

HARRISON COUNTY UTILITY AUTHORITY
BOARD MEETING
June 3, 2021

Be it remembered that a meeting of the Harrison County Utility Authority Board of Directors was held on June 3, 2021, 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:

Mayor Billy Hewes, City of Gulfport, Director
Mayor Andrew "Fofu" Gilich, City of Biloxi, Director
Mayor George Bass, City of Long Beach, Director
Mr. Al Gombos, representing the City of D'Iberville
Supervisor Marlin Ladner, Harrison County (1), Director
Mr. John Wilson, Executive Director, HCUA
Ms. Cindy Breaux, Chief Financial Officer, HCUA
Mr. Alan Lane, Solid Waste Coordinator, HCUA
Ms. Sheila Marsh, Office Manager, HCUA
Ms. Lisa Verhovshek, Wise Carter, Attorneys and Esquire
Mr. James Simpson, Wise Carter, Attorneys and Esquire - via Telecom
Supervisor Connie Rockco, Harrison County (2), Director - via Telecom

ABSENT:

Mayor Chipper McDermott, City of Pass Christian, Director

AUDIENCE:

Charles Roberts, Pelican Waste
Shea Magee, Waste Management
Bernie Parker, City of Long Beach, Councilman

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

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

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A. Opening Prayer and Pledge of Allegiance

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B. Public Comments

Mayor Billy Hewes opened the floor for public comments.

There were no public comments.

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C. Approval of the Claims Docket dated June 3, 2021

Supervisor Marlin Ladner requested clarification of vendor type for Selective Flood.

Mr. John Wilson explained Selective Flood is Flood Insurance.

Mayor George Bass made a motion to approve the Claims Docket dated June 3, 2021, seconded by Mayor "Fofu" Gilich. A roll call vote resulted in the following:

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		

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

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D. Approval of Board Meeting Minutes dated May 20, 2021

Mayor George Bass made a motion to approve the Board Meeting Minutes dated May 20, 2021, seconded by Mayor "Fofu" Gilich. A roll call vote resulted in the following:

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		

The motion passed. A copy of Board Meeting Minutes, dated May 20, 2021, is attached hereto as exhibit "C".

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E. Action Items

E1. Old Business

None

E2. New Business

E2a. SOP-PERS Reporting & Reconciliation

Mr. John Wilson explained that in the FY20 Audit, auditors made suggestions that included HCUA adding a Reporting & Reconciliation Checklist for PERS Reporting, State Retirement System. The SOP-PERS Reporting & Reconciliation includes three opportunities for reconciliation. Reconciliation during each payroll period and again at the end of the month when the Monthly Employer Statement is received from PERS. Included in the procedures, are guidelines for making corrections. PERS also conducted an audit during the period as the FY20 Audit, and PERS reported no findings.

Mr. Al Gombos questioned if SOP-PERS Reporting & Reconciliation recommendation was due to a specific finding in the FY20 Audit.

Mr. John Wilson explained, in the opening letter of the FY20 Audit, it was suggested for HCUA to prepare a SOP Reconciliation for PERS Reporting and SOP for State or Federal Funds Procurement Checklist.

Supervisor Marlin Ladner questioned if there were findings in the FY20 Audit due to incorrect employee information reported.

Ms. Sheila Marsh, HCUA, Office Manager, explained that the PERS findings in the FY20 Audit was due to an incorrect start date of an employee entered in PERS. The start date entered did not agree with the employees' personnel file records.

No action required on SOP-PERS Reporting & Reconciliation.

A copy of the SOP-PERS Reporting & Reconciliation is attached hereto as exhibit "D".

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E2b. SOP-Procurement Procedures/Checklist

Mr. John Wilson explained, the SOP-Procurement Procedures/Checklist is for State and Federal funded projects. Suggestions were made by auditors after the FY20 Audit, to add a SOP-State or Federal Funds Procurement Checklist. In the FY20 Audit findings, a project checklist was not in line with MDEQ project checklist. The SOP-Procurement Procedures/Checklist will be used by the Engineering and Procurement Departments. The checklist includes guidelines in filing documents and the procedures for the funding source.

Mr. Al Gombos questioned if Board Approval was required on the SOP's presented.

Mr. John Wilson advised the SOP's are internal guidelines, Board approval is not required, and SOP's are not considered resolutions. The SOP's were in response to FY20 Audit and audit findings, and presented to the Board as a response to the FY20 Audit suggestions.

No action required on SOP-Procurement Procedures/Checklist

A copy of the SOP-Procurement Procedures/Checklist is attached hereto as exhibit "E".

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E2c. South Gulfport – Clam Hoist Bid Rejection

Mr. John Wilson explained South Gulfport – Clam Hoist project is a grit removal, system project. The projects' projected budget amount was under the bid amounts received. Mr. Wilson proposed rejection of the bids, scale down the project and discuss funding options with The City of Gulfport. The project would be complete in the next FY.

Mayor Billy Hewes requested an explanation why the South Gulfport-Clam Hoist project Budget amount was under projected.

Mr. John Wilson explained that calm bucket metal material is expensive and hard to purchase. The paint material is expensive. The cost of labor and equipment for painting was under estimated.

Mr. John Wilson added that HCUA will follow up with The City of Gulfport for discussion of the South Gulfport – Clam Hoist project and how to move forward. Mr. Wilson requested the Board to approve South Gulfport – Clam Hoist Bid Rejection.

Mayor George Bass made motion to approve South Gulfport – Clam Hoist Bid Rejection, seconded by Supervisor Marlin Ladner. A roll call vote resulted in the following:

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		

The motion passed. A copy of the South Gulfport – Clam Hoist Bid Rejection is attached hereto as exhibit "F".

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F. Executive Director's Report

Mr. John Wilson explained the S14 project is proceeding on track, the pipe is being installed and the manhole repairs are almost complete.

The Long Beach Project, Phase II, preconstruction is being scheduled and Phase I, is out for re-bid, bid in two weeks.

Supervisor Marlin Ladner questioned update on easement for Gulf Haven Road Project, to provide water and sewer to the Fire Station.

Mr. Wilson explained the Easement Document has been provided and Sutter has been contacted to tap a line. Mr. Wilson will follow up with information on a timeline for the Gulf Haven Road/Fire Station project.

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G. Executive Session

There was no need for Executive Session.

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H. Adjourn – At this time Mayor “Fofa” Gilich made a motion to adjourn, seconded by Mayor George Bass. A roll call vote resulted in the following:


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		

The motion to adjourn passed.

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Harrison County Utility Authority



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