

HARRISON COUNTY UTILITY AUTHORITY
BOARD MEETING
August 16, 2018

Be it remembered that a meeting of the Harrison County Utility Authority Board of Directors was held on August 16, 2018 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 Chipper McDermott, City of Pass Christian, Director
Mayor George Bass, City of Long Beach, Director
Mr. Al Gombos, representing the City of D'Iberville
Mr. Kris Riemann, representing the City of Gulfport
Mr. Danny Boudreaux, representing Harrison County (2)
Supervisor Marlin Ladner, Harrison County (1), Director
Mayor Andrew "Fofu" Gilich, City of Biloxi, Director
Mr. James Simpson, Wise Carter Attorneys, Esquire
Mr. Donald Scharr, Executive Director, HCUA
Ms. Patra Roberts, Office Manager, HCUA
Ms. Julie Christian, Chief Financial Officer, HCUA
Mr. John Wilson, O & M Manager, HCUA
Mr. Alan Lane, Solid Waste Coordinator, HCUA

ABSENT:

Supervisor Angel Kibler-Middleton, Harrison County (2), Director
Mayor Billy Hewes, City of Gulfport, Director

AUDIENCE:

Mr. Bernie Parker, City of Long Beach
Ms. Cindy Lamb, Pickering Firm
Mr. Scott Burge, A. Garner Russell
Mr. Bill Knesal, Knesal Engineering
Mr. Damon Torricelli, Neel Schaffer
Ms. Jenna Bennett, Waste Management
Mr. Bobby Knesal, Utility Partners

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

There being a quorum sufficient to transact business of the Authority, Mayor Bass 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 Bass opened the floor for public comments. There were no public comments.

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C. Approval of the Claims Docket dated August 17, 2018

Mr. Gombos made a motion to approve the Claims Docket dated August 17, 2018, 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. Approval of Board Meeting Minutes dated August 2, 2018

Mr. Gombos made a motion to approve the Board Meeting Minutes dated August 2, 2018, 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 meeting minutes is attached hereto as exhibit "C".

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E. Technical Committee Meeting Minutes dated August 8, 2018

Mr. Gombos made a motion to spread on the minutes the Technical Committee Meeting Minutes dated August 8, 2018, seconded by Supervisor Ladner. 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 meeting minutes is attached hereto as exhibit "D".

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F. Financial Report

Ms. Christian provided the Board with a financial report as of July 31, 2018. No action was required.

A copy of the financial report is attached hereto as exhibit "E".

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Motion to Amend the Agenda

Mayor McDermott made a motion to amend the agenda to add item G. 2 e – MUNIS Accounting Program and item G. 2 f – Employee Review for New Budget Year, 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. The agenda was amended.

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New Business

G. 2 a – Resolution and Deed for Return of Unused Property to Land Owner – A. Weilbacher

Mayor McDermott made a motion to approve Resolution and Deed for Return of Unused Property to Land Owner – A. Weilbacher based on the

recommendation from legal counsel, 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 resolution and deed are attached hereto as exhibit "F".

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G. 2 b – Allocation of Waste Pro Fines

Mr. Gombos made a motion to approve the Allocation of Waste Pro Fines to the member agencies as recommended by Mr. Scharr, seconded by Supervisor Ladner. 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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G. 2 c – HCUA Water System – Member Agency Cost Allocation

Mr. Gombos made a motion to approve the HCUA Water System – Member Agency Cost Allocation, seconded 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 memorandum is attached hereto as exhibit "H".

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G. 2 d – HCUA Water and Wastewater Service Policy – Recommended Changes

Mr. Gombos made a motion to approve the recommended changes to the HCUA Water and Wastewater Service Policy, 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 memorandum is attached hereto as exhibit "I".

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G. 2 e – MUNIS Accounting Program - Discussion

Mayor Bass recommended HCUA implement an integrated accounting software system that all member agencies can understand. He expressed his concerns over the functionality of the current HCUA accounting procedures.

Mayor Bass suggested HCUA consider using MUNIS, since Long Beach, Gulfport, and Biloxi utilize it.

Mayor Gilich stated he is dissatisfied with MUNIS. He expressed his concerns with MUNIS as it relates to performance, price, and capability. He stated he is opposed to using MUNIS.

Mr. Scharr noted the currently proposed FY19 budget includes implementation of a new integrated accounting program. He stated that Ms. Christian is currently researching and evaluating programs.

The Board has requested Mayor Gilich work with Ms. Christian to make a recommendation to the Board.

No action taken.

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G. 2 f – Employee Review for New Budget Year – Discussion

Mayor Bass asked if annual employee reviews were conducted for all HCUA staff. Mr. Scharr advised that employee evaluations are done annually. Mr. Scharr advised that he has had only one evaluation since he started in 2013.

Supervisor Ladner asked if the proposed budget has automatic or step increases. Mr. Simpson stated with budget approval, the Board approves a total amount for salaries and salary ranges for a specific position. He stated the Executive Director sets salaries for individuals within the approved salary ranges and budgetary limitations.

Mr. Ladner stated the Board should not approve a budget with salary increases already included. He stated the Executive Director should present raises to the Board on an individual basis and request a budget amendment to do so.

Mr. Scharr recommended the Board keep the amount allocated for salary increases in this year's budget and no salary changes to be made without prior Board approval.

Mr. Scharr stated that going forward employee reviews can be completed prior to budget preparations so specific recommendations can be made in advance.

Mayor Bass stated Mr. Scharr has not had an evaluation in two years. Mr. Simpson stated the contract with Mr. Scharr has expired and is ongoing. Under that contract, the Board is supposed to review him annually.

Mayor Bass requested the Board conduct an employee review for Mr. Scharr. Mr. Scharr stated the employee evaluation form will be distributed to all Board members. The review will be taken up at the September 6, 2018 board meeting.

No action taken.

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Old Business

G. 2 a – S-14 Project Update

Mr. Scharr stated he met with the Corps of Engineers this week. They are considering two matters: a permit that helps HCUA address the non-compliance and issuing a new permit.

Mr. Scharr stated that it will be at least 90-120 days before any permits are issued. There will be no construction going on at the site until a permit is issued. Jay Bearden can only maintain the silt fencing.

Mr. Scharr stated that he will remove this item from the regular agenda unless a specific matter arises.

No action taken.

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G. 2 b – FY-2019 Draft Budget

Motion

Mr. Gombos made a motion to adopt the FY 2019 Draft Budget with In-house Wastewater Operations, seconded by Supervisor Ladner.

There was some discussion regarding the cost difference between in-house wastewater operations versus contract operations.

There was some discussion regarding the proposed Construction Manager position. Mr. Scharr advised that this position was proposed based on the Board's desire to have more in-house controls over projects.

Mr. Gombos rescinded his motion.

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Motion

Mr. Riemann made a motion to table the FY-2019 Budget, 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. The item was tabled. A copy of the budget is attached hereto as exhibit "J".

The Board will hold a special board meeting on Monday, August 27, 2018 at 9:00 AM to finalize the budget.

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H. Solid Waste Report

Mr. Lane provided a summary of the Solid Waste Report for the month of July 2018. Mr. Scharr advised that Waste Pro has stopped taking recycle materials

from Waste Management. HCUA recycle materials are now going to ECUA in Pensacola, FL.

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I. Executive Director's Report

Mr. Scharr stated the Army of Corps of Engineers contacted him with concerns about the possible de-obligation of project funding. They recommended HCUA reach out to our legislators. He has a meeting scheduled with Congressman Palazzo's office next week. Mr. Scharr also advised that he has already received responses back from both Senator Wicker and Senator Hyde-Smith's office.

Mr. Scharr advised that he and Mr. Simpson are working on drafting a policy to implement the cut-off ordinance.

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J. Executive Session

There was no need for executive session.

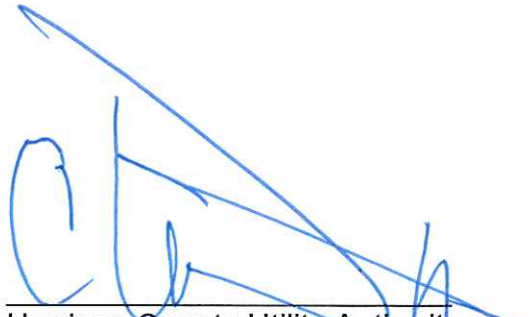
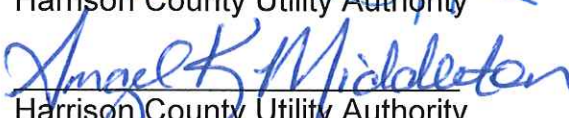
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K. Adjourn - At this time Mr. Gombos made a motion to adjourn, seconded by Supervisor Ladner. A roll call vote resulted in the following votes:

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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Harrison County Utility Authority

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