

HARRISON COUNTY UTILITY AUTHORITY  
BOARD MEETING  
November 17, 2016

Be it remembered that a meeting of the Harrison County Utility Authority Board of Directors was held on November 17, 2016, 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 Marlin Ladner, Harrison County (1), Director  
Mayor Chipper McDermott, City of Pass Christian, Director  
Mayor Billy Skellie, City of Long Beach, Director  
Mayor Andrew "Fofa" Gilich, City of Biloxi, Director  
Mayor Billy Hewes, City of Gulfport, Director  
Supervisor Angel Kibler-Middleton, Harrison County (2), Director  
Mr. Al Gombos, representing the City of D'Iberville  
Mr. James Simpson, Wise Carter Attorneys, Esquire  
Mr. Donald Scharr, Executive Director, HCUA  
Ms. Patra Roberts, Office Manager, HCUA  
Mr. Michael VanCourt, Comptroller, HCUA  
Mr. Seren Ainsworth, Solid Waste Coordinator, HCUA

ABSENT:

AUDIENCE:

Mr. Bruce Newton, Digital Engineering  
Mr. Dax Alexander, BMA Engineering  
Mr. Bill Knesal, Knesal Engineering  
Mr. Demery Grubbs, Government Consultants  
Mr. Chris Anthony, City of Pass Christian  
Mr. Derrel Wilson, Utility Partners  
Ms. Cindy Lamb, Pickering Engineering Firm  
Ms. Jenna Barnett, Team Waste  
Ms. Pamela Ducas, Waste Management  
Mr. Paul Foley, Michael Baker International

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

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



**A. Invocation and Pledge of Allegiance**

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**B. Public Comments**

Supervisor Ladner opened the floor for public comments.

Pamela Ducas, Public Sector Manager for Waste Management introduced herself.

Supervisor Ladner requested HCUA formally notify the West Harrison Water & Sewer District that their rates will be the same as the member agencies. Mr. Scharr advised he will contact them today. He also advised that he and Mr. Simpson are working on developing a policy to address other issues related to the rate change.

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**C. Approval of HCUA Claims Docket dated November 18, 2016**

Mr. Gombos made a motion to approve the November 18, 2016 HCUA Claims Docket, 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 claims docket is attached hereto as exhibit "B".

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**D. CDBG – Requests for Cash**

On behalf of the CDBG Grant Administrator, Gouras and Associates, Mr. Newton recommended the approval of the Request for Cash in the amount of \$125,171.63.

Mayor McDermott made a motion to approve the Request for Cash in the amount of \$125,171.63 based on the recommendation of the Grant Administrator and Mr. Newton, 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 passed. A copy of the Request for Cash Summary is attached hereto as exhibit "C".

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**E. Technical Committee Minutes**

Mr. Gombos made a motion to approve the Technical Committee Meeting minutes dated November 9, 2016, seconded by Supervisor Middleton. 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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**Old Business**

**F. 1 a – Bond Refinancing Update**

Mr. Demery Grubbs addressed the Board to explain how Government Consultants marketed the bond refinancing. Mr. Grubbs advised he requested various options from entities that had previous experience with larger utility bonds and handling swaps: Wells Fargo, Bank of America, and Piper Jaffray. Additionally, he also contacted several regional underwriters and requested options from them. He stated he only received responses from the top three companies. He advised that Piper Jaffray's proposal was the only proposal willing to address the release of the reserve funds, thus his recommendation for proceeding with Piper Jaffray. He stated Piper Jaffrey were the most favorable underwriter in the group. The final result was a 10-year direct placement with the swap left in place and a savings of \$4 million, with the release of \$7.8 million in reserve funds.

Mr. Simpson advised that the bond refinancing is scheduled to close on December 1, 2016.

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**New Business - CDBG**

**F. 2 a 1 – HARCUA-02 Budget Modification No. 71**

Mayor McDermott made a motion to approve HARCUA-02 Budget Modification No. 71 based on the recommendation of Mr. Newton, 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 modification is attached hereto as exhibit "D".

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**New Business – Non-CDBG**

**F. 2 b 1 – Pineville CIAP Project # 2 - Payment Invoice No. 3 – J. Levens Builders (\$69,704.04)**

Mayor McDermott made a motion to approve the Pineville CIAP Project #2 – Payment Invoice No. 3 – J. Levens Builders (\$69,704.04), 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 passed. A copy of the payment invoice is attached hereto as exhibit "E".

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**F. 2 b 2 – Odor Control Contract Extension (1 Year) - Chemstation**

Mayor Gilich made a motion to approve the Odor Control Contract Extension (1 Year) - Chemstation, seconded by Mayor Hewes. 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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**F. 2 b 3 – Chemical Contract Extension (1 Year) – Water & Waste Specialties, LLC.**

Mayor Gilich made a motion to approve the Chemical Contract Extension (1 Year) – Water & Waste Specialties, LLC. seconded by Supervisor Middleton. 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 "G".

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**F. 2 b 4 – North D'Iberville Interceptor – Amendment No. 1 – Brown, Mitchell & Alexander, Inc.**

Mr. Scharr stated the North D'Iberville project has extended one year past the original completion date. Mr. Scharr is recommending amending BMA's engineering contract for additional work related to the project delays. The cost of the amendment is not to exceed \$27,000.

Mayor Skellie made a motion to approve the North D'Iberville Interceptor – Amendment No. 1 – Brown, Mitchell & Alexander, 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 amendment is attached hereto as exhibit "H".

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### **G. Solid Waste Report**

Mr. Ainsworth stated the draft Request for Proposals for Solid Waste Collection has been distributed to all Board and Technical Committee members. He requested feedback and suggestions from the member agencies. Mr. Scharr stated work sessions may be necessary to review and discuss the draft RFP.

Mayor Gilich suggested HCUA implement the use of the "See, Click & Fix" feature in Cityworks for reporting issues with solid waste collections. Mr. Scharr advised that HCUA has already purchased the Cityworks program and is working on implementation of the program.

A copy of the solid waste report is attached hereto as exhibit "I".

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### **H. Executive Director's Report**

Mr. Scharr reported on several matters.

He advised fines have been assessed to Waste Pro for the month of August 2016, in the amount of \$85,000. HCUA has not received a response from Waste Pro at this time. Mr. Ainsworth is working on the fines for September and October.

HCUA is working on the SRF Facilities Plan. Notices have been submitted to various agencies for comments.

The Cityworks program has been acquired and implementation is under way.

The Focus Group will report to the Board at the December 1, 2016 with potential PR strategies.

There was announcement of broad funding categories for the Restore Act Projects made earlier this week. Based on the feedback he received, Mr. Scharr anticipates the HCUA projects were included in the funding categories, although not specifically named by project.

Mr. Scharr reminded the Board of Mr. VanCourt and Mr. Ainsworth's departure and requested to discuss related personnel matters in Executive Session.



**I. Executive Session**

Mayor McDermott made a motion to enter into closed session to determine the need for Executive Session.

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.

Supervisor Ladner asked if there was a need for Executive Session.

Mr. Scharr stated he needed to discuss personnel matters in Executive Session.

Mayor McDermott made a motion to enter Executive Session, 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 passed. The Board entered into Executive Session.

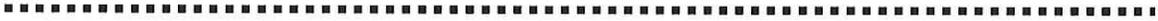


Mayor McDermott made a motion to exit Executive Session and return to Open Session, seconded by Mayor Skellie. A roll call vote resulted in the following votes:

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 passed. The Board returned to Open Session.

No action taken in Executive Session.



Mr. Scharr made a recommendation for the Board to adopt the new organizational chart that includes the new position of Chief Financial Officer, revised job titles and a revised pay scale. Mr. Scharr also requested Board authorization to move forward with filling the positions of Chief Financial Officer and Solid Waste Coordinator.

**Agenda Amendment**

Mr. Gombos made a motion to amend the agenda to consider Authorization to Adopt New Position of Chief Financial Officer, Revised Job Titles and Pay Scale, 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 passed.



**J. Authorization to Adopt New Position of Chief Financial Officer, Revised Job Titles and Pay Scale**

Mr. Gilich made a motion to adopt the new position of Chief Financial Officer, revised job titles and pay scale and authorize the Executive Director to fill the positions of Chief Financial Officer and Solid Waste Coordinator, 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 passed. A copy of the revised organizational chart and pay scale is attached hereto as exhibit "I".

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**K. Adjourn** - At this time Mayor Hewes 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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