

HARRISON COUNTY UTILITY AUTHORITY
BOARD MEETING
January 21, 2016

Be it remembered that a meeting of the Harrison County Utility Authority Board of Directors was held on January 21, 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 Angel Kibler-Middleton, Harrison County (2), Director
Mr. Kris Riemann, representing the City of Gulfport
Ms. Christy LeBatard, representing the City of Biloxi
Mayor Billy Skellie, City of Long Beach, Director
Mr. Al Gombos, representing the City of D'Iberville
Mayor Chipper McDermott, City of Pass Christian, Director
Supervisor Marlin Ladner, Harrison County (1), 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
Mayor Andrew "Fofu" Gilich, City of Biloxi, Director

AUDIENCE:

Mr. Bruce Newton, Vice President, Digital Engineering
Mr. Jeff Riopelle, Knesal Engineering
Ms. Lisa Verhovshek, Wise Carter
Mr. Jason Overstreet, A. Garner Russell & Associates
Mr. Derrel Wilson, Utility Partners
Mr. Bobby Knesal, Utility Partners
Mr. Demery Grubbs, Government Consultants, Inc.
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, Ms. LeBatard called the meeting to order. The following proceedings were had and done.

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A. Public Comments

Ms. LeBatard opened the floor for public comments. There was a discussion regarding road damage along Canal Road between Landon Road and Robinson Road. The City of Gulfport will evaluate and assess the area.

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Motion to Amend Agenda

Mr. Scharr made a recommendation to amend the revised agenda to move item E 2 b 6 Bond Refinancing Evaluation Status to Old Business item E 1 a 1, add Sutter Agreement to Old Business as item E 1 a 2, and add the Riverbend Utilities Lease Agreement to Non-CDBG New Business as item E 2 b 6.

Mr. Gombos made a motion to amend the agenda as recommended by Mr. Scharr, 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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B. Approval of Wastewater Claims Docket dated January 22, 2016

Mr. Gombos made a motion to approve the January 22, 2016 Wastewater Claims Docket, 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 Claims Docket is attached hereto as exhibit "B".

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C. 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 \$819,586.51.

Mayor McDermott made a motion to approve the Request for Cash in the amount of \$819,586.51 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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D. Technical Committee Minutes

Mr. Gombos made a motion to approve the Technical Committee meeting minutes dated January 13, 2016, 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.

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Old Business

E. 1 a 1 – Bond Refinancing Evaluation Status

Mr. Grubbs gave a status update on the bond refinancing evaluation. He presented the Board with six potential financing options from Bank of America. Mr. Grubbs will solicit quotes from two underwriting companies to utilize reserve funds. He will present those scenarios to the Board in February 2016.

No action required. A copy of the refinancing handout is attached hereto as exhibit "D".

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E. 1 a 2 – Sutter Service Agreement Approved April 24, 2014

The Sutter Service Agreement to provide them with wholesale water was approved by the Board on April 24, 2014. No parties can find an executed agreement. Sutter is requiring an executed agreement to present to the Public Service Commission. Mr. Scharr presented a request for authorization to execute the agreement to the Board on November 5, 2015. The Board tabled the item due to concerns regarding combined billing for collection purposes. Mr. Simpson noted that the Public Service Commission will not allow the combined billing of utilities provided by two separate entities.

Mr. Simpson stated the Board action of approval on April 24, 2014 makes the agreement binding, irrespective of an executed document. He stated the document must be executed for all parties' records.

There was a discussion of a submitting proposed bill to the state legislature that will allow government entities the ability to add unpaid utility costs to tax bills.

No action required. Mr. Scharr will execute the agreement. A copy of the 4-24-14 Board minutes is attached hereto as exhibit "E".

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New Business

CDBG

E. 2 a 1 – HARCUA-02 Budget Modification No. 62

Mr. Newton stated the budget modification results in no increase. Funds will be moved between projects. He recommended approval of the budget modification.

Supervisor Ladner asked for an explanation of the costs listed as Administration and Audit Defense. Mr. Scharr stated that he will research the cost and report back to the Board at the next meeting.

Mayor McDermott made a motion to approve the HARCUA-02 Budget Modification No. 62 based on the recommendation of Mr. Newton, seconded by Ms. LeBatard. 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 budget modification is attached hereto as exhibit "F".

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Non-CDBG

E. 2 b 1 – West Fritz Creek Phase I – Change Order No. 1

Mr. Bryant stated the change order results in an increase of 29 days with a revised completion date of January 21, 2016. There is no change in the contract amount.

Mayor McDermott made a motion to approve the West Fritz Creek Phase 1 – Change Order No. 1 based on the recommendation of Mr. Bryant and Mr. Scharr, seconded by Mr. Riemann. 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 change order is attached hereto as exhibit "G".

E. 2 b 2 – Pineville CIAP Project No. 2 – Engineering Services Contract Modification No. 2 – Knesal Engineering

Mr. Wilson stated the contract modification is to extend Knesal's services for the additional work authorized by DMR allocating additional funds to the grant. The amount of the modification is \$37,800.00.

Supervisor Ladner made a motion to approve the Pineville CIAP Project No. 2 – Engineering Services Contract Modification No. 2 with Knesal Engineering based on the recommendation of Mr. Wilson and Mr. Scharr, 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 contract modification is attached hereto as exhibit "H".

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E. 2 b 3 – Pineville CIAP Sewer Project – Construction Contract Award

The bid opening for the project was held on January 8, 2016. The lowest bidder is Saunders Construction, LLC. with a base bid of \$898,670.00. Mr. Bryant recommends awarding the contract to Saunders Construction.

Mayor Skellie made a motion to award the Pineville CIAP Sewer Project – Construction Contract to Saunders Construction, LLC based on the recommendation of Mr. Bryant and Mr. Scharr, seconded by Ms. LeBatard. 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 bid tabulation is hereto as exhibit "I".

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E. 2 b 4 – MDOT SR601-008 Sewer Relocation Project – Certificate of Substantial Completion

The project completion date is November 16, 2015. The punch list has been completed. Mr. Bryant recommended acceptance of the substantial completion.

Mayor McDermott made a motion to approve the MDOT SR601-008 Sewer Relocation Project – Certificate of Substantial Completion based on the recommendation of Mr. Bryant and Mr. Scharr, seconded by Mr. Riemann. 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 substantial completion certificate is attached hereto as exhibit "J".

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E. 2 b 5 – Waste Tire Handling Contract Award

One proposal was received for waste tire handling services from MS Tire Recycling, LLC. Mr. Ainsworth recommended awarding the contract to the sole bidder, MS Tire Recycling, LLC.

Supervisor Ladner made a motion to award the Contract for Waste Tire Handling Services to MS Tire Recycling, LLC, 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 bid proposal is attached hereto as exhibit "K".

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E. 2 b 6 – Riverbend Utilities Lease Agreement

Mr. Simpson stated this is a temporary lease agreement to authorize Riverbend Utilities to operate and maintain the S-10 pump station for six months to allow time for the completion of the S-14 Riverhills pump station. The agreement is no cost to HCUA.

Mr. Gombos made a motion to table the Riverbend Utilities Lease Agreement, 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 lease agreement is attached hereto as exhibit "L".

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H. Executive Director's Report.

Mr. Scharr stated he will soon request a work-session to prioritize potential projects based on the Master Plan. Mr. Scharr will provide the Board with a condensed version of the master plan data indicating project locations and the number of potential new customers for each project.

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I. Executive Session

Ms. LeBatard asked if there was a need for Executive Session.

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

K. Adjourn - At this time Ms. LeBatard made a motion to adjourn, 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 to adjourn passed.

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