had entered the meeting at approximately 4:30 P.M.) and then proceeded to update the Board on Attorney matters. No Board action was taken.

B. Other, If Any

Director Eldridge asked if there were any other Attorney Items. There were none.

10. Director Items

A. Other, If, Any

Director Elly requested update regarding the Moss Point Water MOU. Mr. Glisson stated Engineering is still awaiting a response from the City's water supply contractor. Director Elly stated that he would follow-up with the city.

Director Moore requested update regarding progress of the FY-2019 Audit. Mr. McElroy updated the Board and stated the Auditors began work at the JCUA Administration office last week.

Director Eldridge requested an update regarding the well for Helena Park Water System. Mr. Glisson stated this project should be completed within the next 90 Days.

Director Eldridge requested an update regarding the Hurley Car Wash. Mr. Glisson stated site investigation has been completed, they have met with owners and provided some communication, and stated that an extension may be required to meet MDEQ time demands.

11. Executive Session (Requested)

At 5:24 P.M., Director Stennis made a motion to go into Closed Session regarding Salary Adjustments for possible Executive Session. Director Munro 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 not a need to go in to Executive Session.

At 5:30 P.M., Director Stennis 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., the meeting re-opened to public and regular session resumed.

12. Salary Adjustments (Supporting Documents will be emailed to Directors),  
**Exhibit "L"**

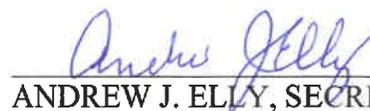
Mr. Page presented this item. Following discussion, Director Eldridge requested the Compensation Committee meet with Staff for further discussion and review. Director Elly will head the Committee Meeting, Director Moore will attend for Director Stennis who is not able to attend. Also in attendance will be Director Eldridge and Mr. Page. The meeting was scheduled for Thursday, January 30, 2020, at 10:00 A.M. in the Executive Conference Room.

13. Adjourn

There being no further business to come before the Board, Director Stennis made the motion to adjourn. Director Elly seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 5:56 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 10<sup>th</sup> day of February, 2020.

  
TOMMY ELDRIDGE, PRESIDENT

  
ANDREW J. ELLY, SECRETARY-TREASURER