

HARRISON COUNTY UTILITY AUTHORITY
BOARD MEETING
December 3, 2015

Be it remembered that a meeting of the Harrison County Utility Authority Board of Directors was held on December 3, 2015, at 9:00 a.m. at the Harrison County Utility Authority Board Room, at 10271 Express Drive in Gulfport, Mississippi. In attendance were:

BOARD AND STAFF:

Supervisor Joe Meadows, Harrison County (2), Director
Mr. Wayne Miller, representing the City of Gulfport
Mayor Andrew "Fofo" Gilich, City of Biloxi, Director
Mayor Billy Skellie, City of Long Beach, Director
Mr. Al Gombos, representing the City of D'Iberville
Mr. Danny Boudreaux, representing Harrison County (1)
Mayor Chipper McDermott, City of Pass Christian, Director
Mr. Donald Scharr, Executive Director, HCUA
Mr. James Simpson, Wise Carter Attorneys, Esquire
Ms. Merri Ann Testa, Procurement Specialist, HCUA
Ms. Patra Roberts, Office Manager, HCUA
Mr. Michael VanCourt, Comptroller, HCUA
Mr. Bart Clover, Wastewater/IT Coordinator, HCUA
Mr. John Wilson, O & M Manager, HCUA
Mr. Seren Ainsworth, Solid Waste Coordinator, HCUA
Mr. Reed Bryant, Staff Engineer, HCUA

ABSENT:

Mayor Billy Hewes, City of Gulfport, Director
Supervisor Marlin Ladner, Harrison County (1), Director

AUDIENCE:

Mr. Bruce Newton, Vice President, Digital Engineering
Mr. Dax Alexander, President, BMA Consulting Engineers
Mr. Dan Gaillet, PW Director, City of Biloxi
Mr. David Stesjkal, CH2M Hill
Mr. Demery Grubbs, Government Consultants, Inc.
Mr. Jeff Riopelle, Knesal Engineering
Mr. Derrel Wilson, Utility Partners
Ms. Cindy Lamb, Pickering Engineering Firm

Letters of designation are attached hereto as exhibit "A".

There being a quorum sufficient to transact business of the Authority, Mayor Gilich called the meeting to order. The following proceedings were had and done.

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A. Public Comments – Mayor Gilich opened the floor for public comments. There were no public comments.

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B. Approval of Board Meeting Minutes dated November 5, 2015

Mr. Gombos made a motion to approve the Board Meeting minutes dated November 5, 2015, seconded by Mayor McDermott. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed.

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C. Approval of Board Meeting Minutes dated November 19, 2015

Mr. Gombos made a motion to approve the Board Meeting minutes dated November 19, 2015, seconded by Mayor Gilich. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed.

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D. Approval of Wastewater Claims Docket dated December 4, 2015

Mr. Scharr stated that there was a change made to the claims docket to reflect a payment to Waring Oil instead USA Blue Book for the same amount.

Mr. Gombos made a motion to approve the corrected December 4, 2015 Wastewater Claims Docket, seconded by Supervisor Meadows. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the Claims Docket is attached hereto as exhibit "B".

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E. Technical Committee Minutes

Mr. Gombos made a motion to approve the Technical Committee meeting minutes dated November 24, 2015, seconded by Mayor McDermott. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed.

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F. a — Financial Reports – Non-CDBG

Mr. VanCourt provided a brief overview of the current budget status. He stated that each member agency should be at approximately 16 percent of their budget and all are under budget.

F. b – Financial Reports – CDBG

Mr. Newton stated he had nothing new to report. The CDBG project is still under budget and most projects are nearing completion.

A copy of the Non-CDBG Financial Report is attached hereto as exhibit "C".

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Old Business
G. 1 a – None

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New Business
CDBG

G. 2 a 1 – None
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Non – CDBG

G. 2 b 1 – MDOT SR601-008 Sewer Relocation Project – Program Management Invoice – Volkert, Inc. (\$3,229.73)

Mr. Bryant stated this pay request, in the amount of \$3,229.73, is for program management services provided by Volkert, Inc. Payment of the invoice is contingent upon MDOT approval.

Mayor McDermott made a motion to approve the Volkert Invoice #02308088 (Payment Application #23) in the amount of \$4,485.29 for MDOT SR601-008 Sewer Relocation Project (contingent upon MDOT approval) based on the recommendation of the HCUA Staff Engineer, seconded by Mr. Miller. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the payment request is attached hereto as exhibit "D".

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G. 2 b 2 – MDOT SR601-008 Sewer Project – Contractor Payment Request – Miller Enterprises (\$150,290.82)

Mr. Bryant stated this payment request is in the amount of \$150,290.82 for construction provided by Miller Enterprises.

Mayor Skellie made a motion to approve the MDOT SR601-008 Sewer Project – Contractor Payment Request – Miller Enterprises (\$150,290.82) based on the recommendation of the HCUA Staff Engineer, seconded by Mayor McDermott. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the payment request is attached hereto as exhibit "E".

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G. 2 b 3 - Memorandum of Understanding between HCUA and Honeywell

Mr. Wilson requested the Board accept the Memorandum of Understanding between HCUA and Honeywell and authorize the preliminary investigation to review HCUA energy usage at the plants to determine if an RFP for an Energy Savings Contract (ESCO) is warranted. There is no cost for the preliminary investigation.

Mr. Boudreaux made a motion to accept the Memorandum of Understanding between HCUA and Honeywell and authorize the preliminary investigation to review HCUA energy usage, seconded by Mayor Gilich. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the memorandum is attached hereto as exhibit "F".

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G. 2 b 4 - Gulfport Request to Receive Water Allocation Credit to Harrison County

Mr. Miller stated the City of Gulfport is requesting to take a portion of the water allotted to the County from the W15 water system until HCUA has a need for the water. City of Gulfport currently receives 481,000 gallons of water from the W15 system.

Mr. Gombos made a motion to discuss the Gulfport Request to Receive Water Allocation Credit to Harrison County, seconded by Mayor Skellie. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion for discussion passed.

There was discussion on whether this was an individual issue that should be addressed between the City of Gulfport and Harrison County or a policy issue that could impact all member agencies.

Mr. Scharr recommended that HCUA staff and legal counsel conduct further review and then present to the Technical Committee for consideration.

Mr. Gombos withdrew his original motion.

Mr. Gombos made a motion to refer the Gulfport Request to Receive Water Allocation Credit to Harrison County to the Technical Committee for further review and recommendation, seconded by Mayor McDermott. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the letter is attached hereto as exhibit "G".

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G. 2 b 5 – Resolution to Adopt the HCUA Master Plan Phase 1

Mr. Scharr presented the Board with a brief overview of Phase 1 of the Master Plan and projections for Phase 2.

Mr. Gombos made a motion to accept and adopt the HCUA Master Plan - Phase 1, seconded by Mr. Boudreaux. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the Master Plan – Phase 1 is attached hereto as exhibit “H”.

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G. 2 b 6 – Bond Refinancing Report – Presentation of Swap Termination Options

Mr. Demery Grubbs presented the Board with five different options to refinance the bonds.

Mr. Grubbs will put together actual costs of these options once the Federal Reserve announces the new interest rates. The scenarios with pricing will be presented to the Board at the next Board meeting on January 7, 2016.

No action required. A copy of the handout is attached hereto as exhibit “I”.

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G. 2 b 7 – Annual Evaluation – HCUA Executive Director

According to HCUA policy, the Board is required to conduct an annual evaluation for the Executive Director. The Board members were provided with performance evaluation forms.

Mr. Gombos made a motion to have each Board Member conduct an evaluation of the Executive Director and submit them to the Board Chairman to compile a summary, seconded by Mayor McDermott. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye

Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion passed. A copy of the evaluation form is attached hereto as exhibit "J".

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H. Executive Director's Report.

Mr. Scharr stated HCUA will utilize AVL for another year for fiscal year audit services. The Board will be presented with an engagement letter for AVL at the December 17, 2015 board meeting.

No action required.

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I. Executive Session

Mayor Gilich asked if there was a need for Executive Session.

Mr. Simpson stated that there was no need for an Executive Session.

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K. Adjourn - At this time Mayor McDermott made a motion to adjourn, seconded by Mr. Gombos. A roll call vote resulted in the following votes:

Biloxi	voted	aye
Gulfport	voted	aye
D'Iberville	voted	aye
Long Beach	voted	aye
Harrison County (1)	voted	aye
Harrison County (2)	voted	aye
Pass Christian	voted	aye

The motion to adjourn passed.

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