

**Tuesday  
June 7, 2016  
Gautier, Mississippi**

**BE IT REMEMBERED THAT A REGULAR MEETING by the Mayor and Members of the Council of the City of Gautier, Mississippi was held June 7, 2016 at 6:30 PM in the City Hall Municipal Building, 3330 Highway 90, Gautier, Mississippi.**

**Those present were Mayor Gordon Gollott, Council Members, Mary Martin, Johnny Jones, Hurley Ray Guillotte, Casey Vaughan, Rusty Anderson and Adam Colledge. Also present were Paula Yancey, Interim City Manager; Cynthia Russell, City Clerk; John Danos, City Attorney; and other concerned citizens.**

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**AGENDA  
CITY OF GAUTIER, MISSISSIPPI  
CITY HALL COUNCIL CHAMBERS  
June 7, 2016 @ 6:30 PM**

**I. Call to Order**

- 1. Prayer**
- 2. Pledge of Allegiance**

**II. Agenda Order Approval**

**III. Announcements**

**IV. Presentation Agenda**

- 1. Certificate of Recognition for 2016 Mississippi Teacher of the Year, Mrs. Jodi McKenzie.**

**V. Public Agenda**

- 1. Agenda Comments**

**VI. Business Agenda**

- 1. Resolution approving Enterprise Fund Budget Amendments for FY 2016.**
- 2. Order approving the Stormwater Management Plan and the submission of the 5 Year Stormwater Permit to MDEQ as presented by Allen Engineering and Science.**
- 3. Resolution supporting restoration of intercity rail passenger service in the Gulf Coast region between New Orleans, Louisiana and Orlando, Florida.**

4. Order authorizing Change Order #1 for Allen Road Improvements Project.
5. Order authorizing the submission of a letter in regard to obtaining right-of-way of Sandhill Landing Extension Road.
6. Order approving Docket of Claims.

**VII. Consent Agenda (All items approved in one motion)**

1. Order declaring Police Department equipment surplus and removal from inventory.
2. Resolution appointing Mississippi Municipal League 2016 Voting Delegates.
3. Order approving the revised Multi-Agency Narcotics Enforcement Team Inter-local Agreement.
4. Order approving water and sewer adjustments dated June 1, 2016 in the amount of \$25,954.91.
5. Order authorizing 2016 MDOT Urban Youth Corps Program employee addition.
6. Order approving Amendment No. 2 to the ClearWater Solutions, LLC. Professional Services Agreement.
7. Order authoring the acceptance of the 20169 HIDTA grant award and enter into a Cooperative Grant Agreement with the Mississippi Department of Public Safety, Bureau of Narcotics FY 2016 HIDTA Sub-Grantee Cooperative Agreement.
8. Order authorizing the ratification of Inter-local Agreement with Jackson County for participation in Emergency Medical Services District and appoint Chief Robert Jones to the Emergency Medical Services Advisory Board.
9. Order approving minutes from Recessed Council Meetings held May 17, 2016 and May 24, 2016.

**STUDY AGENDA**

1. Discuss Citizen Comments
2. Discuss Council Comments
3. Discuss Interim City Manager Comments
4. Discuss City Clerk Comments
5. Discuss City Attorney Comments

Recess until June 21, 2016 at 6:30 PM  
[www.gautier-ms.gov](http://www.gautier-ms.gov)

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**Councilman Vaughan** made the motion to approve the agenda order.

**Councilwoman Martin** seconded the motion and it carried unanimously.

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**Announcements:**

None

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**Presentation:**

1. Certificate of Recognition for 2016 Mississippi Teacher of the Year, Mrs. Jodi McKenzie.
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# Certificate of Recognition

Presented By

The City of Gautier, Mississippi

**WHEREAS**, teachers make schools great while opening students minds to ideas, knowledge and dreams. Teachers fill many roles, as listeners, explorers, role models, motivators and mentors; and

**WHEREAS**, The City of Gautier Mayor and Council would like to extend their congratulations to Mrs. Jodi McKenzie for being selected as the 2016 Mississippi Teacher of the Year; and

**WHEREAS**, Mrs. McKenzie is committed to the educational needs of all students at Gautier High School, she serves on the summer curriculum writing team, and encourages student involvement while leading the student council in volunteering during the annual Jana Walmsley Swamp Run, at the Jackson County Exceptional School and the Spirit of Gautier High School Fall Festival; and

**WHEREAS**, Mrs. McKenzie serves as Chair of the English Department and teaches tenth and eleventh grade English at Gautier High School, she also sponsors the student council and serves on the Building Leadership Team; and

**WHEREAS**, Mrs. McKenzie graduated from Resurrection Catholic High School in Pascagoula, Mississippi, before earning a bachelor degree in elementary education from the Long Beach Campus of the University of Southern Mississippi and earning her master's degree from William Carey University. Mrs. McKenzie is married to Chuck McKenzie and has two children Averie Kate and Parker;

**NOW THEREFORE, I, MAYOR GORDON GOLLOTT**, and on behalf of the entire City Council and all of our citizens, do hereby recognize Mrs. McKenzie and extend to her our heartfelt appreciation for her dedication and congratulations on winning the 2016 Mississippi Teacher of the Year.

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**Gordon Gollott, Mayor**  
June 7, 2016



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**RESOLUTION NUMBER 011-2016**

**BE IT RESOLVED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached Enterprise Fund Budget Amendments for FY 2016 are hereby approved.

**WHEREAS**, the City Manager or City Clerk is authorized to execute any and all documents necessary.

This resolution shall take effect and be in full force on June 7, 2016.

Motion made by **Councilwoman Martin**, seconded by **Councilman Guillotte** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **Casey Vaughan**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

## FY 2016 BUDGET AMENDMENTS

ENTERPRISE FUND: FUND 400	Budget	Amendment	New Budget
<b>REVENUES</b>			
Water Sales	3,558,837.00	(332,640.00)	3,226,197.00
Sewer Sales	1,577,971.00	(198,480.00)	1,379,491.00
Wastewater Treatment Collections	2,366,956.00	(297,721.00)	2,069,235.00
Miscellaneous	471,000.00	64,000.00	535,000.00
Surplus	0.00	1,300.00	1,300.00
Transfer from General Fund	0.00	200,000.00	200,000.00
Transfer from Other Funds	0.00	43,514.00	43,514.00
Other Funding Sources (Cash)	0.00	138,262.00	138,262.00
<b>EXPENDITURES</b>			
<b>ADMINISTRATIVE</b>			
Other Services & Charges	2,606,442.00	55,235.00	2,661,677.00
<b>Water &amp; Sewer O &amp; M</b>			
Other Services & Charges	2,840,240.00	(352,000.00)	2,488,240.00
Capital Outlay	160,000.00	(85,000.00)	75,000.00
		0.00	

**Adjust Budget for Revenue Shortfall**

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 123-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the attached Stormwater Management Plan is hereby adopted and the submission of the 5 Year Stormwater Permit to MDEQ as presented by Allen Engineering and Science is hereby approved.

**IT IS FURTHER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion made by **Councilwoman Martin**, seconded by **Councilman Colledge** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.



# RE-COVERAGE FORM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT

**GENERAL PERMIT: MSRMS4** \_\_ \_\_ \_\_. This coverage number must be completed for the referenced MS4 or this form will be considered incomplete and will be returned. The coverage number can be found at the bottom left corner of your previous Certificate of Coverage.

## INSTRUCTIONS

The submittal of this form is required to receive coverage under the reissued Small Municipal Separate Storm System (MS4) General Permit. This form, with an original signature, must be completed and returned to MDEQ at the address printed at the bottom of this form within 60 days of the date of the Letter of Instruction for Re-Coverage.

Submittals with this Re-Coverage Form must include:

- A Storm Water Management Program (SWMP) as required by ACT 5 of the General Permit
- Copies of current municipal storm water ordinances, or if not a city or county, copies of current regulatory mechanisms that address storm water management
- A location map must be attached, if location boundaries have changed since initial coverage issuance
- Copy of current Storm Water Pollution Prevention Plan (SWPPP) or Plans

Additional submittals may include:

- Appendix A and associated Joint MS4 legal documents, if applicable

**NOTE: 3-RING BINDERS WILL NOT BE ACCEPTED DUE TO LIMITED FILING SPACE AT MDEQ.**

## MS4 APPLICANT INFORMATION

MS4 NAME: \_\_\_\_\_

MS4 MAILING ADDRESS: \_\_\_\_\_

MS4 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MS4 COUNTY: \_\_\_\_\_

MS4 IS A:  CITY/TOWN  COUNTY  OTHER: \_\_\_\_\_

IS THIS A JOINT RE-COVERAGE FORM BEING SUBMITTED?  YES  NO  
(If yes, a completed Appendix A must accompany submittal)

MS4 POPULATION: \_\_\_\_\_

PRIMARY LOCAL CONTACT NAME (responsible for storm water program implementation): \_\_\_\_\_

CONTACT'S TITLE: \_\_\_\_\_ OFFICE PHONE: (\_\_\_\_) \_\_\_\_\_

CELL PHONE: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS (local contact): \_\_\_\_\_

E-MAIL ADDRESS (legally responsible person): \_\_\_\_\_

SECONDARY LOCAL CONTACT NAME (knowledgeable about program, if primary contact is unavailable) \_\_\_\_\_

OFFICE PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

**LOCATION DESCRIPTION OF MS4 (not required for cities and counties)**

PROVIDE A NARRATIVE DESCRIPTION OF THE GEOGRAPHICAL LOCATION OF THE MS4 FOR FACILITIES SUCH AS MILITARY BASES, SPECIAL DISTRICTS AND ASSOCIATIONS, AND LARGE COMPLEXES (education, hospital, prison, etc.). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RECEIVING WATER INFORMATION**

IDENTIFY THE MAJOR RECEIVING WATERS (named on a USGS Quad Map) WITHIN THE MS4 BOUNDARIES. IN ADDITION, NOTE THOSE THAT ARE 303(d) LISTED IMPAIRED WATERBODIES WITHIN THE PERMITTED AREA (a complete list of 303(d) listed impaired waters may be found on MDEQ's web site: <http://www.deq.state.ms.us>).

<u>RECEIVING STREAM</u>	<u>CHECK IF 303(d) LISTED</u>	<u>RECEIVING STREAM</u>	<u>CHECK IF 303(d) LISTED</u>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Authorized Signature<sup>1</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

<sup>1</sup>This application shall be signed according to the General Permit, ACT10: SIGNATORY REQUIREMENTS as follows:

- For a corporation, by a responsible corporate officer.
- For a partnership, by a general partner.
- For a sole proprietorship, by the proprietor.
- For a municipal, state or other public facility, by either a principal executive officer, the mayor, or ranking elected official.

**Please submit this form to:**  
**Chief, Environmental Permits Division**  
**MDEQ, Office of Pollution Control**  
**P.O. Box 2261**  
**Jackson, Mississippi 39225**



## CONSTRUCTION MINIMUM MEASURE ASSISTANCE PETITION SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) GENERAL PERMIT

**GENERAL PERMIT: MSRMS4 0 1 1.** This coverage number must be completed for the referenced MS4 or this form will be considered incomplete and will be returned. The coverage number can be found at the bottom left corner of your previous Certificate of Coverage.

### INSTRUCTIONS

The form must be submitted to petition MDEQ to assume responsibility for the regulation of storm water runoff from construction activities five (5) acres and greater.

The MS4 General Permit requires regulated entities (MS4s) to develop and implement a Storm Water Management Program (SWMP) to reduce the discharge of pollutants from their storm water conveyance systems. The SWMP must include six (6) minimum control measures, including Construction Site Storm Water Runoff Control from construction activities that result in a land disturbance of greater than or equal to one (1) acre or less if part of a larger common plan of development or sale. ACT6, SHARING MINIMUM MEASURE RESPONSIBILITY of the General Permit allows the regulated entity to petition MDEQ to assume responsibility for the regulation of storm water runoff from large construction activities five (5) acres and greater.

Activities that disturb less than five (5) acres remain the MS4's responsibility, including activities that are part of a larger common plan of development or sale. For example, the MS4 is responsible for regulating storm water runoff from individual lot construction even though the large residential subdivision had been covered under MDEQ's Large Construction Storm Water General Permit.

If MDEQ agrees to assume this responsibility, the regulated entity is not required to include MDEQ's portion of the minimum control measure in the SWMP, nor required to address large construction in the annual report. If MDEQ does not agree to assume this responsibility, the regulated entity will be notified in writing.

### MS4 INFORMATION

MS4 NAME:	City of Gautier		
MS4 MAILING ADDRESS:	3330 Highway 90		
MS4 CITY:	Gautier	STATE:	MS
		ZIP:	39553
MS4 COUNTY:	Jackson		
MS4 IS A:	<input checked="" type="checkbox"/> CITY/TOWN <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER: <span style="border: 1px solid black; padding: 2px 20px;"></span>		
LOCAL CONTACT NAME (responsible for construction storm water program implementation):	Chad Jordan		
CONTACT'S TITLE:	Project Manager	OFFICE PHONE:	(228) 497-4283
CELL PHONE: ( )		FAX NUMBER: ( )	
E-MAIL ADDRESS (local contact):	chad.jordan@clearwatersol.com		
E-MAIL ADDRESS (legally responsible person):	pyancey@gautier-ms.gov		

In accordance with ACT6, SHARING MINIMUM MEASURE RESPONSIBILITY of the General Permit, the regulated entity (MS4) described above, requests the Mississippi Department of Environmental Quality (MDEQ) to assume responsibility for regulating storm water runoff from large construction activities, five (5) acres and greater. I understand that the above MS4 is still required to develop and implement a Storm Water Management Plan to reduce pollutants from construction activities less than five (5) acres in accordance with ACT5 of the general permit.

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Authorized Signature<sup>1</sup>

Paula Yancey
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Printed Name

--

Date

City Manager
--------------

Title

<sup>1</sup>This application shall be signed according to the General Permit, ACT10, SIGNATORY REQUIREMENTS, as follows:

- For a corporation, by a responsible corporate officer.
- For a partnership, by a general partner.
- For a sole proprietorship, by the proprietor.
- For a municipal, state or other public facility, by either a principal executive officer, the mayor, or ranking elected official.

Please submit this form to:      **Chief, Environmental Permits Division**  
**MDEQ, Office of Pollution Control**  
**P.O. Box 2261**  
**Jackson, Mississippi 39225**

Revision: 03/14/2016

# **NPDES PHASE II STORMWATER MANAGEMENT PLAN**

**PREPARED FOR:**

**Gautier, Mississippi**

**PREPARED BY:**



**6360 I-55 North, Suite 330  
Jackson, Mississippi 39211**

**MAY 2016**

**Jackson, Hattiesburg & Meridian, Mississippi /Mobile, Alabama/**

**Houston, Texas/ Atlanta, Georgia**



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## 1.0 INTRODUCTION

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### 1.1 EXECUTIVE SUMMARY

The City of Gautier is pleased to provide this NPDES Phase II Stormwater Management Plan to the Mississippi Department of Environmental Quality (MDEQ). This plan has been developed to address existing water quality issues and to prevent water quality impairment due to polluted stormwater runoff within the City of Gautier MS4 permitted area. The following program represents a revision of the original plan that was permitted during the initial Phase II permitting cycle from 2003-2007 in Mississippi as well as the second plan permitted during the second phase of the Phase II permitting cycle from 2009-2013. The third five-year permitting cycle will extend from 2016-2020. This plan has been developed as an issue-specific Five-Year Stormwater Phase II Program, and the specific issues to be addressed through the program are as follows:

1. Stormwater runoff pollution including general litter and debris, pesticides and fertilizers from lawns and runoff from streets and parking areas;
2. Illegal dumping and improper disposal of household hazardous wastes and automobile wastes;
3. Erosion and sedimentation associated with construction and development;
4. Leaking septic tanks and sewage pollution; and
5. Water quality impairments associated with city operations to include roadway and utility maintenance, recreational field's maintenance, and the operation of city owned facilities.

The program components include Public Education and Outreach on Stormwater Impacts, Public Involvement/Participation, Illicit Discharge Detection and Elimination (IDDE), Construction Site Stormwater Runoff Controls, Post-Construction Stormwater Management in New Development and Redevelopment, and Pollution Prevention/Good Housekeeping for Municipal Operations.

The City of Gautier is part of the Coastal Mississippi urbanized area and has experienced significant increases in development activity and urbanization within the last five years. This increase in development and potential development on natural systems within the city further illustrates the need for a strategic and comprehensive approach to stormwater management within the city. The purpose of this plan to provide the framework and guidance to direct the City's approach to water quality and stormwater management.

The City of Gautier Public Works Department is primarily responsible for the management and implementation of the Storm Water Management Program. However, the Public Works Department must work in conjunction with other City departments to ensure a successful program. The primary stormwater contact for the City of Gautier is Mr. Chad Jordan, Project Manager. Mr. Jordan may be reached by telephone at (228) 497-4283, by email at [chad.jordan@clearwatersol.com](mailto:chad.jordan@clearwatersol.com), or by mail at 3330 Highway 90, Gautier, Mississippi 39553.



## **1.2 REGULATORY HISTORY**

In 1987, Congress amended the Clean Water Act (CWA) to require a two-phased comprehensive national program to address stormwater discharges and the associated non-point source pollution occurring as a result of unregulated stormwater discharges. The first phase of the program, commonly referred to as “Phase I” was promulgated on November 16, 1990, (55 FR 47990). Phase I in 40 CFR Parts 9, 122, 123 and 124 requires National Pollution Discharge Elimination System (NPDES) permits for stormwater discharges from priority sources including municipal separate storm sewer systems (MS4s) generally serving populations of 100,000 or more, eleven categories of industrial activities, and construction sites that disturb five or more acres of land.

Phase II, which is the second phase of the stormwater program resulting from the 1987 CWA amendment, expands the existing Phase I Program to include discharges of stormwater from smaller municipalities located within Census-designated urbanized areas and from construction sites that disturb more than one acre of land.

The Stormwater Phase II Rule extends coverage of the NPDES Stormwater Management Program to certain “small” MS4s but takes a different approach than the Phase I Program with respect to how local programs are developed and implemented. The Phase II Program for MS4s is designed to accommodate a general permit approach using a Notice of Intent (NOI) as the permit application. The Phase II Rule automatically covers, on a nationwide basis, all MS4s located within Census-designated urbanized areas. All Phase II Plans must, at a minimum, address the following six minimum control measures:

- Public Education and Outreach on Stormwater Impacts,
- Public Involvement/Participation,
- Illicit Discharge Detection and Elimination (IDDE),
- Construction Site Stormwater Runoff Control,
- Post-Construction Stormwater Management in New Development and Redevelopment, and
- Pollution Prevention/Good Housekeeping for Municipal Operations.

## **1.3 RATIONALE STATEMENT**

The selected issues to be addressed, the targeted audiences, the best management practices, and the associated measurable goals were determined based on the city’s experiences implementing the program over the past several years. Improper disposal of household hazardous wastes, illegal dumping, water quality impacts from failing septic systems, improper disposal of oil and grease, improper disposal of automotive wastes, improper disposal of paint wastes, sediment from construction sites and improper disposal of construction debris have been identified as water quality concerns through review of public complaint databases, MS Department of Environmental Quality 305(b) reports, MS Department of Environmental Quality Basin Committee Reports, and the city’s experiences implementing the program over the past several years.



## **1.4 OVERVIEW OF THE REQUIRED MINIMUM MEASURES**

### ***1.4.1 Public Education and Outreach on Stormwater Impacts - (PE)***

Raising public awareness regarding water quality impairment and providing education to the public are essential to changing the behavior of private homeowners and the general public. Using education materials in conjunction with public service announcements prepared and aired by MDEQ, website links, and growth readiness training for city elected officials will assist in educating a wide range of the population. Educating the general public, automotive business owners, contractors, and developers and involving them in the process is vital to raise awareness and ultimately improve water quality.

### ***1.4.2 Public Involvement/Participation - (PI)***

Public awareness of water quality issues and a sense of civic pride can be raised by encouraging public participation and involvement in community events designed to engage the public in solutions to water quality impairment issues.

### ***1.4.3 Illicit Discharges Identification and Elimination (IDDE) - (ID)***

The proper identification of unsewered areas of concern depicted on maps; the review of current ordinances; regulations to prevent the installation of septic systems at new developments until proper site inspection have been conducted; routine outfall inspections; and the implementation of inspection and training programs will help in the detection of current illicit discharges and prevention of future illicit discharges.

### ***1.4.4 Construction Site Stormwater Runoff Control - (CS)***

In order to raise awareness of construction site stormwater runoff management, the City will utilize the following techniques: training programs for developers, contractors and municipal inspectors, require review and approval of written Erosion and Sediment Control plans, implementation, self-inspection, and reporting procedures. Enforcing Erosion and Sediment Control standards through local ordinances will provide contractors and developers with the incentive to effectively manage stormwater runoff.

### ***1.4.5 Post-Construction Stormwater Management in New Development and Redevelopment - (PC)***

Providing standards and guidance documents in conjunction with training and education will allow the City to promote measures that will directly address pertinent stormwater related issues. Requiring written stormwater management plans from contractors and developers will emphasize the importance of stormwater runoff management. The City's review of the submitted plans will allow the City the opportunity to promote the appropriate measures on a case-by-case basis prior to construction and through post-construction. The Stormwater Management Program includes annual reviews of current ordinances, creation of



a database of post-construction sites, distribution of standards for post-construction stormwater runoff management, and development of schedules, locations, and responsible parties for conducting inspections of stormwater runoff measures.

#### ***1.4.6 Pollution Prevention / Good Housekeeping for Municipal Operations (PP)***

A major focus in pollution prevention/good housekeeping is employee education. For this reason, the program emphasizes training, communication, and planning. The pollution prevention program includes development of spill prevention and response plans for all municipal facilities, training for municipal employees based on the stormwater pollution prevention plan (SWPPP), increased interdepartmental communication, routine inspections, and continued maintenance activities.



## **2.0 MINIMUM CONTROL MEASURE (BMP) – PUBLIC EDUCATION AND OUTREACH ON STORMWATER IMPACTS [ACT5(1)(A)]**

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### **2.1 OVERVIEW**

The Public Education and Outreach minimum measure consists of BMPs that focus on the development and distribution of education materials designed to inform the public about the impacts of contaminated stormwater discharges on local water bodies and the cumulative impacts polluted discharges have on watersheds as a whole. The Public Education and Outreach efforts are designed to motivate the general public to take active steps to reduce pollutants in stormwater runoff. In addition, these BMPs provide mechanisms for the public to provide feedback to the City on issues and concerns related to stormwater management and water quality.

### **2.2 RATIONALE STATEMENT**

Each BMP within the Public Education and Outreach Minimum measure included in the current Five-Year Plan was selected using a process of 1) research of local, state, and federal BMP databases, 2) consideration of existing practices with regard to applicability to existing water quality issues, 3) consideration of new practices with regard to economic impacts and impacts of integration into the regulated entity's operation systems, 4) consideration of the selected BMPs' applicability to regulation and general permit provisions, and 5) an analysis of the effectiveness of BMPs included within the first and second editions of the Five-Year Plans during the previous permitting cycles.

### **2.3 SUMMARY**

The Public Education and Outreach Minimum Measure is organized to identify the following:

1. To identify how individuals, households and other stakeholders will be informed about the steps they can take to reduce stormwater pollution.
2. To identify how individuals, households and other stakeholders will be informed on how they can become involved in the City's Stormwater Management Program.
3. To identify specific mechanisms to reach target audiences, and
4. To identify who the target audiences are for the education programs specified in the education related BMPs.

Targeted audiences are selected based on the regulation requirements and on the stated goal of educating the community about the impacts of contaminated stormwater discharges on local water bodies and on entire watersheds. The Public Education and Outreach program, combined with the other BMPs, is expected to reach a majority of constituents within the MS4's permitted boundary over the life of the permitting cycle.

The targeted pollutant sources are sediments generated from construction areas, illicit discharges including litter, hazardous materials potentially transported on roadways, and household hazardous materials. Other targeted pollutants may be of local concern and include specific issues identified within approved TMDLs, 303(d) reports and other regulatory documents [ACT5(1)(C)(iv)].



Evaluations of success of specific BMPs will be established through careful analysis of the measurable goals for each BMP included within the Public Education and Outreach minimum measure. Each BMP will have a specific measurable goal that is established by discernment of attainable goals for the various BMP implementation steps and the capacity of responsible divisions within the context of financial and human resources to effectively meet stated goals.

## **2.4 BEST MANAGEMENT PRACTICES (BMP)**

### **2.4.1 BMP #1: *Materials for Direct Distribution***

#### **2.4.1.1 Description:**

The City will develop and disseminate materials for the purpose of educating the public on stormwater quality issues related to developments (sediment); home lawn maintenance practices (fertilizer and pesticide use); proper disposal of trash to reduce litter; and municipal operations within the City. Educational topics may include: appropriate stormwater controls for redevelopment; landscaping BMPs; proper septic system maintenance; proper use, storage and disposal of household chemicals and fertilizers; protecting and restoring riparian vegetation; and general stormwater information. This information will reach homeowners, businesses, industries, and institutional customers. [ACT5(1)(C)(i)], [ACT5(1)(C)(iv)] & [ACT5(1)(C)(iii)]

#### **2.4.1.2 Measurable Goal**

Distribution of 500 material items each year.

#### **2.4.1.3 Documentation to be submitted with each annual report:**

Digital copies of materials distributed and an estimate of the number distributed each year.

#### **2.4.1.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2016*
- c. Frequency of actions (if applicable): *Annual*
- d. Month/Year of each action (if applicable): *Throughout the year.*

#### **2.4.1.5 Person (position) responsible for overall management and implementation of the BMP – [(ACT5(1)(C)(vii))]:**

*Public Works Director*

#### **2.4.1.6 Rationale for choosing BMP and setting measurable goal(s):**

*Allows the opportunity to reach a wide audience in a format in which a lot of information can be conveyed. This BMP is mandated under [ACT5(1)(C)(i)] of the Stormwater General Permit.*

#### **2.4.1.7 How you will determine the effectiveness of this BMP:**

*By documenting the number of material items distributed on an annual basis.*



## **2.4.2 BMP #2: *Development and Presentation of Growth Readiness Training***

### **2.4.2.1 Description:**

The City will develop a Growth Readiness Training Program designed to illustrate the link between local land use decisions and water quality. The information and training will include presentations on the impact of impervious surfaces on watershed functions and the benefits of good watershed management and site design.

### **2.4.2.2 Measurable Goal**

Present one presentation annually to the Mayor and Board

### **2.4.2.3 Documentation to be submitted with each annual report:**

Agenda and minutes from meeting. Digital copy of PowerPoint presentation, if applicable.

### **2.4.2.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annual*
- d. Month/Year of each action (if applicable): *Quarter 2*

### **2.4.2.5 Person (position) responsible for overall management and implementation of the BMP – [(ACT5(1)(C)(vii))]:**

Public Works Director / Consultant

### **2.4.2.6 Rationale for choosing BMP and setting measurable goal(s):**

A mayor and board of aldermen meeting allows the opportunity to educate both the public and their elected representative in an official, on-the-record manner. Additionally, this method can assist local communities in protecting their land and water resources by providing visual tools and training for wiser land use planning within a watershed context. [(ACT5(1)(C)(iii))]

### **2.4.2.7 How you will determine the effectiveness of this BMP:**

The amount and type of questions the Mayor and Board ask during the presentation.



### **2.4.3 BMP #4: Stormwater Website**

#### **2.4.3.1 Description:**

The City will use its website to distribute information on a variety of stormwater issues, to include pollution prevention, watershed protection, and erosion and sediment control. The stormwater section of the City's website will also contain a "hotline" e-mail link to provide a mechanism for the general public to report water quality concerns in the City.

#### **2.4.3.2 Measurable Goal**

Update website annually.

#### **2.4.3.3 Documentation to be submitted with each annual report:**

Screenshot of most recent webpage layout.

#### **2.4.3.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2017
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): 3<sup>rd</sup> Quarter

#### **2.4.3.5 Person (position) responsible for overall management and implementation of the BMP – [(ACT5(1)(C)(vii)]:**

Public Works Director / Consultant

#### **2.4.3.6 Rationale for choosing BMP and setting measurable goal(s):**

The internet is one of the best ways to provide the general public with information.

#### **2.4.3.7 How you will determine the effectiveness of this BMP:**

Track the number of website hits. Additionally, the City will track the number of work orders produced in response to citizen complaints.



### **3.0 MINIMUM CONTROL MEASURE (BMP) – PUBLIC INVOLVEMENT / PARTICIPATION [ACT5(2)(A)]**

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#### **3.1 OVERVIEW**

The Public Involvement Minimum Measure consists of BMPs that focus on creating opportunities for the public to be directly involved in the implementation of the City of Gautier's Stormwater Management Program. This minimum measure also creates opportunities for the public to be involved in activities that directly benefit the environment and lead to improvements in water quality.

#### **3.2 RATIONALE STATEMENT**

Each BMP within the Public Involvement Minimum Measure included in the current five year plan was selected using a process of 1) research of local, state, and federal BMP databases, 2) consideration of local practices with regard to applicability to existing water quality issues, 3) consideration of new practices with regard to economic impacts and impacts of integration into the regulated entity's operation systems, 4) consideration of the selected BMPs' applicability to regulation and general permit provisions, and 5) an analysis of the effectiveness of BMPs included within the first and second editions of the previous Five-Year Plans during previous permitting cycles.

#### **3.3 SUMMARY**

The Public Involvement minimum measure is organized to identify the following:

1. To identify how individuals, households, and other stakeholders will be notified of and provided opportunities to participate in activities related to the development and implementation of the City of Gautier's Stormwater Management Plan.
2. To provide opportunities for a variety of stakeholder groups to participate in the implementation processes and improvement of water quality.
3. To identify specific public involvement activities that have relevance within the context of implementation of the Stormwater Management Plan and that provide benefits in terms of improved water quality within local watersheds.

Targeted participants were selected based on the regulation requirements and on the stated goal of creating opportunities for hands-on involvement in the implementation of the Stormwater Management Plan and the improvement of water quality on the local level. The Public Involvement Program, combined with other BMPs, is expected to reach constituents within the MS4s permitted boundaries over the life of the permitting cycle.

Evaluations of the success of specific Public Involvement BMPs will be established through careful analysis of the measurable goals for each BMP included within the Public Involvement Minimum Measure. Each BMP will have a specific measurable goal established by discernment of attainable goals for the various BMP implementation steps and the capacity of responsible divisions within the context of financial and human resources to effectively meet stated goals.



### **3.4 BEST MANAGEMENT PRACTICES**

#### **3.4.1 BMP #1: *Storm Water Task Force Meetings***

##### **3.4.1.1 Description:**

The City will hold semi-annual task force meetings throughout the five-year permitting cycle. This Task Force will include representatives from the following City Departments: Community Planning and Public Works. Meetings will be held at mutually agreed upon locations, and meeting dates and times will be established throughout each program year of the permitting cycle.

##### **3.4.1.2 Measurable Goal**

Hold a minimum of two (2) meetings annually.

##### **3.4.1.3 Documentation to be submitted with each annual report:**

Agendas and sign-in sheets from meetings.

##### **3.4.1.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Semi-Annually*
- d. Month/Year of each action (if applicable): *Semi-Annually*

##### **3.4.1.5 Person (position) responsible for overall management and implementation of the BMP - [ACT5(2)(C)(vi)]:**

*Public Works Director / Consultant*

##### **3.4.1.6 Rationale for choosing BMP and setting measurable goal(s):**

*Provides an avenue for different departments to express issues affecting stormwater and ensure corrective measures are implemented.*

##### **3.4.1.7 How you will determine the effectiveness of this BMP:**

*Annual end of year task force survey/review.*



### **3.4.2 BMP #2: *Participation in Annual Cleanup Events***

#### **3.4.2.1 Description:**

The City of Gautier will provide assistance, coordination and participation in at least one (1) local or regional cleanup event. Participation will be on an annual basis and schedules will be determined based on the logistics of the specific events. The most common annual cleanup event held each year is the Mississippi Coastal Clean-up. This event is held in the fall of each year and utilizes a large number of volunteers.

#### **3.4.2.2 Measurable Goal**

Organize and host at least one annual cleanup event.

#### **3.4.2.3 Documentation to be submitted with each annual report:**

Photographs and promotional flyer of the event as well as documentation of the amount of waste in pounds or tons collected during the event.

#### **3.4.2.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2016*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *Varies depending on weather, usually 3<sup>rd</sup> quarter.*

#### **3.4.2.5 Person (position) responsible for overall management and implementation of the BMP - [ACT5(2)(C)(vi)]:**

*Public Works Director*

#### **3.4.2.6 Rationale for choosing BMP and setting measurable goal(s):**

*Provides an opportunity for the public to be directly involved in activities that benefit the environment and water quality.*

#### **3.4.2.7 How you will determine the effectiveness of this BMP:**

*Track the number of participants each year and by quantifying the amount of trash and waste collected each year.*



### **3.4.3 BMP #3: *Property Clean-up***

#### **3.4.3.1 Description:**

The City will, through code enforcement, require citizens to clean-up their property should an issue arise on their property that could negatively affect water quality.

#### **3.4.3.2 Measurable Goal**

Require citizens to clean-up their property if such property does not meet City codes.

#### **3.4.3.3 Documentation to be submitted with each annual report:**

The number of properties required to clean-up based on code enforcement actions.

#### **3.4.3.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *On-going*

#### **3.4.3.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(2)(C)(vi)]:**

*Public Works Director*

#### **3.4.3.6 Rationale for choosing BMP and setting measurable goal(s):**

Increases public awareness of issues that may negatively affect water quality of local streams. [ACT5(1)(C)(iii)] & [ACT5(2)(C)(iv)(d)]

#### **3.4.3.7 How you will determine the effectiveness of this BMP:**

Track the code enforcement results on each property.



## **4.0 MINIMUM CONTROL MEASURE (BMP) – ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) [ACT5(3)(A)]**

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### **4.1 OVERVIEW**

The Illicit Discharge Detection and Elimination Minimum Measure consists of BMPs that focus on the detection and elimination of illicit discharges into the MS4. An illicit discharge is defined as any discharge to an MS4 that is not composed entirely of stormwater except those discharges pursuant to an NPDES permit (other than the NPDES permit for discharges from the MS4) and those non-stormwater discharges identified as expressly exempt from these requirements.

### **4.2 RATIONALE STATEMENT**

Each BMP within the Illicit Discharge Detection and Elimination Minimum Measure included in the current five year plan was selected using a process of 1) research of local, state, and federal BMP databases, 2) consideration of local practices with regard to applicability to existing water quality issues, 3) consideration of new practices with regard to economic impacts and impacts of integration into the regulated entity's operation systems, 4) consideration of the selected BMP's applicability to regulation and the general permit provisions, and 5) an analysis of the effectiveness of BMPs included within the first and second editions of the previous Five-Year Plans during previous permitting cycles.

### **4.3 SUMMARY**

The Illicit Discharge Detection and Elimination Minimum Measure is organized to identify the following:

1. Protocols for reviewing and updating ordinances relating to water quality and stormwater management as conditions warrant.
2. Processes and procedures for training employees on the detection, reporting and documenting of illicit discharges.
3. Methods, procedures and protocols for mapping the MS4 conveyance systems, major road crossings and incidents of illicit discharge and illegal dumping within the MS4.
4. Methods, procedures and protocols for conducting, reporting and documenting dry-weather screening inspections in the MS4.
5. Protocols for establishing lines of communication with other cities, counties and regional agencies and/or departments that manage information relevant to water quality management.

Evaluations of the success of specific BMPs will be established through careful analysis of the measurable goals for each BMP included within the Illicit Discharge Detection and Elimination Minimum Measure. Each BMP will have a specific measurable goal that is established by discernment of attainable goals for the various BMP implementation steps and the capacity of responsible divisions within the context of financial and human resources to effectively meet stated goals.



#### **4.4 BEST MANAGEMENT PRACTICES**

##### **4.4.1 BMP #1: *Ordinance Review***

###### **4.4.1.1 Description:**

The City prohibits, through ordinance, non-stormwater discharges into the MS4 and implements appropriate enforcement procedures and actions as needed. The City will update its ordinances as needed.

###### **4.4.1.2 Measurable Goal**

Evaluate, and if necessary, modify existing ordinances.

###### **4.4.1.3 Documentation to be submitted with each annual report:**

If the ordinance is to be revised during the reporting period, the city will submit a copy of the proposed ordinance to MDEQ as required in the General Permit [ACT5(3)(C)]. If MDEQ approves, the city will adopt said ordinance.

###### **4.4.1.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Revise as needed*
- d. Month/Year of each action (if applicable): *4<sup>th</sup> Quarter*

###### **4.4.1.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(3)(G)(v)]:**

*Public Works Director*

###### **4.4.1.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT5(4)(C)] of the Stormwater General Permit.

###### **4.4.1.7 How you will determine the effectiveness of this BMP:**

Effectiveness will be determined through successful enforcement actions and successful adoption of revised ordinances.



#### **4.4.2 BMP #2: *Municipal Employee Training – Illicit Discharges***

##### **4.4.2.1 Description:**

Annual training focused on illicit discharges will be presented to relevant municipal employees. The training will focus on instructing employees on the identification of illicit discharges, methods and protocols for reporting discharges, and methods for documenting identification, reporting and remedial actions. Municipal employees to be trained will include those employees that are frequently out in the field conducting maintenance or other activities associated with their particular job function. Employees to be trained may include, but will not necessarily be limited to: the Water Department, Street Department, Ground Maintenance and Shop personnel.

##### **4.4.2.2 Measurable Goal**

Annually educate municipal employees on identifying and preventing illicit discharges within the City.

##### **4.4.2.3 Documentation to be submitted with each annual report:**

Sign-in sheets and PowerPoint presentation, if applicable.

##### **4.4.2.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2017
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): 4<sup>th</sup> Quarter

##### **4.4.2.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(3)(G)(v)]:**

Public Works Director / Consultant

##### **4.4.2.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT9] of the Stormwater General Permit.

##### **4.4.2.7 How you will determine the effectiveness of this BMP:**

Effectiveness will be determined through a brief quiz immediately after the presentation.



### **4.4.3 BMP #3: *Outfall Mapping Program***

#### **4.4.3.1 Description:**

The City will develop an inventory and a map, showing the location of all outfalls along six (6) major streams and the names and locations of all waters of the State that receive discharges from the outfalls. The City will use appropriate measures, such as hand-held GPS units, stream walks, and/or photointerpretation to gather outfall location data along the six (6) major streams flowing through the city.

#### **4.4.3.2 Measurable Goal**

The City will maintain a map showing outfalls related to named streams and waterbodies located within the City. The City will revise and update the map as necessary.

#### **4.4.3.3 Documentation to be submitted with each annual report:**

The City will provide a map showing any outfalls added during the reporting period.

#### **4.4.3.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually update inventory and outfall map*
- d. Month/Year of each action (if applicable): *On-going*

#### **4.4.3.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(3)(G)(v)]:**

*Public Works Director / Consultant*

#### **4.4.3.6 Rationale for choosing BMP and setting measurable goal(s):**

*This BMP is mandated under [ACT5(4)(B)] of the Stormwater General Permit.*

#### **4.4.3.7 How you will determine the effectiveness of this BMP:**

*Effectiveness and accuracy of outfall map will be determined through periodic visual inspections.*



#### **4.4.4 BMP #4: Dry-Weather Screening Inspections**

##### **4.4.4.1 Description:**

The City will formally conduct semi-annual dry-weather screening inspections of conveyances and primary outfalls to determine the presence of potential illicit discharges. The outfalls will be given a unique identifying number in GIS [ACT5(3)(G)(4)(a)]. The inspection methodology will be primarily visual with an emphasis on identification of conditions that would indicate the presence of an illicit discharge such as oily sheen on the water, discolored water, unusual odors, stressed vegetation adjacent to conveyances and/or outfalls, and stressed aquatic life [ACT5(3)(G)(2)(a)]. Over the course of the 5-year permit cycle, ten percent (10%) of the outfalls will be selected randomly each year to be inspected. [ACT5(3)(G)(5)(a)]. Inspections will generally occur after a period of at least 72 hours with less than 0.10 inches of rain [ACT5(3)(G)(1)(a)]. Additionally, city employees will informally observe water quality conditions during their normal course of work and will report any issues to their appropriate supervisor.

##### **4.4.4.2 Measurable Goal**

The City will ensure dry-weather screening inspection occur and will document and address any illicit discharges noted during these inspections.

##### **4.4.4.3 Documentation to be submitted with each annual report:**

Inspection reports generated based on the dry weather screenings conducted will be submitted. These reports will have text summarizing the inspections, photos of outfalls inspected, and any corrective actions proposed.

##### **4.4.4.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2017
- c. Frequency of actions (if applicable): Semi-Annually
- d. Month/Year of each action (if applicable): Varies depending on weather, usually 2<sup>nd</sup> and 4<sup>th</sup> quarters each year.

##### **4.4.4.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(3)(G)(v)]:**

Public Works Director / Consultant

##### **4.4.4.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT5(4)(G)(i)] of the Stormwater General Permit.

##### **4.4.4.7 How you will determine the effectiveness of this BMP:**

Effectiveness to be determined by comparing stream outfalls screened with successful identification of illicit discharges.



## **5.0 MINIMUM CONTROL MEASURE (BMP) – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL [ACT5(4)(A)]**

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### **5.1 OVERVIEW**

The Construction Site Runoff Control Minimum Measure consists of BMPs focused on the reduction of pollutants in stormwater runoff to the MS4 originating from construction activities involving land disturbance activities greater than one acre but less than five acres. The primary pollutant of concern from construction activities is sediment generated from soil disturbance activities. BMPs selected for this minimum measure are proactive in nature and are designed to minimize occurrences of erosion and the transfer of sediments from construction areas to adjacent waterways, conveyances or outfalls.

### **5.2 RATIONALE STATEMENT**

Each BMP within the Construction Site Runoff Minimum Measure included in the current five year plan was selected using a process of 1) research of local, state, and federal BMP databases, 2) consideration of local practices with regard to applicability to existing water quality issues, 3) consideration of new practices with regard to economic impacts and impacts of integration into the regulated entity's operation systems, 4) consideration of the selected BMP's applicability to regulation and the general permit provisions, and 5) an analysis of the effectiveness of BMPs included within the first and second editions of the previous Five-Year Plans during previous permitting cycles.

### **5.3 SUMMARY**

The Construction Site Runoff Minimum Measure is organized to address the following:

1. To ensure regulatory mechanisms (ordinances) remain effective and relevant through periodic review and revision as necessary.
2. To ensure contractors and developers receive training on the latest policies, procedures, and techniques for the effective management of sediment and erosion control on construction sites.
3. To establish and implement effective erosion and sediment control standards for construction sites.
4. To ensure all regulated construction projects are reviewed during the pre-construction and construction permitting processes to ensure plans are reviewed within the context of providing effective and site-specific sediment and erosion control measures.
5. To establish procedures for site inspection and enforcement of control measures.
6. To establish procedures to provide appropriate education and training for applicable inspection personnel on inspection and enforcement procedures.

Evaluations of success of specific BMPs will be established through careful analysis of the measurable goals for each BMP included within the Construction Site Runoff Minimum Measure. Each BMP will have a specific measurable goal that is established by discernment of attainable goals for the various BMP implementation steps and the capacity of responsible divisions within the context of financial and human resources to effectively meet stated goals.



## **5.4 BEST MANAGEMENT PRACTICES**

### **5.4.1 BMP #1: *Ordinance Review***

#### **5.4.1.1 Description:**

The City has an ordinance that requires erosion and sediment (E & S) controls, which includes sanctions to ensure compliance, to the extent allowable, under State or local law. The City will update the ordinances, where applicable, to highlight the “*Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas*” document available on MDEQ’s website. The post-construction ordinances will specifically address the following:

- Requirements for construction site operators to provide the City a copy of their Stormwater Pollution Prevention Plan (SWPPP) and proof of issuance of applicable MDEQ approvals/permits prior to the issuance of local construction approvals/permits. Examples of MDEQ approvals/permits include small construction and large construction general permit coverage [ACT5(4)(A)(ii)].
- Requirements for construction site operators to provide the regulated entity a copy of the proper permits or approvals from the Army Corps of Engineer if waters of the United States are being filled, rerouted or dammed [ACT5(4)(A)(iii)].
- Requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality [ACT5(4)(A)(iv)].

The City will review, consider, and discuss the feasibility of adopting ordinances to promote and encourage the implementation on non-structural BMPs, including Low Impact Development (LID) and Green Infrastructure (GI) [ACT5(4)(B)].

#### **5.4.1.2 Measurable Goal**

Enforcement of the City’s E&S control ordinance on all applicable construction activities. The City will evaluate, and if necessary, modify the existing Soil Erosion and Sediment Control Ordinance as needed.

#### **5.4.1.3 Documentation to be submitted with each annual report:**

If the ordinance is to be revised during the reporting period, the city will submit a copy of the proposed ordinance to MDEQ as required in the General Permit [ACT5(4)(A)(i)]. If MDEQ approves, the city will adopt said ordinance.



**5.4.1.4 Schedule:**

- a. Interim milestone dates (if applicable): [NA](#)
- b. Implementation date (if applicable): [2017](#)
- c. Frequency of actions (if applicable): [Revise as needed](#)
- d. Month/Year of each action (if applicable): [1<sup>st</sup> Quarter](#)

**5.4.1.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

[Building Official](#)

**5.4.1.6 Rationale for choosing BMP and setting measurable goal(s):**

[This BMP is mandated under \[ACT5\(4\)\(A\)\(i\)\] of the Stormwater General Permit.](#)

**5.4.1.7 How you will determine the effectiveness of this BMP:**

[By monitoring construction sites for E&S control failures and evaluating the corrective response by all parties.](#)



## **5.4.2 BMP #2: Contractor / Developer Training**

### **5.4.2.1 Description:**

The City will provide developers and contractors seeking a permit with a CD of information on the implementation and management of construction best management practices, permitting procedures, and inspection procedures. In implementing this BMP, the City will:

- Review and revise, as necessary, the training materials included on the contractor and developer CD to ensure relevance and to take advantage of newly developed technologies and methods of managing stormwater on construction sites.
- To accomplish the goal of ensuring contractor/developer compliance, the City will include a copy of the City's Stormwater Ordinance, a copy of the stormwater requirements for both large and small construction, and related forms in the materials.

### **5.4.2.2 Measurable Goal**

The City will issue CDs to developers and contractors who apply for a permit. The City will keep track of stop work orders due to failing E&S practices.

### **5.4.2.3 Documentation to be submitted with each annual report:**

A copy of the CD and a signed list of developers receiving it will be submitted with the annual report.

### **5.4.2.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2016
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): 4<sup>th</sup> Quarter

### **5.4.2.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

Public Works Director / Consultant

Rationale for choosing BMP and setting measurable goal(s):

Educating the local developers and contractors about proper erosion and sediment control practices is essential to reduce sediment transport from construction sites. This BMP is mandated under [ACT5(4)(A)(i)].

### **5.4.2.6 How you will determine the effectiveness of this BMP:**

By monitoring construction sites for E&S control failures and evaluating the corrective response by all parties.



### **5.4.3 BMP #3: *Erosion and Sediment Control Standards***

#### **5.4.3.1 Description:**

The City will coordinate with MDEQ to establish revised erosion and sediment control standards for construction site activities. During the first year of the new Five-Year Plan permit cycle, the City will update its ordinances to highlight the Erosion and Sediment Control standards based on the new “*Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas*” document available on MDEQ’s website. An online version of the manual is available at: [http://deg.state.ms.us/MDEQ.nsf/page/NPS\\_PlanningandDesign\\_Manual2ndEd\\_Vol1?OpenDocument](http://deg.state.ms.us/MDEQ.nsf/page/NPS_PlanningandDesign_Manual2ndEd_Vol1?OpenDocument).

#### **5.4.3.2 Measurable Goal**

Review Erosion and Sediment Control standards and update as necessary to highlight the updated MDEQ E&S document.

#### **5.4.3.3 Documentation to be submitted with each annual report:**

The City will provide a copy of any approved standards during the reporting period.

#### **5.4.3.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2017
- c. Frequency of actions (if applicable): Annually as required
- d. Month/Year of each action (if applicable): 1<sup>st</sup> Quarter

#### **5.4.3.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

Public Works Director

#### **5.4.3.6 Rationale for choosing BMP and setting measurable goal(s):**

The City must align its E&S standards with that of the States to create continuity.

#### **5.4.3.7 How you will determine the effectiveness of this BMP:**

By evaluating the effectiveness of the E&S control plans and by monitoring construction sites for E&S control failures.



#### **5.4.4 BMP #4: Site Plan Review Processes**

##### **5.4.4.1 Description:**

The City will require all construction projects involving land disturbance activities from one to five acres to undergo a site plan review. The site plan review process will also apply to individual residential lot construction if the lot is part of a residential subdivision that will disturb 1 acre to 5 acres. The purpose of the site plan review is to allow the City's Building Division and Public Works Department to review proposed construction site controls and to discuss proposed controls as they relate to water quality with the developer prior to commencement of land disturbance activities.

##### **5.4.4.2 Measurable Goal**

Review all site plans to ensure compliance with the approved City ordinances.

##### **5.4.4.3 Documentation to be submitted with each annual report:**

The City will provide the number of site plans received and the number of site plans reviewed, approved, or denied during the reporting period in each annual report.

##### **5.4.4.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *Ongoing*

##### **5.4.4.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

*Building Official*

##### **5.4.4.6 Rationale for choosing BMP and setting measurable goal(s):**

The City must ensure that plans submitted meet the minimum requirements of the E&S control ordinance to ensure negative impacts to the environment are minimized. This BMP is mandated under [ACT5(4)(C)(i)] of the Stormwater General Permit.

##### **5.4.4.7 How you will determine the effectiveness of this BMP:**

By evaluating the effectiveness of the E&S control plans by monitoring construction sites for E&S control failures.



## **5.4.5 BMP #5: Construction Site Inspections**

### **5.4.5.1 Description:**

The City will conduct inspections of active construction sites in conjunction with building permit inspections in accordance with adopted policies, procedures and ordinances. Inspectors will determine the effectiveness of all BMPs incorporated into the construction site and will document and report inspection findings to the construction site operator. An inspection form for construction sites is included in **Appendix 4**. Should a City inspector observe an issue, the contractor/developer will be notified to correct the issue. The City will not pass an inspection of a site until the erosion and sediment control practices (E&S) are installed and functioning [ACT5(C)(iii)].

### **5.4.5.2 Measurable Goal**

Implement the approved construction site inspection procedures described in the SWMP. Construction site inspection will be conducted routinely on all active construction sites.

### **5.4.5.3 Documentation to be submitted with each annual report:**

The City will provide a list of active construction sites and any inspections conducted during the reporting period.

### **5.4.5.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *On-going*
- d. Month/Year of each action (if applicable): *Continuous*

### **5.4.5.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

*Building Official*

### **5.4.5.6 Rationale for choosing BMP and setting measurable goal(s):**

The City must inspect construction sites to ensure proper functionality of E&S control measures. This BMP is mandated under [ACT5(4)(C)(iii)] of the Stormwater General Permit.

### **5.4.5.7 How you will determine the effectiveness of this BMP:**

By monitoring construction sites for E&S control failures and evaluating the corrective response by all parties.



#### **5.4.6 BMP #6: *Inspection Staff Training***

##### **5.4.6.1 Description:**

The City will provide annual training for inspection staff on the latest policies, ordinances, and inspection procedures for effective stormwater monitoring and management on construction sites. Inspector training will also include procedures for documentation and reporting of inspection findings.

##### **5.4.6.2 Measurable Goal**

Educate municipal inspectors on identifying and preventing erosion and sediment control failures on construction sites.

##### **5.4.6.3 Documentation to be submitted with each annual report:**

Sign-in sheet and a copy of the PowerPoint presentation, if applicable.

##### **5.4.6.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *2<sup>nd</sup> Quarter*

##### **5.4.6.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

*Public Works Director / Consultant*

##### **5.4.6.6 Rationale for choosing BMP and setting measurable goal(s):**

*This BMP is mandated under [ACT9] of the Stormwater General Permit.*

##### **5.4.6.7 How you will determine the effectiveness of this BMP:**

*Effectiveness will be determined through a brief quiz immediately after the presentation.*



#### **5.4.7 BMP #7: City's Complaint Portal**

##### **5.4.7.1 Description:**

The City will accept public comments via a "hotline" e-mail link on the City's website. The City will continue to accept public comments received via telephone.

##### **5.4.7.2 Measurable Goal**

Respond to all citizen complaints related to E&S control violations. In most cases, the City will respond to complaints within two (2) weeks.

##### **5.4.7.3 Documentation to be submitted with each annual report:**

A summary list of complaints received and status of these complaints will be submitted, to include complaint date, type of complaint, and complaint status (Resolved or Open). The City will also provide a copy of any relevant documentation relating to enforcement and/or compliance.

##### **5.4.7.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Ongoing*
- d. Month/Year of each action (if applicable): *As needed*

##### **5.4.7.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(4)(C)(vi)]:**

*Public Works Director*

##### **5.4.7.6 Rationale for choosing BMP and setting measurable goal(s):**

The public is often the best source of timely information on E&S control violations. Additionally, this BMP is mandated under [ACT5(4)(A)(vii)] & [ACT5(4)(C)(ii)] of the Stormwater General Permit.

##### **5.4.7.7 How you will determine the effectiveness of this BMP:**

The City will periodically review its record of complaints and evaluate its responses to those complaints to ensure they have been addressed.



## **6.0 MINIMUM CONTROL MEASURE (BMP) – POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT [ACT5(5)(A)]**

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### **6.1 OVERVIEW**

The Post-Construction Stormwater Runoff Minimum Measure consists of BMPs that focus on the prevention or minimization of water quality impacts from new developments and redevelopments, that disturb greater than or equal to one (1) acre but less than five (5) acres, including projects less than one (1) acre that are part of a larger common plan of development, that discharge into the regulated entity's small MS4 [ACT5(5)(A)]. BMPs incorporated into this minimum measure are designed to ensure appropriate reviews are conducted and pre-construction conditions relative to affected waterways or streams are taken into consideration during the design, construction and post-construction phases.

### **6.2 RATIONALE STATEMENT**

Each BMP within the Post-Construction Site Runoff Minimum Measure included in the current five year plan was selected using a process of 1) research of local, state, and federal BMP databases, 2) consideration of local practices with regard to applicability to existing water quality issues, 3) consideration of new practices with regard to economic impacts and impacts of integration into the regulated entity's operation systems, 4) consideration of the selected BMP's applicability to regulation and the general permit provisions, and 5) an analysis of the effectiveness of BMPs included within the first and second editions of the previous Five-Year Plans during previous permitting cycles.

### **6.3 SUMMARY**

The Post-Construction Site Runoff Minimum Measure is organized to identify the following:

1. To ensure that regulatory mechanisms (ordinances) specific to post-construction conditions remain effective and relevant through periodic review and revision as necessary.
2. To establish a working database and GIS layer of all post-construction stormwater BMPs located within the MS4.
3. To provide training opportunities for Code Officials on the proper post-construction BMP inspection procedures.
4. To establish lines of communication with private entities owning and operating post construction BMPs to ensure long-term maintenance and operation of the BMPs.
5. To establish schedules and procedures for annual inspections of post-construction BMPs.

Evaluations of success of specific BMPs will be established through careful analysis of the measurable goals for each BMP included within the Post-Construction Runoff Minimum Measure. Each BMP will have a specific measurable goal that is established by discernment of attainable goals for the various BMP implementation steps and the capacity of responsible divisions within the context of financial and human resources to effectively meet stated goals.



The City of Gautier's Public Works Department will be responsible for the overall management and implementation for this BMP.

## **6.4 BEST MANAGEMENT PRACTICES**

### **6.4.1 BMP #1: *Post-Construction Ordinance Review***

#### **6.4.1.1 Description:**

The City will conduct a review of relevant ordinances controlling and regulating the design, placement, and long-term maintenance of post-construction best management practices. The City will make it clear within the ordinances who is to have responsibility over the post-construction BMP.

#### **6.4.1.2 Measurable Goal**

The City will periodically evaluate, and if necessary, modify the existing ordinance to best accomplish the goal of maintaining post-construction BMP's and protecting receiving waters from the negative effects of urban stormwater runoff.

#### **6.4.1.3 Documentation to be submitted with each annual report:**

If the ordinance is to be revised during the reporting period, the city will submit a copy of the proposed ordinance to MDEQ as required in the General Permit [ACT5(5)(C)]. If MDEQ approves, the city will adopt said ordinance.

#### **6.4.1.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Revise as needed*
- d. Month/Year of each action (if applicable): *2<sup>nd</sup> Quarter*

#### **6.4.1.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

*Public Works Director / Consultant*

#### **6.4.1.6 Rationale for choosing BMP and setting measurable goal(s):**

*This BMP is mandated under [ACT5(5)(A)] of the Stormwater Permit.*

#### **6.4.1.7 How you will determine the effectiveness of this BMP:**

*By monitoring the success of post-construction best management practices.*



## **6.4.2 BMP #2: *Post-Construction BMP Inventory***

### **6.4.2.1 Description:**

The City will update, as needed, an inventory of all publicly-owned post-construction stormwater management structures (detention/retention ponds, water quality vaults, infiltration structures, etc.) as well as those privately owned. The inventory will include information on the number and type of structures, and ownership (i.e. publicly vs privately owned).

### **6.4.2.2 Measurable Goal**

An inventory of all post-construction stormwater management structures, both public and private, within the jurisdiction. The City will update the inventory as new structures are added or existing structures are identified.

### **6.4.2.3 Documentation to be submitted with each annual report:**

Updated inventory will be submitted in each annual report.

### **6.4.2.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *4<sup>th</sup> Quarter*

### **6.4.2.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

*Public Works Director*

Rationale for choosing BMP and setting measurable goal(s):

*A BMP inventory will enable the City to more easily track where post-construction BMPs are located and if they are being maintained properly within the city.*

### **6.4.2.6 How you will determine the effectiveness of this BMP:**

*By monitoring the success of post-construction best management practices installed within the city.*



### **6.4.3 BMP #3: Code Official Training**

#### **6.4.3.1 Description:**

The City will conduct training for Code Officials on proper post-construction BMP inspection procedures. The training will include inspection, documentation and reporting procedures of inspection findings.

#### **6.4.3.2 Measurable Goal**

Educate Code Officials on proper post-construction inspection procedures and reporting.

#### **6.4.3.3 Documentation to be submitted with each annual report:**

Sign-in sheet and a copy of the PowerPoint presentation, if applicable.

#### **6.4.3.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2017
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): 2<sup>nd</sup> Quarter

#### **6.4.3.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

Public Works Director / Consultant

#### **6.4.3.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT9] of the Stormwater General Permit.

#### **6.4.3.7 How you will determine the effectiveness of this BMP:**

Effectiveness will be determined through a brief quiz immediately after the presentation.



#### **6.4.4 BMP #4: *Post-Construction Correspondence***

##### **6.4.4.1 Description:**

The City will prepare and send correspondence to all post-construction BMP owners and operators providing information on long-term maintenance and their responsibilities as owners and/or operators under the City's ordinance [ACT5(5)(F)].

##### **6.4.4.2 Measurable Goal**

A copy of the document will be sent to owners/operators. Additionally, a record of who the document was sent to will be kept on file.

##### **6.4.4.3 Documentation to be submitted with each annual report:**

A copy of the post-construction document sent to owners/operators.

##### **6.4.4.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *4<sup>th</sup> Quarter / Annually*

##### **6.4.4.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

*Public Works Director*

##### **6.4.4.6 Rationale for choosing BMP and setting measurable goal(s):**

This measure will provide the City with a mechanism to communicate local regulations and practices related to development and maintenance of post-construction BMP's to the respective responsible party. It will also ensure that information is communicated on a consistent basis. This BMP is mandated under [ACT5(5)(F)] of the Stormwater General Permit.

##### **6.4.4.7 How you will determine the effectiveness of this BMP:**

By observing and tracking the functionality and level of maintenance at post-construction sites within the City.



#### **6.4.5 BMP #5: *Post-Construction Controls Maintenance Agreements***

##### **6.4.5.1 Description:**

The City will develop a long-term maintenance agreement document for execution with all new developments requiring post-construction BMPs. Documents are to be executed upon or prior to issuance of a certificate of occupancy or acceptance of dedicated improvements in the case of residential or mixed-use developments. The long-term maintenance agreement document will be reviewed and updated as necessary, on an annual basis.

##### **6.4.5.2 Measurable Goal**

A copy of the document sent to owners/operators as well as a record of who the document was sent to will be kept on file. Total number of maintenance agreements sent out will be provided in each annual report.

##### **6.4.5.3 Documentation to be submitted with each annual report:**

A copy of the Post-Construction document sent to owners/operators.

##### **6.4.5.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *On-going*

##### **6.4.5.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

Public Works Director

##### **6.4.5.6 Rationale for choosing BMP and setting measurable goal(s):**

This measure establishes and clarifies responsibilities for long-term maintenance of post-construction BMPs to ensure that all parties are aware of their maintenance responsibility. This measure also eliminates the potential for conflict related to BMP maintenance by clearly establishing areas of responsibility. Additionally, this BMP is mandated under [ACT5(5)(F)] of the Stormwater Permit.

##### **6.4.5.7 How you will determine the effectiveness of this BMP:**

By observing and tracking the functionality and effectiveness of post-construction controls.



#### **6.4.6 BMP #6: *Post-Construction Site Inspections***

##### **6.4.6.1 Description:**

The City will conduct annual inspections of all city-owned post-construction sites and prepare an inspection report to be placed on file in the appropriate municipal office. This practice will allow for effective communication of potential problems or issues associated with post-construction BMPs between the City and those individuals or entities with maintenance responsibility. The City will require, through ordinance, that post-construction controls on private property shall be inspected annually by the owner.

##### **6.4.6.2 Measurable Goal**

The City will provide documentation of the inspections conducted on municipal owned post-construction sites during the reporting period in each annual report. The reports will include any compliance and/or enforcement activities resulting from inspections.

##### **6.4.6.3 Documentation to be submitted with each annual report:**

Documentation of the inspections conducted during the reporting period will be provided in each annual report.

##### **6.4.6.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *4<sup>th</sup> Quarter / Annually*

##### **6.4.6.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

*Public Works Director*

##### **6.4.6.6 Rationale for choosing BMP and setting measurable goal(s):**

The City must inspect post-construction BMPs to ensure controls maintain maximum design storage. This BMP is mandated under [ACT5(5)(H)(v)(c)] of the Stormwater Permit.

##### **6.4.6.7 How you will determine the effectiveness of this BMP:**

By monitoring post-construction BMPs failures and evaluating the corrective response by all parties.



## **6.4.7 BMP #7: Green Infrastructure / Low Impact Development Structures**

### **6.4.7.1 Description:**

The City will develop an inventory of water quality-related GI/LID structures installed, both public and private, located within the permitted area and at a minimum, constructed after the effective date of the newly issued General Storm Water Permit, including the total number of each type of structure (e.g. bioswales, pervious pavement, rain gardens, cisterns, and green roofs) [ACT5(5)(H)(iii)].

### **6.4.7.2 Measurable Goal**

An accurate and up to date inventory of all GI/LID structures will be maintained.

### **6.4.7.3 Documentation to be submitted with each annual report:**

An updated GI/LID inventory will be submitted with each annual report.

### **6.4.7.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *On-going*
- d. Month/Year of each action (if applicable): *Continuous*

### **6.4.7.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

Public Works Director

### **6.4.7.6 Rationale for choosing BMP and setting measurable goal(s):**

To track any GI/LID practices constructed within the City and to gauge the effectiveness of those practices in relation to improving water quality and/or reducing stormwater runoff.

### **6.4.7.7 How you will determine the effectiveness of this BMP:**

By observing and tracking the continued functional life of GI/LID stormwater management structures within the City.



## **6.4.8 BMP #8: Hydrology Standards**

### **6.4.8.1 Description:**

The City will implement and enforce permanent stormwater controls that are designed to reduce runoff and reduce pollutants. The City will require, through ordinances, that stormwater discharges from new commercial development and commercial redevelopment sites be managed such that post-development hydrology does not exceed the pre-development hydrology at the site [ACT5(5)(D)].

### **6.4.8.2 Measurable Goal**

The City will require that all potential developers submit hydrology calculations, using an approved hydrology calculation method, with their designs.

### **6.4.8.3 Documentation to be submitted with each annual report:**

A list of developments approved in the applicable plan year that submitted hydrology calculations with their design will be submitted in the annual report.

### **6.4.8.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Ongoing*
- d. Month/Year of each action (if applicable): *Continuous*

### **6.4.8.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(5)(H)(vii)]:**

*Public Works Director*

### **6.4.8.6 Rationale for choosing BMP and setting measurable goal(s):**

*This BMP is mandated under [ACT5(5)(D)] of the Stormwater Permit.*

### **6.4.8.7 How you will determine the effectiveness of this BMP:**

*By reviewing the hydrology calculations submitted by developers and observing post-construction BMPs for any excessive flows.*



## **7.0 MINIMUM CONTROL MEASURE (BMP) – POLLUTION PREVENTION / GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS – [ACT5(6)(A)]**

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### **7.1 OVERVIEW**

The Pollution Prevention/Good Housekeeping for Municipal Operations minimum measure consists of BMPs that focus on the reduction of pollutants in stormwater runoff originating from city operations and maintenance activities. The operations and maintenance activities include transportation system maintenance, vehicle and equipment maintenance, and materials handling and storage. BMPs selected for this minimum measure are intended to be proactive in nature and focus primarily on prevention of circumstances with the potential to contribute to polluted runoff.

### **7.2 RATIONALE STATEMENT**

Each BMP within the Pollution Prevention/Good Housekeeping minimum measure included in the current five year plan was selected using a process of 1) research of local, state, and federal BMP databases, 2) consideration of local practices with regard to applicability to existing water quality issues, 3) consideration of new practices with regard to economic impacts and impacts of integration into the regulated entity's operation systems, 4) consideration of the selected BMP's applicability to regulation and the general permit provisions, and 5) an analysis of the effectiveness of BMPs included within the first and second editions of the previous Five-Year Plans during previous permitting cycles.

### **7.3 SUMMARY**

The Pollution Prevention/Good Housekeeping minimum measure is organized to identify the following:

1. Opportunities for development of spill prevention and response plans for each municipal facility.
2. Provisions for conducting training for municipal employees on SWPPP implementation and spill prevention and response procedures.
3. Procedures for conducting routine maintenance of facilities to minimize potential adverse impacts to water quality.
4. Procedures for effective interdepartmental communication on pollution prevention policies, methods and procedures.
5. Procedures for bi-annual inspection of all SWPPP facilities and MS4 outfalls and conveyance systems.

Evaluations of success of specific BMPs will be established through careful analysis of the measurable goals for each BMP included within the Pollution Prevention / Good Housekeeping Minimum Measure. Each BMP will have a specific measurable goal that is established by discernment of attainable goals for the various BMP implementation steps and the capacity of responsible divisions within the context of financial and human resources to effectively meet stated goals.



## **7.4 BEST MANAGEMENT PRACTICES**

### **7.4.1 BMP #1: *Development of Spill Prevention and Response Plans***

#### **7.4.1.1 Description:**

The City will develop spill prevention and response plans for each facility having potential to contribute to water quality impairment. Plans will include provisions for placement of spill response kits at all of the municipal SWPPP facilities. [ACT5(6)(D)(i)].

#### **7.4.1.2 Measurable Goal:**

The City will prepare spill prevention and response plans for all facilities meeting the requirement for an SPCC and make sure the contents of the plan are followed by municipal employees.

#### **7.4.1.3 Documentation to be submitted with each annual report:**

The City will provide documentation that a Spill Prevention and Response Plan has been prepared for each facility.

#### **7.4.1.4 Schedule:**

- a. Interim milestone dates (if applicable): NA
- b. Implementation date (if applicable): 2017
- c. Frequency of actions (if applicable): Annually
- d. Month/Year of each action (if applicable): 2<sup>nd</sup> Quarter

#### **7.4.1.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

Public Works Director

#### **7.4.1.6 Rationale for choosing BMP and setting measurable goal(s):**

Spills and leaks can be minimized and corrected if a plan is in place to handle these issues.

#### **7.4.1.7 How you will determine the effectiveness of this BMP:**

Effectiveness to be evaluated based on reported incidents of spills or leaks at municipal facilities and the frequency of recurring incidents.



## **7.4.2 BMP #2: *Pollution Prevention Training for Municipal Employees***

### **7.4.2.1 Description:**

The City will provide pollution prevention training to employees annually by using either existing training materials or new material. This training material may cover, but is not limited to, such topics as: proper reporting, proper use of spill kits, proper handling of potential pollutants, proper storage, etc. [ACT5(6)(D)(ii)]. The illicit discharge and pollution prevention/good housekeeping training will be conducted during one joint training session [ACT5(6)(D)(ii)].

### **7.4.2.2 Measurable Goal – [ACT5(6)(D)(iv)]:**

Implement the employee training program specified in the SWMP.

### **7.4.2.3 Documentation to be submitted with each annual report:**

The City will provide documentation of the educational activities conducted during the reporting period in each annual report, to include subject matter, sign-in rosters and/or photos.

### **7.4.2.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *4<sup>th</sup> Quarter*

### **7.4.2.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

*Public Works Director / Consultant*

### **7.4.2.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT5(6)(D)(ii)] and [ACT9] of the Stormwater Permit. Reduces likelihood of spills or releases during storm events and improves response time and effectiveness. This practice also ensures that municipal facilities are in compliance with Pollution Prevention/Good Housekeeping provisions of the stormwater management plan.

### **7.4.2.7 How you will determine the effectiveness of this BMP:**

Effectiveness to be evaluated based on reported incidents of employees engaged in activities that pose a high risk of exposing contaminants to stormwater runoff.



### **7.4.3 BMP #3: Routine Maintenance**

#### **7.4.3.1 Description:**

The City will conduct routine maintenance activities to include, but not limited to: street sweeping, culvert and catch basin cleaning, and maintenance and cleanout of vegetative swales where applicable. Maintenance activities will also include routine maintenance of facilities to include an annual review of materials storage and handling practices, waste disposal procedures, and vehicle and equipment maintenance procedures.

#### **7.4.3.2 Measurable Goal – [ACT5(6)(D)(iv)]:**

The city will conduct routine maintenance and housekeeping of public assets on a regular basis to ensure that these assets do not contribute to stormwater impairment. Routine maintenance and good housekeeping also ensures the safety of public employees and the general public.

#### **7.4.3.3 Documentation to be submitted with each annual report:**

A summary of all maintenance activities, reactive and proactive, on the City's MS4 structures will be submitted.

#### **7.4.3.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Ongoing*
- d. Month/Year of each action (if applicable): *As needed*

#### **7.4.3.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

*Public Works Director*

#### **7.4.3.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT5(6)(D)(iii)(a)] & [ACT5(6)(D)(iii)(b)] of the Stormwater Permit.

#### **7.4.3.7 How you will determine the effectiveness of this BMP:**

By observing and tracking the continued functional life of MS4 structures within the City. Additionally, qualitative evaluation of floatables encountered during routine maintenance activities.



#### **7.4.4 BMP #4: Waste Disposal**

##### **7.4.4.1 Description:**

The City will establish proper disposal procedures for the removal of waste from the MS4. The City will focus on removing dredge spoil, accumulated sediments, floatables, and other debris. The waste will be sent to the local landfill.

##### **7.4.4.2 Measurable Goal:**

To track disposal of waste collected from the MS4 during the applicable plan year.

##### **7.4.4.3 Documentation to be submitted with each annual report:**

The City will provide documentation of activities performed during the reporting period in each annual report, to include manifests, landfill tickets, and other documentation that records the final disposition of waste removed from the MS4.

##### **7.4.4.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *As Needed*
- d. Month/Year of each action (if applicable): *Ongoing*

##### **7.4.4.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

*Public Works Director*

##### **7.4.4.6 Rationale for choosing BMP and setting measurable goal(s):**

This BMP is mandated under [ACT5(6)(D)(iii)(b)] and [ACT5(6)(D)(iii)(c)] of the Stormwater Permit.

##### **7.4.4.7 How you will determine the effectiveness of this BMP:**

At the end of each year, the City will be able to account for waste material removed from the MS4.



#### **7.4.5 BMP #5: *New Flood Management Projects***

##### **7.4.5.1 Description:**

The City will evaluate and assess proposed flood management projects for water quality impacts during the design phase. Each project will be evaluated to ensure minimal impacts to nearby streams is achieved.

##### **7.4.5.2 Measurable Goal:**

The City will ensure that all proposed flood management projects are assessed for water quality impacts during the design phase.

##### **7.4.5.3 Documentation to be submitted with each annual report:**

Provide the number of plans reviewed where flood management projects were assessed for water quality impacts during the reporting period in each annual report.

##### **7.4.5.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *As Needed*
- d. Month/Year of each action (if applicable): *Ongoing*

##### **7.4.5.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

*Public Works Director*

##### **7.4.5.6 Rationale for choosing BMP and setting measurable goal(s):**

*This BMP is mandated under [ACT5(6)(D)(iii)(d)] of the Stormwater Permit.*

##### **7.4.5.7 How you will determine the effectiveness of this BMP:**

*The City will review the initial designs, construction documents and then inspect new flood management projects installed to ensure water quality is not being impacted or measures are being taken to significantly reduce water quality impacts.*



#### **7.4.6 BMP #6: Existing Flood Management Projects**

##### **7.4.6.1 Description:**

The City will maintain an assessment program of existing publicly-owned flood management projects. The city will review existing flood management projects to determine if additional water quality protection devices or practices are feasible.

##### **7.4.6.2 Measurable Goal – [ACT5(6)(D)(iv)]:**

The City will conduct an assessment of 100% of existing publicly-owned flood management projects for potential retrofitting to address water quality impacts in accordance with the procedures in the SWMP prior to the permit period.

##### **7.4.6.3 Documentation to be submitted with each annual report:**

Provide information on any assessment activities conducted during the reporting period in each annual report.

##### **7.4.6.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *As Needed*
- d. Month/Year of each action (if applicable): *Ongoing*

##### **7.4.6.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

*Public Works Director*

Rationale for choosing BMP and setting measurable goal(s):

*This BMP is mandated under [ACT5(6)(D)(iii)(d)] of the Stormwater Permit.*

##### **7.4.6.6 How you will determine the effectiveness of this BMP:**

*Effectiveness to be determined by the number of feasible retrofits identified to improve water quality through this process.*



#### **7.4.7 BMP #7: Municipal Projects**

##### **7.4.7.1 Description:**

The City will evaluate all municipal facilities that have the potential for risk of exposing pollutants to stormwater. The City will update the inventory of municipal facilities as new structures are added. An inventory of municipal facilities with the potential to cause pollution is included in **Appendix 9**.

##### **7.4.7.2 Measurable Goal – [ACT5(6)(D)(iv)]:**

Conduct inspections on 100% of the municipal facilities each year during the 5-year permit term.

##### **7.4.7.3 Documentation to be submitted with each annual report:**

The City will provide documentation of the inspections as well as an updated inventory of municipal facilities.

##### **7.4.7.4 Schedule:**

- a. Interim milestone dates (if applicable): *NA*
- b. Implementation date (if applicable): *2017*
- c. Frequency of actions (if applicable): *Annually*
- d. Month/Year of each action (if applicable): *Ongoing*

##### **7.4.7.5 Person (position) responsible for overall management and implementation of the BMP – [ACT5(6)(D)(v)]:**

*Public Works Director*

##### **7.4.7.6 Rationale for choosing BMP and setting measurable goal(s):**

*This BMP is mandated under [ACT5(6)(D)(i)] of the Stormwater Permit.*

##### **7.4.7.7 How you will determine the effectiveness of this BMP:**

*The city will determine the effectiveness of this BMP by tracking the amount of leaks/spills occurring at municipal facilities. The number of leaks/spills should go down each year.*



## **APPENDICES**



**Appendix 1**  
**Implementation Schedule**



Section Reference	Activity (BMP Description)	Year 1				Year 2				Year 3				Year 4				Year 5			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>2.4</b>	<b>Public Education and Outreach</b>																				
2.4.1	Materials for Direct Distribution			X				X				X				X				X	
2.4.2	Growth Readiness Training		X				X				X				X				X		
2.4.3	Stormwater Website			X				X				X				X					X
<b>3.4</b>	<b>Public Involvement</b>																				
3.4.1	Task Force Meetings		X		X		X		X		X		X		X		X		X		X
3.4.2	Participation in Annual Cleanup Events			X			X				X				X				X		
3.4.3	Property Cleanup		X				X				X				X				X		
<b>4.4</b>	<b>Illicit Discharge Detection and Elimination</b>																				
4.4.1	Ordinance Review				X				X				X				X				X
4.4.2	Municipal Employee Training - Illicit Discharge				X				X				X				X				X
4.4.3	Outfall Mapping Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4.4.4	Dry-Weather Screening Inspections		X		X		X		X		X		X		X		X		X		X
<b>5.4</b>	<b>Construction Site Stormwater Controls</b>																				
5.4.1	Ordinance Review	X				X				X				X				X			
5.4.2	Contractor / Developer Training				X				X				X				X				X
5.4.3	Erosion and Sediment Control Standards	X				X				X				X				X			
5.4.4	Site Plan Review Processes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.4.5	Construction Site Inspections	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5.4.6	Inspection Staff Training		X				X				X				X				X		
5.4.7	City Complaint Portal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



Section Reference	Activity (BMP Description)	Year 1				Year 2				Year 3				Year 4				Year 5			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
<b>6.4</b>	<b>Post-Construction Stormwater Controls</b>																				
6.4.1	Ordinance Review		X				X				X				X				X		
6.4.2	Post-Construction BMP Inventory				X				X				X				X				X
6.4.3	Code Official Training		X				X				X				X				X		
6.4.4	Post-Construction Correspondence			X				X				X				X				X	
6.4.5	Post-Construction Maintenance Agreements	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.4.6	Post-Construction Site Inspections				X				X				X				X				X
6.4.7	Green Infrastructure / Low Impact Development				X				X				X				X				X
6.4.8	Hydrology Standards	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6.4.9	Design Standards	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>7.4</b>	<b>Pollution Prevention / Good Housekeeping</b>																				
7.4.1	Spill Prevention and Response Plans		X				X				X				X				X		
7.4.2	SWPPP Training for Municipal Employees				X				X				X				X				X
7.4.3	Routine Maintenance	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.4.4	Waste Disposal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.4.5	New Flood Management Projects	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.4.6	Existing Flood Management Projects	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7.4.7	Municipal Projects	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



**Appendix 2**  
**Facility Illicit Discharge Inspection Reporting Form**



## Facility Illicit Discharge Inspection Reporting Form

---

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Site Location and Description: \_\_\_\_\_

Is this a routine inspection? **Yes**  **No**  Date of last inspection: \_\_\_\_\_

<b>General Questions:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is this an inspection of City stormwater conveyance system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this an inspection of a City facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a SWPPP on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the SW Manager on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there records and internal reports kept on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there spill prevention and response procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Employee Training Questions:</b>	<b>Comments</b>
Is there a training program provided for employees ( <b>Yes/No</b> )?	
How often ( <b>annually</b> , quarterly, monthly)?	
Date of last training workshop?	/ /
Date of next training workshop?	/ /
How often is an inspection conducted ( <b>Monthly</b> )?	

<b>Weather Questions:</b>	<b>Comments</b>
What are the Weather Conditions?	
Last Rain Event:	/ /
Amount of Rain:	
If wet weather, is stormwater runoff leaving site?	
Is the runoff discolored, odiferous, or oily?	



What could be the source of the discoloration, odor or sheen?	
If dry weather, is non-stormwater discharge evident?	
Is the runoff discolored, odiferous, or oily?	
If yes, what is the source?	

Site Specific Information Questions	Comments	N/A
Site Description:		<input type="checkbox"/>
Facility:		<input type="checkbox"/>
Roadway:		<input type="checkbox"/>
Ditch:		<input type="checkbox"/>
Culvert:		<input type="checkbox"/>
Catch Basin:		<input type="checkbox"/>
Storm Sewers:		<input type="checkbox"/>
General Condition of Site ( <i>Poor, Fair, Good, Excellent</i> ) and Describe.		<input type="checkbox"/>
Describe the type of outfall (pipe, natural discharge point, foundation drain, etc).		<input type="checkbox"/>
What condition is the outfall pipe in?		<input type="checkbox"/>
Is an Observable Non-stormwater Discharge Noted?		<input type="checkbox"/>



Describe Non Stormwater Discharges	Description	Yes	No	NA
Odor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheen		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stressed Flora		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stressed Fauna		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visible Discharge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Source Discharge Questions:	Comments
Are there reasons for suspicions of source (clues: discolored water, fungus, oily, motor fluids, grass clippings and leaf litter, animal waste, septic tank, sewer lines failing, exposed fill nearby, past landfill, pump site, industrial source nearby, black water source, gray water source, etc.)?	
Describe the Location of Discharge and Depict on Map (see map <i>below</i> ).	
Describe the Source of Discharge	



Describe the Corrective Actions Recommended:	
Other Observations or Comments:	

Reviewed by: \_\_\_\_\_ Reported to:

**Sketch/Map**



**Appendix 3**  
**Field Reporting Form for Illicit Discharges**



## Field Illicit Discharge Reporting Form

---

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Inspector: \_\_\_\_\_

What prompted the inspection (*Observation, Random inspection, Complaint*)?

---

<b>Site Specific Questions:</b>	<b>Comments</b>	<b>NA</b>
Site Description. Also, Locate Site on Map and Attach:		<input type="checkbox"/>
Description of the Non-Stormwater Discharge:		<input type="checkbox"/>
Owner of Site:		<input type="checkbox"/>
Name:		<input type="checkbox"/>
Address:		<input type="checkbox"/>
Phone number:		<input type="checkbox"/>
E-mail:		<input type="checkbox"/>
General Conditions of Site:		<input type="checkbox"/>
Problems Noted and Corrective Actions Recommended:		<input type="checkbox"/>



Was the owner notified of corrective actions needed? How?		<input type="checkbox"/>
Other Observations or Comments:		<input type="checkbox"/>
Corrective Action Taken:		<input type="checkbox"/>
Date of Corrective Action Taken:	/ /	<input type="checkbox"/>

Reviewed By: \_\_\_\_\_ Reported To: \_\_\_\_\_

**Sketch/Map**



**Appendix 4**  
**Construction Site Inspection Checklist**

## STORMWATER CONSTRUCTION SITE INSPECTION FORM

<b>GENERAL INFORMATION</b>			
Project Name:			
Location:			
Date of Inspection:			
Inspector's Name:			
Inspector's Title:			
Inspector's Phone Number:			
Describe present phase of construction:			
Type of Inspection: <input type="checkbox"/> Regular <input type="checkbox"/> Pre-storm event <input type="checkbox"/> During storm event <input type="checkbox"/> Post-storm event			
Weather at time of inspection:			
Last rain event:			

<b>OVERALL SITE ISSUES</b>			
<b>BMP/Activity</b>	<b>Implemented?</b>	<b>Maintenance Required?</b>	<b>Correction Action Needed/ Notes</b>
Does contractor have a copy of the stormwater permit on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does contractor have weekly stormwater inspection reports available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all erosion and sediment control measures in the approved SWPPP been properly installed and maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1. All inactive slopes and disturbed areas have been stabilized.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are natural areas (streams, wetlands, trees, etc.) protected with barriers or similar BMPs?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
3. Are all sanitary waste receptacles placed in secondary containment and free of leaks?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
4. Are perimeter controls and sediment barriers adequately installed and maintained?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
5. Are discharge points and receiving waters free of any sediment deposits?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
6. Are storm drain inlets properly protected?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
7. Is the construction exit preventing sediment from being tracked into the street?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
8. Is trash/litter from work areas collected and placed in covered dumpsters?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
9. Are washout facilities available and maintained?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
10. Are materials that are potentially stormwater contaminants stored inside or under cover?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
11. Are non-stormwater discharges (e.g. wash water, dewatering) properly controlled?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
<i>Further discussion of noncompliance issues:</i>			



**Appendix 5**  
**Glossary of Terms**



**303(d) Waterbody:**

A list of lakes, rivers, and streams that have been designated as impaired or threatened by a pollutant for which one or more TMDLs are needed or planned. Impairment means that the water body is not meeting State water quality standards.

**319:**

The section of the Federal Clean Water Act that deals with nonpoint source pollution.

**Basin:**

Any area draining to a single point. Also referred to as a watershed.

**Best Management Practices “BMPs”:**

Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of State. BMPs also include treatment requirements, operating procedures, and practices to control runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Catch Basin:**

A curbside opening that collects rainwater from streets and serves as an entry point to the storm drain system.

**Conveyance:**

The process of moving water from one place to another. As a Conveyance System the term refers to that collection of culverts, ditches, inlets, streams, creeks, and rivers that convey stormwater through a basin or watershed.

**Culvert:**

A pipe or concrete box structure which drains open channels, swales or ditches under a roadway or embankment typically with no catch basins, manholes, or inlets along its length.

**Direct Discharge:**

Undetained discharge from a proposed project to a major receiving water.

**Drainage Facility:**

A constructed or engineered feature that collects, conveys, stores, or treats surface and stormwater runoff. Drainage facilities shall include but not be limited to all constructed or engineered streams, pipelines, channels, ditches, gutters, lakes, wetlands, closed depressions, flow control, or water quality treatment facilities, erosion and sediment control facilities, and other drainage structures and appurtenances that provide for drainage.

**Erosion:**

Land or soil that is diminished or worn away due to wind or water. Often the eroded debris (silt or sediment) becomes a pollutant via stormwater runoff. Erosion occurs naturally but can be intensified by land clearing activities such as farming, development, road building, and timber harvesting.

**General Permit:**

A permit issued under the NPDES program to cover a certain class or category of stormwater discharge. These permits reduce the administrative burden of permitting individual stormwater discharges.

**Household Hazardous Waste:**

Common product that people use in and around their homes including paint, paint thinner, herbicides, and pesticides. Due to their chemical nature, household hazardous wastes can be detrimental to the environment and water quality if not properly disposed of.

**Illicit Connection:**

Any man-made conveyance connecting an illicit discharge directly to a municipal separate storm sewer.

**Illicit Discharge:**

Any discharge to a municipal separate storm sewer that is not composed entirely of stormwater except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and those non-stormwater discharges identified in Part I.B.3. of the State General Permit.

**Impervious Surface:**

A hard surface area which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development; and/or a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development.

Common impervious surfaces include, but are not limited to, rooftops, walkways, patios, driveways, parking lots, concrete or asphalt paving, gravel roads, compacted earthen materials, and oiled, macadam, or other surfaces which similarly impede the natural infiltration of surface and stormwater runoff. Open, uncovered flow control or water quality treatment facilities shall not be considered impervious surfaces for determinations of thresholds.

**Major Receiving Water(s):**

Those waters of the State that are named on a United States Geological Survey 7.5 Min. Quadrangle Map.

**Maximum Extent Practicable “MEP”:**

The statutory standard that establishes the level of pollutant reductions that operators of regulated MS4s must achieve. The Clean Water Act requires that NPDES permits for discharges from MS4s “shall require controls to reduce the discharge of pollutants to the maximum extent practicable, including management practices, control techniques and system, design and engineering methods.” Compliance with the conditions of the general permit and the series of steps associated with identification and implementation of the minimum control measures will satisfy the MEP standard.

**Measurable Goals:**

A municipality’s stormwater program goals, which are intended to gauge permit compliance and program effectiveness.

**Municipality:**

A County, town, county, district, association, or other public body created by or under State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes.

**MS4**

An acronym for "Municipal Separate Storm Sewer System" and is used to refer to either a Large, Medium (e.g. "the Ocean Springs MS4"), or Small Municipal Separate Storm Sewer System. The term is used to refer to either the system operated by a single entity or a group of systems within an area that are operated by multiple entities.

**Municipal Separate Storm Sewer:**

A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains): (i) Owned or operated by a State, County, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States; (ii) Designed or used for collecting or conveying storm water; (iii) Which is not a combined sewer; and (iv) Which is not part of a Publicly Owned Treatment Works (POTW).

**National Pollutant Discharge Elimination System "NPDES":**

Refers to Section 402 of the federal Clean Water Act.

**NOI:**

An acronym for (Notice of Intent) to be covered by this permit and is the mechanism used to "register" for coverage under a general permit.

**Non-Point Source (NPS) Pollutants:**

Pollutants from many diffuse sources. NPS pollution is caused by rainfall moving over and through the ground. As the runoff moves, it picks up and carries away natural and manmade pollutants, eventually depositing them into lakes, rivers, wetlands, coastal waters, and even underground sources of drinking water.

**Outfall:**

The location at which a drainage conveyance, which may be a pipe, box or open ditch, discharges, or flows into, a "Major Receiving Water" within the boundary of any MDOT right-of-way.

**Phase II:**

The second stage of the State and Federal stormwater permit regulations.

**Regulated Entity:**

A small MS4 within the State of Mississippi and located fully or partially within an urbanized area as determined by the latest Decennial Census pursuant to 40 CFR '122.32, or designated by MDEQ pursuant to 40 CFR 123.35.

**Sediment:**

Soil, sand, and other aggregate minerals washed from land into water, usually after a rain event. Sediment can destroy fish nesting areas, clog animal habitats, and cloud waters so that sunlight does not reach aquatic plants.

**Sheet Flow:**

The portion of precipitation that moves initially as overland flow in very shallow depths before eventually reaching a stream channel.

**Site Plan:**

A graphical representation of a layout of buildings and facilities on a parcel of land.

**Small Municipal Separate Storm Sewer System:**

All separate storm sewers that are owned or operated by the United States, a State, County, town, borough, county, parish, district, association, or other public body (created by or pursuant to State law) having jurisdiction over disposal of sewage, industrial wastes, storm water, or other wastes, including special districts under State law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under section 208 of the CWA that discharges to waters of the United States, but is not defined as “large” or “medium” municipal separate storm sewer system (those municipalities with a population of 100,000 or more) . This term includes systems similar to separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

**Stormwater:**

Rainfall runoff, snowmelt runoff, and surface runoff.

**Stormwater Management Program “SWMP”:**

A comprehensive program to manage the quality of stormwater discharged from the municipal separate storm sewer system.

**Stormwater Pollution:**

Water from rain, irrigation, garden hoses, or other activities that picks up pollutants (cigarette butts, trash, automotive fluids, used oil, paint, fertilizers and pesticides, lawn and garden clippings, pet waste and sediments) from streets, parking lots, driveways, yards, and construction sites and carries them through the storm drain system into other natural conveyance system components.

**Stormwater Pollution Prevention Plan:**

A plan to describe a process whereby a facility thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in stormwater runoff.

**Total Maximum Daily Load “TMDL”:**

The calculated maximum permissible pollutant loading to a water body at which water quality standards can be maintained. The sum of waste load allocations (WLAs) and load allocations (LAs) for any given pollutant.

**Urbanized Area “UA”:**

A land area comprising one or more places {core and fringe} with urban limits defined by a population density of 1,000 people per square mile and its contiguous census tracts of 500 people per square mile — that together have a residential population of at least 50,000.



**Appendix 6**  
**Listing of Common Acronyms**



<b>BMP</b>	Best Management Practice
<b>CFR</b>	Code of Federal Regulations
<b>CGP</b>	Construction General Permit
<b>COD</b>	Chemical Oxygen Demand
<b>CSO</b>	Combined Sewer Overflow
<b>CWA</b>	Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972)
<b>D.O.</b>	Dissolved Oxygen
<b>EPA</b>	Environmental Protection Agency
<b>FR</b>	Federal Register
<b>MEP</b>	Maximum Extent Practicable
<b>MS4</b>	Municipal Separate Storm Sewer System
<b>NOI</b>	Notice of Intent
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>NPS</b>	Non-point Source
<b>O&amp;M</b>	Operation and Maintenance
<b>PA</b>	Permitting Authority
<b>POTW</b>	Publicly Owned Treatment Works
<b>SWPPP</b>	Storm Water Pollution Prevention Plan
<b>TMDL</b>	Total Maximum Daily Load
<b>UA</b>	Urbanized Area



**Appendix 8**  
**City Ordinance**

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

**RESOLUTION NUMBER 012-2016**

**A RESOLUTION SUPPORTING RESTORATION OF PASSENGER RAIL SERVICE BETWEEN NEW ORLEANS, LOUISIANA AND ORLANDO, FLORIDA**

**WHEREAS**, before Hurricane Katrina, Amtrak's *Sunset Limited* passenger line was the only transcontinental passenger rail service from Los Angeles passing through New Orleans to Orlando; and

**WHEREAS**, Hurricane Katrina damaged a portion of the rail infrastructure along the Gulf Coast as well as caused the loss of other portions of the infrastructure, including the total loss of the passenger rail terminal facility in Mobile, AL, and the main line rail bridge between Bay St. Louis and Gulfport, MS; and

**WHEREAS**, Amtrak suspended all service on the eastern portion of the *Sunset Limited* line from New Orleans through Bay St. Louis, Gulfport, Biloxi, Pascagoula, Mobile, Atmore, Pensacola, Crestview, Chipley, Tallahassee, Madison, Lake City, and Jacksonville to Orlando; and

**WHEREAS**, CSX Transportation, and Norfolk Southern (the freight railroad companies that own the tracks on which Gulf Coast passenger rail service will operate) have both committed to cooperating with Amtrak in providing this vital service across the Gulf Coast and to do so in a more efficient manner than prior to Hurricane Katrina; and

**WHEREAS**, restoration of passenger rail service to the eastern Gulf Coast will facilitate job creation through development opportunities, enhance tourism, and reduce environmental and roadway impacts due to personal automobile use, thereby having a positive economic and environmental impact to the coastal states of Louisiana, Mississippi, Alabama, and Florida; and

**WHEREAS**, communities not directly located on the suspended route, and citizens which have limited transportation access, options or physical challenges will be greatly served through an available long distance intercity passenger rail service within reasonable driving distance that provides links to the regional and national intermodal transportation system; and

**WHEREAS**, such resumption of passenger rail service will also benefit the entire nation by providing a link to the Gulf Coast from the Midwest and West Coast; and

**WHEREAS**, the Passenger Rail Investment and Improvement Act of 2008 called for Amtrak to study the potential return of passenger rail service from New Orleans to Orlando; and

**WHEREAS**, Section 11304 of Fixing America's Surface Transportation Act (or "FAST Act") of 2015 mandates the Federal Railroad Administration to convene a working group to evaluate the restoration of intercity rail passenger services in the Gulf Coast region between New Orleans, Louisiana and Orlando, Florida and to submit findings by September 2016; and

**NOW, THEREFORE, BE IT RESOLVED** the City of Gautier recommends and supports the restoration of dependable, daily passenger rail service along the suspended route between New Orleans, Louisiana and Orlando, Florida .

Motion made by **Councilman Vaughan**, seconded by **Councilwoman Martin**, and the following vote was recorded.

**AYES:**       **Gordon Gollott**  
                  **Mary Martin**  
                  **Johnny Jones**  
                  **Hurley Ray Guillotte**  
                  **Casey Vaughan**  
                  **Rusty Anderson**  
                  **Adam Colledge**

**NAYS:**       None

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.



Gregory B. White  
Chairman

John Spain  
Vice-Chairman

Knox Ross  
Secretary-Treasurer

May 18, 2016

To Mayors and City, County, & Parish Leaders:

The recently passed federal Surface Transportation Bill - Fixing America's Surface Transportation Act (or "FAST Act") of 2015 - included passenger rail authorization along with highway and transit needs for the first time in U.S. history. Section 11304 of that Act mandated that the Federal Railroad Administration convene a working group to evaluate the restoration of intercity rail passenger service in the Gulf Coast region between New Orleans and Orlando. The responsibilities of the working group, as outlined in the FAST Act, are to:

- Evaluate all options for restoring passenger rail service along the Gulf Coast, and select a preferred option.
- Prioritize and develop cost estimates for capital projects and other actions required to restore passenger rail services.
- Identify funding sources to restore service including potential public-private partnerships along the Gulf Coast.

The Act further requires the group to submit its findings in a formal report to Congress by September 2016.

This working group has met in person or by tele-conference seven times thus far. FRA has requested that documentation of support for service restoration be included in the report's appendices. A draft of the report is currently planned for release in August 2016. To that end, members of the working group have been coordinating with communities, counties and parishes in the route's service area and on the suspended route to provide formal Resolutions of Support. The West Florida Regional Planning Council (WFRPC) has received eight such resolutions to date from communities across the panhandle of Florida.

This letter is to request your consideration in preparing and approving a formal Resolution of Support. There is a template resolution accompanying this letter with highlighted text where specific changes can be made for your community or organization. Please have your executive staff, clerk or legal counsel modify the template for your community or organization's approval.

COMMISSIONERS

LOUISIANA

Gov. John Bel Edwards  
Rep. Stephen Carter  
Colonel Phil Jones  
Shawn Wilson  
Governor's Designee  
Rep. Walter Leger, III  
Michael Jackson  
John Spain  
Jerry Wall  
Roy Woodruff

MISSISSIPPI

Gov. Phil Bryant  
Ashley Edwards  
Kay Kell  
Jack Norris  
Knox Ross  
Patrick Sullivan  
Blake Wilson  
Governor's Designee

ALABAMA

Gov. Robert Bentley  
Claire H. Austin  
Corbett Bennington  
Angelia L. Mance  
J. W. McFarland, Jr.  
Governor's Designee  
Larry Watts  
Gregory B. White

If possible, please add this to your agenda for review and approval during the next 6 to 8 weeks, so that it can be included in the draft report by mid-August.

We are so grateful to have your ongoing support for the restoration of a daily passenger rail service across the Gulf Coast!

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With greatest regards,

  
Greg White, Chairman,  
Southern Rail Commission

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 124-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that the Change Order #1 for Allen Road Project Improvements in the amount of \$624,280.00 is hereby authorized.

**IT IS FURTHER ORDERD** that the Interim City Manager or the City Clerk is authorized to execute any and all documents necessary.

Motion made by **Councilman Vaughan**, seconded by **Councilwoman Martin**, and the following vote was recorded.

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam College**

**NAYS:**           **None**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Passed and Adopted** by the Mayor and Members of the Council of the City of Gautier, Mississippi at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Paula Yancey, Interim City Manager  
**From:** April Havens, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** June 1, 2016  
**Subject:** Allen Road Improvements – Change Order #1

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**REQUEST:**

The Economic Development & Planning Department requests authorization for Change Order #1 for Allen Road.

**BACKGROUND:**

The Allen Road Improvements Project is under construction. The project involves a significant amount of earthwork. Once sub-surface conditions were observed during construction, the contractor and project engineer discussed the use of geogrid to reduce earthwork quantities and allow the project to be completed faster. The project engineer has been working with the contractor to evaluate the use of geogrid and recommends the addition of geogrid.

**DISCUSSION:**

This Change Order request would add a pay item for geogrid to the contract and reduce the quantities for certain earthwork pay items. Change Order #1 would reduce the contract amount by \$18,720.00. The new contract total would be \$624,280.00.

**RECOMMENDATION:**

The Economic Development and Planning Department recommends that City Council authorize Change Order #1.

The City Council may:

1. Authorize Change Order #1; or
2. Not Authorize Change Order #1.

**ATTACHMENT(S):**

1. Change Order #1

**CHANGE ORDER**

NO: 1

PROJECT: ALLEN ROAD IMPROVEMENTS	DATE OF ISSUANCE: 5/31/2016
OWNER: CITY OF GAUTIER	OWNER'S PROJECT #:
CONTRACTOR: FLOORE INDUSTRIAL CONTRACTORS 4401-4 WILSON SPRINGS RD. MOSS POINT, MS 39562	ENGINEER: BROWN, MITCHELL & ALEXANDER, INC. 796 VIEUX MARCHE, 2ND FLOOR BILOXI, MS 39530
CONTRACT FOR ENTIRE PROJECT	ENGINEER'S PROJECT #: 13-3399A-04

You are directed to make the following changes in the Contract Documents:

*This Change Order consists of modifying the contract to include the use of a geotextile grid for use in stabilizing soils allowing for a reduction in borrow and unclassified excavation.*

TOTAL CHANGE IN CONTRACT PRICE (WORKSHEET ATTACHED)	(\$18,720.00)
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CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$643,000.00	Original Contract Time (CALENDAR DAYS) 160
Previous Change Orders \$0.00	Net Change from Previous Change Orders (CALENDAR DAYS) 0
Contract Price Prior to This Change Order \$643,000.00	Contract Time Prior to This Change Order (CALENDAR DAYS) 160
Decrease of This Change Order (\$18,720.00)	Net Increase/Decrease of This Change Order (CALENDAR DAYS) 0
Contract Price with All Approved Change Orders \$624,280.00	Contract Time with All Approved Change Orders (CALENDAR DAYS) 160

RECOMMENDED:  
BROWN, MITCHELL & ALEXANDER, INC.

APPROVED:  
OWNER

APPROVED:  
CONTRACTOR

BY: *Benjamin Smith*  
BENJAMIN SMITH, P.E., VICE-PRESIDENT

BY: \_\_\_\_\_  
CITY OF GAUTIER

BY: *Bruce Howell*  
FLOORE INDUSTRIAL CONTRACTORS

**CHANGE ORDER**

**NO: 1**

---

PROJECT:	ALLEN ROAD IMPROVEMENTS	DATE OF ISSUANCE:	5/31/2016
OWNER:	CITY OF GAUTIER	OWNER'S PROJECT #:	
CONTRACTOR:	FLOORE INDUSTRIAL CONTRACTORS 4401-4 WILSON SPRINGS RD. MOSS POINT, MS 39562	ENGINEER:	BROWN, MITCHELL & ALEXANDER, INC. 796 VIEUX MARCHE, 2ND FLOOR BILOXI, MS 39530
CONTRACT FOR ENTIRE PROJECT		ENGINEER'S PROJECT #:	13-3399A-04

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**WORKSHEET**

ITEM	DESCRIPTION	# OF UNITS	UNIT	UNIT COST	EXTENSION
<b><i>ADD THE FOLLOWING ITEMS:</i></b>					
CO-1-02234-C	GEOGRID	3600	SY	\$8.80	<u>\$31,680.00</u>
	SUBTOTAL (ADDITIVE):				\$31,680.00
<b><i>DEDUCT THE FOLLOWING QUANTITIES:</i></b>					
02226-A	BORROW MATERIAL TYPE A (PM)	-1500	CY	\$18.00	(\$27,000.00)
02226-B	UNCLASSIFIED EXCAVATION (PM)	-1950	CY	\$12.00	<u>(\$23,400.00)</u>
	SUBTOTAL (DEDUCTIVE):				(\$50,400.00)
<b>TOTAL - DECREASE IN CONTRACT PRICE</b>					<b><u><u>(\$18,720.00)</u></u></b>

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 125-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that the City is hereby authorized to submit a letter to Keesler Air Force Base in regard to obtaining right-of-way to build an extension road from Sandhill Landing Housing development to Robinson Still Road.

**IT IS FURTHER ORDERD** that the Interim City Manager or the City Clerk is authorized to execute any and all documents necessary.

Motion made by **Councilwoman Martin**, seconded by **Councilman Anderson**, and the following vote was recorded.

**AYES:**       **Gordon Gollott**  
                  **Mary Martin**  
                  **Johnny Jones**  
                  **Hurley Ray Guillotte**  
                  **Casey Vaughan**  
                  **Rusty Anderson**  
                  **Adam Colledge**

**NAYS:**       **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by the Mayor and Members of the Council of the City of Gautier, Mississippi at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Paula Yancey, Interim City Manager  
**From:** April Havens, Grants & Projects Manager  
**Through:** Chandra Nicholson, Economic Development and Planning Director  
**Date:** May 31, 2016  
**Subject:** Sandhill Landing Extension Road Right-of-Way Request

---

**REQUEST:**

The Economic Development & Planning Department requests authorization to send a letter to Keesler Air Force Base in regard to obtaining right-of-way to build an extension road from the Sandhill Landing Housing development to Robinson Still Road.

**BACKGROUND:**

The City of Gautier has developed a Master Plan for the area and would like to see better inner-connectivity. This would allow residents to have easier access to future development without the need to enter Highway 57.

**DISCUSSION:**

The City does not yet have the funding for the connector road, but has requested grant funds for the project. We would like to have the right-of-way in hand so we are ready to proceed when funding is obtained.

**RECOMMENDATION:**

The Economic Development and Planning Department recommends that City Council authorize staff to send a letter to Keesler Air Force Base in regard to obtaining right-of-way to construct a future extension road from the Sandhill Landing Housing development to Robinson Still Road.

The City Council may:

1. Authorize submittal of the request letter ; or
2. Authorize submittal of the request letter with changes; or
3. Not Authorize the request letter.

**ATTACHMENT(S):**

1. Request Letter

Mayor  
Gordon F. Sollott

*City of Gautier*  
Gautier, Mississippi

Interim City Manager  
Paula Yancey

City Clerk  
Cynthia Russell

Council  
At Large Mary F. Martin  
Ward 1 Johnny Jones  
Ward 2 Kurley Ray Guillotte  
Ward 3 Casey C. Vaughan  
Ward 4 Charles "Rusty" Anderson  
Ward 5 Adam D. Colledge



3330 Highway 90  
Gautier, MS 39553  
Phone: (228) 497-8000  
Fax: (228) 497-8028  
Email: [gautier@gautier-ms.gov](mailto:gautier@gautier-ms.gov)  
Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)

June 8, 2016

David L. Robinson  
Real Property Manager  
PAE Applied Technologies LLC  
Keesler AFB, MS 39534

RE: Gautier Sandhill Landing - Highway 57  
Access Road

Dear Mr. Robinson:

Chandra Nicholson with the City recently spoke with you about obtaining right-of-way to eventually construct an extension road from the Sandhill Landing development to Robinson Still Road.

The City of Gautier has developed a Master Plan for the area and would like to see better inner-connectivity. This would allow residents to have easier access to future development without the need to enter Highway 57. A large medical complex is under construction, and hopefully you'll soon start to see restaurants and shopping venues popping up in the area.

Once more development occurs, the City believes that a traffic signal will be warranted at the intersection of Highway 57 and Robinson Still Road. This connection road would allow the Sandhill Landing residents to be able to make easier left-hand turns onto Highway 57, once a signal is installed.

The City does not yet have the funding for the connector road, but has requested grant funds for the project. We would like to have the right-of-way in hand so we are ready to proceed when funding is obtained.

Should you have any questions or require additional information, please feel free to contact Chandra Nicholson at (228) 806-1285 or [cnicholson@gautier-ms.gov](mailto:cnicholson@gautier-ms.gov).

Sincerely,

Paula Yancey  
Interim City Manager

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 126-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Docket of Claims is hereby approved, provided that all entries thereon are true, correct, properly entered and not fraudulent.

**IT IS FURTHER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin** seconded by **Councilman Colledge** and the following vote was recorded:

**AYES:**        **Gordon Gollott**  
                  **Mary Martin**  
                  **Johnny Jones**  
                  **Hurley Ray Guillotte**  
                  **Rusty Anderson**  
                  **Adam Colledge**

**NAYS:**        **Casey Vaughan**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	DELTA SANITATION OF MS, LLC Account Number 001-170-698	161772	06/07/2016	05/16/2016			35.00	
	Description FRAZIER PORT O LET			Invoice # 0000727689	Date 04/30/2016	P.O.	Amount	35.00
001	SOUTHERN PEST CONTROL INC Account Number 001-092-698	161773	06/07/2016	05/16/2016			403.30	
	Description CITY FACILITIES			Invoice # 302968	Date 05/11/2016	P.O.	Amount	403.30
001	CABLE ONE INC Account Number 001-100-699	161774	06/07/2016	05/16/2016			88.94	
	Description MAY 2016: #107718827			Invoice # 05012016	Date 05/08/2016	P.O.	Amount	88.94
001	CABLE ONE INC Account Number 001-100-699	161775	06/07/2016	05/16/2016			213.05	
	Description MAY 2016: #107718371			Invoice # 05012016	Date 05/08/2016	P.O.	Amount	213.05
001	C SPIRE WIRELESS Account Number 001-100-605	161837	06/07/2016	05/19/2016			686.38	
	Description POLICE CELLS			Invoice # 0032680896	Date 05/12/2016	P.O.	Amount	686.38
001	AT&T Account Number 001-092-605	161840	06/07/2016	05/20/2016			3,320.34	
	Description MONTHLY SERVICE			Invoice # 2284978000	Date 05/14/2016	P.O.	Amount	3,320.34
001	AT&T Account Number 001-092-605	161841	06/07/2016	05/23/2016			121.22	
	Description MONTHLY SERVICE			Invoice # 2284972172	Date 05/14/2016	P.O.	Amount	121.22
001	AT&T Account Number 001-092-605	161842	06/07/2016	05/23/2016			70.46	
	Description MONTHLY SERVICE			Invoice # 2284977070	Date 05/14/2016	P.O.	Amount	70.46
001	DELTA COMPUTER SYSTEMS INC Account Number 001-092-698 001-092-698 001-092-698	161848	06/07/2016	05/23/2016			400.00	
	Description ACCT SOFTWARE MAINT			Invoice # MN116546	Date 05/15/2016	P.O.	Amount	280.00
	VOTER REG SOFTWARE MAINT			MN116546	05/15/2016			20.00
	PRIV LIC SOFTWARE MAINT			MN116547	05/15/2016			100.00
001	DANCEL MULTIMEDIA Account Number 001-092-698 001-092-698	161850	06/07/2016	05/24/2016			306.35	
	Description JUN 2016 WEBSITE HOSTING			Invoice # 1086	Date 05/23/2016	P.O.	Amount	250.00
	SSL SECURITY CERTIFICATE			1089	05/24/2016			56.35
001	GLOBALSTAR Account Number 001-092-605	161864	06/07/2016	05/31/2016			53.32	
	Description MONTHLY SERVICE			Invoice # 0007345521	Date 05/16/2016	P.O.	Amount	53.32

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	INFORMATION TECHNOLOGY SERVICE Account Number 001-100-640	161865	06/07/2016	05/31/2016			224.00	
		Description MAY 2016		Invoice # 0090048272	Date 05/31/2016	P.O.	Amount	224.00
001	DONNIE L BENNETT Account Number 001-170-559	161875	06/07/2016	06/01/2016			200.00	
		Description REPL GLASSES: WORK INCIDENT		Invoice # 05162016	Date 05/16/2016	P.O.	Amount	200.00
001	JOSHUA HILL Account Number 001-161-681	161876	06/07/2016	06/01/2016			72.00	
		Description PER DIEM: ROPE RESCUE II		Invoice # 06132016	Date 05/16/2016	P.O.	Amount	72.00
001	MARK ROS Account Number 001-161-681	161877	06/07/2016	06/01/2016			72.00	
		Description TRAVEL REIMB:FF INTERVENTION		Invoice # 05132016	Date 05/18/2016	P.O.	Amount	72.00
001	CINDY RUSSELL Account Number 001-040-681 001-040-681 001-040-681	161878	06/07/2016	06/01/2016			303.29	
		Description HOTEL-PEARL: CLERK TRNG PER DIEM: CLERK TRNG MILEAGE: 177 @ .19		Invoice # 05132016 05132016 05132016	Date 05/17/2016 05/17/2016 05/17/2016	P.O.	Amount	178.00 91.66 33.63
001	CAN'T MISS EMBROIDERY Account Number 001-100-535	161879	06/07/2016	06/01/2016			129.90	
		Description POLO SHIRTS EMBROID(5): PD		Invoice # 17650	Date 05/17/2016	P.O.	Amount	129.90
001	CLYDE C SCOTT INSURANCE AGENCY INC Account Number 001-092-625	161882	06/07/2016	06/01/2016			5,000.00	
		Description SURETY BOND RENEWAL		Invoice # 19914	Date 05/19/2016	P.O.	Amount	5,000.00
001	BANCORPSOUTH INSURANCE SERVS INC Account Number 001-092-625	161883	06/07/2016	06/01/2016			150.00	
		Description PUBLIC OFFICIAL BOND:YANCEY		Invoice # 142390	Date 05/16/2016	P.O.	Amount	150.00
001	DIRECTV LLC Account Number 001-161-698 001-161-698	161884	06/07/2016	06/01/2016			259.60	
		Description WEST STN: 022727663 (JUN) WEST STN: 022727663 (JUL)		Invoice # 2 8525409358 2 8525409358	Date 06/02/2016 06/02/2016	P.O.	Amount	132.30 127.30
001	FUELMAN OF MS Account Number 001-090-525 001-100-525 001-161-525 001-170-525 001-205-525	161885	06/07/2016	06/01/2016			2,552.53	
		Description UNL FUEL UNL FUEL UNL & DSL FUEL UNL & DSL FUEL UNL & DSL FUEL		Invoice # NP47436972 NP47436972 NP47436972 NP47436972 NP47436972	Date 05/16/2016 05/16/2016 05/16/2016 05/16/2016 05/16/2016	P.O.	Amount	89.58 1,819.13 429.43 138.22 76.17

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	FUELMAN OF MS	161887	06/07/2016	06/01/2016			2,658.69	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-525	UNL FUEL		NP47477217	05/23/2016			27.67
	001-100-525	UNL FUEL		NP47477217	05/23/2016			2,114.07
	001-161-525	DSL FUEL		NP47477217	05/23/2016			335.98
	001-170-525	UNL & DSL FUEL		NP47477217	05/23/2016			117.47
	001-205-525	UNL FUEL		NP47477217	05/23/2016			63.50
001	FUELMAN OF MS	161888	06/07/2016	06/01/2016			2,556.41	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-525	UNL FUEL		NP47515350	05/30/2016			94.39
	001-092-525	UNL FUEL		NP47515350	05/30/2016			27.05
	001-100-525	UNL FUEL		NP47515350	05/30/2016			1,865.89
	001-161-525	UNL & DSL FUEL		NP47515350	05/30/2016			403.26
	001-170-525	UNL & DSL FUEL		NP47515350	05/30/2016			81.69
	001-205-525	UNL & DSL FUEL		NP47515350	05/30/2016			84.13
001	LLOYD B MARSHALL JR CPA	161890	06/07/2016	06/01/2016			876.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-600	PROGRESS PMT FY 2015		13	06/01/2016			876.00
001	INTERNATIONAL PERSONNEL MANAGEMENT ASSOC	161891	06/07/2016	06/01/2016			393.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-022-682	AGENCY DUES		15483W2Y3R	04/26/2016			393.00
001	JACKSON COUNTY ADULT DETENTION CENTER	161892	06/07/2016	06/01/2016			7,542.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-010-696	APR 2016 ADC CHGS		04302016	05/12/2016			7,542.00
001	PITNEY BOWES PURCHASE POWER	161893	06/07/2016	06/01/2016			621.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-607	POSTAGE METER		20060869	05/20/2016			621.00
001	TARGETSOLUTIONS LEARNING LLC	161894	06/07/2016	06/01/2016			2,285.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-681	ONLINE TRAINING PLATFORM (35)		12930	04/13/2016			840.00
	001-161-681	COURSE BUNDLE (35)		12930	04/13/2016			1,050.00
	001-161-681	MAINTENANCE FEE		12930	04/13/2016			395.00
001	SECURE NETWORKS LLC	161895	06/07/2016	06/01/2016			1,035.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-092-698	PUBLIC WORKS FIREWALL RENEWAL		2748	05/17/2016			350.00
	001-092-698	CITY HALL FIREWALL RENEWAL		2744	05/17/2016			685.00
001	SINGING RIVER E.P.A.	161896	06/07/2016	06/01/2016			711.30	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-631	BROWN FD 95237002		05112016	05/23/2016			328.07
	001-161-631	MARTIN BLUFF FD 58380001		05122016	05/24/2016			205.13
	001-201-629	SIGNAL LIGHTS 17546		05122016	05/24/2016			38.40
	001-092-631	CITY LIMIT SIGN 17546		05122016	05/24/2016			28.62

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
001	SINGING RIVER E.P.A.	161896	06/07/2016	06/01/2016			711.30	(CONTINUED)
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-631	MBLUFF SUB STN	58521002	05122016	05/24/2016			111.08
001	SINGING RIVER E.P.A.	161897	06/07/2016	06/01/2016			1,047.19	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-633	DOLPHIN ST	94987002	05142016	05/25/2016			23.50
	001-201-633	DOLPHIN ST	94988002	05142016	05/25/2016			26.88
	001-201-633	DOLPHIN ST	94989002	05142016	05/25/2016			184.50
	001-201-633	DOLPHIN ST	94990002	05142016	05/25/2016			495.57
	001-201-633	WM PAYNE	100244001	05142016	05/25/2016			135.92
	001-201-633	WM PAYNE	100245001	05142016	05/25/2016			180.82
001	SINGING RIVER E.P.A.	161898	06/07/2016	06/01/2016			8,240.33	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-201-633	STREET LIGHTING	10554	05142016	05/25/2016			4,779.94
	001-201-629	SIGNAL LIGHTS	10554	05142016	05/25/2016			1,192.85
	001-092-631	CITY HALL	10554	05142016	05/25/2016			980.46
	001-170-631	FRAZIER PARK	10554	05142016	05/25/2016			48.36
	001-170-631	SENIOR BLDG	10554	05142016	05/25/2016			505.49
	001-161-631	CENTRAL FD	10554	05142016	05/25/2016			302.63
	001-170-631	CITY PARK	10554	05142016	05/25/2016			136.67
	001-092-631	PUBLIC WORKS	10554	05142016	05/25/2016			269.56
	001-092-631	HWY 90 SIGN	10554	05142016	05/25/2016			24.37
001	SINGING RIVER E.P.A.	161899	06/07/2016	06/01/2016			2,087.35	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-631	POLICE STATION	66298004	05142016	05/25/2016			1,313.49
	001-201-629	SIGNAL LIGHT	89113001	05142016	05/25/2016			54.27
	001-170-631	CITY PARK RESTRMS	89912001	05142016	05/25/2016			256.09
	001-201-633	STREET LIGHTS	90345002	05142016	05/25/2016			294.41
	001-092-631	RECORDS BLDG	90790001	05142016	05/25/2016			136.02
	001-170-631	FRAZIER RESTRMS	98546001	05142016	05/25/2016			33.07
001	SINGING RIVER E.P.A.	161900	06/07/2016	06/01/2016			1,537.02	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-631	SOUTH FD	76008001	05162016	05/26/2016			245.61
	001-170-631	BACOT PARK	10137	05162016	05/26/2016			1,147.76
	001-201-629	SIGNAL LIGHTS	10138	05162016	05/26/2016			143.65
001	CAPITOL RESOURCES LLC	161913	06/07/2016	06/01/2016			2,500.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-001-698	JUN 2016:GOVT RELATION SERVS		6237	06/01/2016			2,500.00
001	CAN'T MISS EMBROIDERY	161914	06/07/2016	06/01/2016			221.88	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-045-500	CITY LOGO(8):CITY HALL STAFF		17644	05/16/2016	160748		60.00
	001-100-559	MEN POLO SHIRTS(3):DISPATCH		17672	05/21/2016	160781		83.94
	001-100-559	LADIES POLO SHIRTS(3)		17672	05/21/2016	160781		77.94

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001	TEAM ONE COMMUNICATIONS, INC	161915	06/07/2016	06/01/2016			170.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-639	RADIO PROGRAM XTS2500 (2)		9080088051	05/18/2016	160780		170.00
001	REYNOLDS WHOLESALE CO.	161916	06/07/2016	06/01/2016			425.95	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-170-559	CS/14 OZ STYROFOAM CUPS		50781	05/13/2016	160776		39.50
	001-170-559	CREAMER CANISTER 8CT CANS		50781	05/13/2016	160776		11.95
	001-170-559	1CS/100CT 38X58 CAN LINERS		50781	05/13/2016	160776		32.95
	001-170-559	ROLL 12"X2,000' FOOD FILM		50781	05/13/2016	160776		14.00
	001-170-559	CAN FOLGERS COFFEE		50781	05/13/2016	160776		13.75
	001-170-559	CS/96 ROLLS HS TISSUE		50780	05/13/2016	160777		38.50
	001-170-559	CS/6 ROLLS VB JUMBO TISSE		50780	05/13/2016	160777		29.50
	001-170-559	CS/12 ROLLS JUMBO JR TISSUE		50780	05/13/2016	160777		25.50
	001-170-559	CS/12 8" BROWN ROLL TOWELS		50780	05/13/2016	160777		23.95
	001-170-559	CS/12 BROWN MF TOWELS		50780	05/13/2016	160777		19.95
	001-170-559	CS/100 CAN LINERS 38X58 (2)		50780	05/13/2016	160777		65.90
	001-170-559	CS/100 CAN LINERS 33X39		50780	05/13/2016	160777		21.95
	001-170-559	1GAL ODO BAN		50780	05/13/2016	160777		12.95
	001-170-559	CS/4 1GAL NABC CLEANER		50780	05/13/2016	160777		43.80
	001-170-559	CS/6 1GAL BLEACH		50780	05/13/2016	160777		10.95
	001-170-559	BX/100 PF LATEX GLOVES (3)		50780	05/13/2016	160777		20.85
001	ACTION PRINTING CENTER INC	161917	06/07/2016	06/01/2016			80.11	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-090-500	ENVELOPES: ECO DEV RTN(1000)		89056	05/25/2016	160787		80.11
001	MS FIRE ACADEMY	161919	06/07/2016	06/01/2016			1,131.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-681	FIRE OFFICER 3E BOOK (2)		24365	05/25/2016	160796		148.00
	001-161-681	NFPA 1041 FIRE INST:EHLERT		24399	05/25/2016	160597		103.00
	001-161-681	NFPA 1041 FIRE INST:GUTHRIE		24399	05/25/2016	160597		103.00
	001-161-681	NFPA 1041 FIRE INST:HERMES		24399	05/25/2016	160597		103.00
	001-161-681	NFPA 1041 FIRE INST:HOCANSON		24399	05/25/2016	160597		103.00
	001-161-681	NFPA 1041 FIRE INST:JONES, T		24399	05/25/2016	160597		103.00
	001-161-681	NFPA 1041 FIRE INST:RAYBORN		24399	05/25/2016	160597		103.00
	001-161-681	FF INTERVENTION RS TECH:ROS		24376	05/25/2016	160584		365.00
001	GULF COAST BUSINESS SUPPLY CO.	161920	06/07/2016	06/01/2016			102.58	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-161-500	RING BINDER IDX DIVIDER (10)		127502	05/18/2016	160783		5.90
	001-161-500	8.5X11 SHEET PROTECTOR (5)		127502	05/18/2016	160783		25.15
	001-092-510	ANTI SOAP REFILL 800ML		127502	05/18/2016	160783		37.95
	001-092-510	CS/16 BROWN MF TOWELS (2)		127502	05/18/2016	160783		33.58
001	PASCAGOULA TIRE & SERVICE INC	161923	06/07/2016	06/01/2016			331.53	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	001-100-638	REPL FS FIREHAWK GT: U #56		68940	06/01/2016	160742		127.27
	001-100-638	REPL FS FIREHAWK GT: U #56		69292	05/31/2016	160811		127.27
	001-100-638	ALIGNMENT: U #56		69292	05/31/2016	160811		69.99

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001	PASCAGOULA TIRE & SERVICE INC Account Number 001-100-638	161923	06/07/2016	06/01/2016			331.53	(CONTINUED)
	Description SUPPLIES: U #56			Invoice # 69292	Date 05/31/2016	P.O. 160811	Amount 7.00	
001	AUTO AIR OF GAUTIER Account Number 001-170-638	161925	06/07/2016	06/01/2016			700.00	
	Description REPAIR TRUCK A/C: RAY			Invoice # 6214	Date 05/26/2016	P.O. 160802	Amount 700.00	
001	SECURE NETWORKS LLC Account Number 001-100-639	161926	06/07/2016	06/01/2016			199.99	
	Description VIEWSONIC 24-IN LED MONITOR			Invoice # 2756	Date 05/31/2016	P.O. 160812	Amount 199.99	
001	STAPLES BUSINESS ADVANTAGE DEPT Account Number	161927	06/07/2016	06/01/2016			669.87	
	001-010-500 001-010-500 001-090-500 001-040-500 001-040-500 001-040-500 001-040-500 001-040-500 001-040-500 001-040-500 001-040-500	ATL Description EXP LETTER FILE FLD 25/PK ROLLERBALL PENS 12/DZ 100/CT BLUE LEGAL FLD (4) 100/BX EXP ENVELOPES 10X13 5/PK 3X5 MEMO BOOKS 12/PK PERF PAD LEGAL JR 5X8 1000/PK #1 SIZE PAPER CLIPS 18/CT POST IT POP NOTES 3X3 CS COPY PAPER 8.5X11 (10) RM PASTEL PAPER 8.5X11 (10)		Invoice # 330285715 330285715 3301616203 3301905822 3302085714 3302085714 3302085714 3302085714 3302085714 3302085714 3302085714	Date 05/08/2016 05/08/2016 05/04/2016 05/07/2016 05/08/2016 05/08/2016 05/08/2016 05/08/2016 05/08/2016 05/08/2016 05/08/2016	P.O. 160758 160758 160745 160759 160759 160759 160759 160759 160759 160759 160759	Amount 43.29 6.13 58.16 114.29 .62 2.99 2.07 26.72 371.40 44.20	
001	MINGLEDORFF'S INC Account Number 001-205-560 001-205-560	161930	06/07/2016	06/01/2016			81.24	
	Description AIR FILTER FG 20X20X1 (36) AIR FILTER FG 12X24X1 (12)			Invoice # 6355545-00 6355545-00	Date 05/18/2016 05/18/2016	P.O. 160789 160789	Amount 61.92 19.32	
001	GRAFIX SHOPPE Account Number 001-100-638 001-100-638	161932	06/07/2016	06/01/2016			500.51	
	Description REFL GRAPHICS: PD VAN 16004 SHIPPING			Invoice # 107842 107842	Date 05/24/2016 05/24/2016	P.O. 160794 160794	Amount 480.00 20.51	
001	PUBLIC SAFETY ACADEMICS AND CONSULTING Account Number 001-100-681	161933	06/07/2016	06/01/2016			300.00	
	Description BEHIND THE BADGE: SAWYER,D			Invoice # 454	Date 05/13/2015	P.O. 160793	Amount 300.00	
001	ANGELA BARNES Account Number 001-100-681 001-100-681	161935	06/07/2016	06/01/2016			790.00	
	Description IAED TELECOMM CRS:PRICE,D IAED TELECOMM CRS:PATRICK,A			Invoice # 16-0808 16-0808	Date 06/01/2016 06/01/2016	P.O. 160785	Amount 395.00 395.00	
001	MATTRESS BY APPOINTMENT GAUTIER Account Number 001-161-799 001-161-799	161937	06/07/2016	06/01/2016			2,339.55	
	Description TWIN XL MATTRESS (9) TWIN MATTRESS PROTECTORS (9)			Invoice # 1001 1001	Date 05/30/2016 05/30/2016	P.O. 160769 160769	Amount 1,890.00 449.55	
001	SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS Account Number 001-161-681 001-161-681	161938	06/07/2016	06/01/2016			833.00	
	Description SEAFIC ANNUAL CONF:JONES,R SEAFIC ANNUAL CONF:MCCOY			Invoice # 000059 000059	Date 05/31/2016 05/31/2016	P.O. 160820 160820	Amount 250.00 250.00	

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001	SOUTHEASTERN ASSOCIATION OF FIRE CHIEFS	161938	06/07/2016	06/01/2016			833.00	(CONTINUED)	
	Account Number		Description	Invoice #	Date	P.O.	Amount		
	001-161-681		SEAFB ANNUAL CONF: COCHRAN	000059	05/31/2016	160820		300.00	
	001-161-681		PRE-REG/SHUCKER'S GAME (3)	000059	05/31/2016	160820		33.00	
001	OCCUPATIONAL HEALTH CENTER INC	161939	06/07/2016	06/01/2016			95.00		
	Account Number		Description	Invoice #	Date	P.O.	Amount		
	001-022-604		PRE-EMP PHYSICAL: ALEXANDER	94692	05/24/2016	160782		65.00	
	001-022-604		PRE-EMP DRUG SCREEN: ALEXANDER	94692	05/24/2016	160782		30.00	
001	ECONOMY BOOTS SALES & SERVICE	161940	06/07/2016	06/01/2016			200.00		
	Account Number		Description	Invoice #	Date	P.O.	Amount		
	001-161-535		SZ THOROGOOD BOOTS: ANSEMAN	39069	04/27/2016	160720		100.00	
	001-161-535		SZ THOROGOOD BOOTS: STOCKMAN	39068	04/29/2016	160720		100.00	
001	AUDIOWAVE INC	161941	06/07/2016	06/01/2016			110.00		
	Account Number		Description	Invoice #	Date	P.O.	Amount		
	001-100-639		REPR LIGHTBAR: U #14405	A 45718	05/04/2016	160772		100.00	
	001-100-639		SHOP SUPPLIES	A 45718	05/04/2016	160772		10.00	
FUND TOTAL	1 Claims	to	Checks	54 Total	58,034.18	Manual	Held	Total	58,034.18

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
020	FLOORE INDUSTRIAL CONTRACTORS Account Number 020-201-750	161912	06/07/2016	06/01/2016			151,030.39	
		Description		Invoice #	Date	P.O.	Amount	
		ALLEN ROAD 24.72%		05262016	06/01/2016		151,030.39	151,030.39
FUND TOTAL	20 Claims to	Checks	1 Total	151,030.39	Manual		Held	Total 151,030.39

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
030	TWIN L CONSTRUCTION INC Account Number 030-355-721	161911	06/07/2016	06/01/2016			25,412.50	
					Description SCHOOLHOUSE: STABILIZATION	Invoice # 05052016	Date 05/11/2016	P.O. 25,412.50
FUND TOTAL	30 Claims to	Checks	1 Total	25,412.50	Manual	Held	Total	25,412.50

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Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
130	BATSON & BROWN, INC Account Number 130-130-770	161909	06/07/2016	06/01/2016			2,529.25	
					Invoice #	Date		
					45705MAY16	05/19/2016		2,529.25
FUND TOTAL	130 Claims	to	Checks	1 Total	2,529.25 Manual		Held	Total 2,529.25

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved	
157	MID SOUTH UNIFORM & SUPPLY, INC.	161918	06/07/2016	06/01/2016			1,398.98		
	Account Number		Description	Invoice #	Date	P.O.	Amount		
	157-100-799		OUTER CARRIER W/PKT (2)	547196	05/23/2016	160605	310.00		
	157-100-799		ARMORSKIN CARRIER NAVY (6)	547196	05/23/2016	160605	517.74		
	157-100-799		SS ARMORSKIN BS SHIRT (8)	547196	05/23/2016	160605	370.00		
	157-100-799		SGT CHEVRON (2)	547196	05/23/2016	160605	5.82		
	157-100-799		PATCH (20)	547196	05/23/2016	160605	20.00		
	157-100-799		ARMORSKIN CARRIER NAVY	547196	05/23/2016	160605	89.17		
	157-100-799		ARMORSKIN CARRIER NAVY	547196	05/23/2016	160605	86.25		
FUND TOTAL	157 Claims	to	Checks	1 Total	1,398.98	Manual	Held	Total	1,398.98

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
160	ORR SAFETY CORPORATION	161934	06/07/2016	06/01/2016			2,646.86	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	160-161-799	BLK NOMEX HOOD (26)		INV3558468	03/01/2016	160365	847.34	
	160-161-799	SHIPPING		INV3558468	03/01/2016	160365	18.10	
	160-161-799	FF GLOVE PHOENIX (21)		INV3564242	03/07/2016	160365	1,764.00	
	160-161-799	SHIPPING		INV3564242	03/07/2016	160365	17.42	
FUND TOTAL	160 Claims	to	Checks	1 Total	2,646.86	Manual	Held	Total 2,646.86

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
171	BROWN MITCHELL & ALEXANDER INC	161902	06/07/2016	06/01/2016			6,403.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	171-176-779	CIVIL SITE DESIGN		21400	05/10/2016			3,295.00
	171-176-779	STRUCTURAL DESIGN		21400	05/10/2016			2,785.00
	171-176-779	COORD STRUCTURE RELOCATION		21400	05/10/2016			323.00
171	GOLDIN METALS, INC.	161921	06/07/2016	06/01/2016			439.50	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	171-021-779	PANEL GP 38X14 (42)		572299	05/04/2016	160701		45.78
	171-021-779	PANEL GP 38X12 (60)		572299	05/04/2016	160701		65.40
	171-021-779	PANEL GP 38X8 (32)		572299	05/04/2016	160701		34.88
	171-021-779	#17 ENDWALL FLASHING (20)		572299	05/04/2016	160701		25.80
	171-021-779	#09 EAVE FLASHING (90)		572299	05/04/2016	160701		116.10
	171-021-779	#01 RIDGE CAP (60)		572299	05/04/2016	160701		89.40
	171-021-779	CLOSURE GP - OUTSIDE (6)		572299	05/04/2016	160701		7.14
	171-021-779	METAL ROOF PACKAGING		572299	05/04/2016	160701		15.00
	171-021-779	SCREW - WOODZAC 1 1/2 (250)		572299	05/04/2016	160701		40.00
171	TREETOP PRODUCTS INC	161936	06/07/2016	06/01/2016			4,379.94	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	171-176-779	MESSAGE BOARD (6)		IC00000936	05/16/2016	160661		4,043.10
	171-176-779	SHIPPING: TIDELANDS GRANT		IC00000936	05/16/2016	160661		336.84
FUND TOTAL 171 Claims	to	Checks	3 Total	11,222.44	Manual	Held	Total	11,222.44

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
172	JACKSON-GEORGE REGIONAL LIBRARY Account Number 172-350-650	161866	06/07/2016	05/31/2016			3,393.94	
					Invoice # MAY 2016	Date 05/20/2016		
						P.O.		
								3,393.94
FUND TOTAL	172 Claims	to	Checks	1 Total	3,393.94 Manual	Held	Total	3,393.94

Release date from 06/07/2016 thru 06/07/2016

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
175	TWIN L CONSTRUCTION INC Account Number 175-170-720	161910	06/07/2016	06/01/2016			32,213.55	
		Description		Invoice #	Date	P.O.	Amount	
		TRAIL IMPROVEMENTS		05272016	06/01/2016			32,213.55
175	BAYOU CONCRETE, LLC Account Number 175-170-720 175-170-720	161924	06/07/2016	06/01/2016			678.00	
		Description		Invoice #	Date	P.O.	Amount	
		3000 PSI CONCRETE (6)		126461	05/13/2016	160771		648.00
		FIBER (6): TRAILS GRANT		126461	05/13/2016	160771		30.00
175	HOME TOWN LUMBER & SUPPLY, INC Account Number 175-170-720 175-170-720	161931	06/07/2016	06/01/2016			181.90	
		Description		Invoice #	Date	P.O.	Amount	
		1/2X4 GLV SCREWS (60)		65097	05/27/2016	160806		101.40
		16D HOT GALV COMMON 1LB/BX		65097	05/27/2016	160806		80.50
FUND TOTAL 175 Claims to		Checks	3 Total	33,073.45	Manual	Held	Total	33,073.45

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved	
176	AD2 INC	161776	06/07/2016	05/16/2016			151.50		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	176-170-699	HOSTING FEE MAY 2016		2879	05/16/2016		36.50		
	176-170-699	SHOPPING CART FEE MAY 2016		2879	05/16/2016		115.00		
176	AT&T	161844	06/07/2016	05/23/2016			218.88		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	176-170-605	MONTHLY SERVICE		2284972244	05/14/2016		218.88		
176	AT&T	161845	06/07/2016	05/23/2016			237.28		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	176-170-605	MAY 2016 DSL		2284970676	05/14/2016		110.00		
	176-170-605	MONTHLY SERVICE		2284970676	05/14/2016		127.28		
176	FUELMAN OF MS	161886	06/07/2016	06/01/2016			8.84		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	176-170-525	UNL FUEL		NP47436972	05/16/2016		8.84		
176	FUELMAN OF MS	161889	06/07/2016	06/01/2016			62.78		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	176-170-525	UNL FUEL		NP47515350	05/30/2016		62.78		
176	SINGING RIVER E.P.A.	161901	06/07/2016	06/01/2016			1,478.50		
	Account Number	Description		Invoice #	Date	P.O.	Amount		
	176-170-631	PARK FACILITIES	76854002	05162016	05/26/2016		1,430.52		
	176-170-631	HOUSE	76855002	05162016	05/26/2016		47.98		
FUND TOTAL	176 Claims	to	Checks	6 Total	2,157.78	Manual	Held	Total	2,157.78

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	AT&T	161777	06/07/2016	05/16/2016			60.86	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-605	MONTHLY SERVICE		2284972276	05/06/2016			60.86
400	CITY OF GAUTIER	161778	06/07/2016	05/17/2016			43,427.11	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-680-821	ST LNS #3 90/57 SWR		05092016	05/13/2016			7,877.45
	400-680-822	ST LNS #4 90/57 WTR		05092016	05/13/2016			10,948.67
	400-680-822	ST LNS #4 90/57 SWR		05092016	05/13/2016			9,019.22
	400-680-823	ST LNS #5 ALLEN RD		05092016	05/13/2016			2,149.95
	400-680-824	ST LNS #6 OLD SPAN TR		05092016	05/13/2016			3,765.83
	400-680-825	ST LNS #7 OLD SPAN TR		05092016	05/13/2016			9,665.99
400	AT&T	161846	06/07/2016	05/23/2016			84.39	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-605	MONTHLY SERVICE		2284974594	05/14/2016			84.39
400	IRBY'S ANSWERING SERVICE	161847	06/07/2016	05/23/2016			451.48	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	SERVICE 5/18/16 - 06/14/16		277-051816	05/18/2016			451.48
400	DELTA COMPUTER SYSTEMS INC	161849	06/07/2016	05/23/2016			360.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	UTILITY SOFTWARE MAINT		MN116548	05/15/2016			300.00
	400-650-698	WORK ORDER SOFTWARE MAINT		MN116548	05/15/2016			60.00
400	AT&T	161853	06/07/2016	05/26/2016			108.39	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-605	MONTHLY SERVICE		2284975234	05/14/2016			108.39
400	CABLE ONE INC	161854	06/07/2016	05/27/2016			87.17	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-698	MAY 2016: #107663106		05162016	05/23/2016			87.17
400	REGIONS BANK	161874	06/07/2016	06/01/2016			196,453.13	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-680-818	PRN PMT: MDB BOND S2013		5703	05/24/2016			130,000.00
	400-680-819	INT PMT: MDB BOND S2013		5703	05/24/2016			66,453.13
400	SOUTHERN PEST CONTROL INC	161880	06/07/2016	06/01/2016			75.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-586	PUBLIC WORKS BLDG: FLEA TRMT		304119	05/26/2016			75.00
400	COAST CHLORINATOR & PUMP CO., INC.	161881	06/07/2016	06/01/2016			30.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	DPD 1A FREE CHLORINE REG (2)		64441	05/09/2016			15.00
	400-651-581	DPD 1B FREE CHLORINE REG (2)		64441	05/09/2016			15.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	2012 GUD BONDS DEBT SERVICE	161903	06/07/2016	06/01/2016			117,050.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-680-816	JUN 2016 PRN PMT		06012016	05/31/2016			109,166.67
	400-680-817	JUN 2016 PRN PMT		06012016	05/31/2016			7,883.33
400	ARISTA INFORMATION SYSTEMS INC	161904	06/07/2016	06/01/2016			4,154.85	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-650-698	APR 2016 STATEMENTS		21141	05/12/2016			1,154.85
	400-650-698	APR 2016 POSTAGE		1425201605	05/12/2016			3,000.00
400	SINGING RIVER E.P.A.	161905	06/07/2016	06/01/2016			3,321.08	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STNS 89627001		05122016	05/24/2016			65.70
	400-651-631	LIFT STNS 89702001		05122016	05/24/2016			23.50
	400-651-631	LIFT STNS 17881		05122016	05/24/2016			2,046.30
	400-651-631	WATER WELLS 17881		05122016	05/24/2016			1,185.58
400	SINGING RIVER E.P.A.	161906	06/07/2016	06/01/2016			2,742.24	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STATIONS 20649		05112016	05/23/2016			855.53
	400-651-631	LIFT STATIONS 28779		05112016	05/23/2016			405.60
	400-651-631	SCHOONER WELL 20688		05092016	05/19/2016			1,305.40
	400-651-631	LIFT STATIONS 20688		05092016	05/19/2016			175.71
400	SINGING RIVER E.P.A.	161907	06/07/2016	06/01/2016			7,799.65	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STATIONS 17882		05142016	05/25/2016			2,290.50
	400-651-631	WATER WELLS 17882		05142016	05/25/2016			3,418.24
	400-651-631	CITY HALL SOUTH 17882		05142016	05/25/2016			1,859.37
	400-651-631	IONIZATION PLANT 99216002		05142016	05/25/2016			231.54
400	SINGING RIVER E.P.A.	161908	06/07/2016	06/01/2016			3,156.02	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-631	LIFT STNS 17875		05162016	05/26/2016			215.73
	400-651-631	LIFT STNS 17884		05162016	05/26/2016			1,491.20
	400-651-631	LIFT STNS 17883		05162016	05/26/2016			1,449.09
400	COAST BATTERY SPECIALIST, INC.	161922	06/07/2016	06/01/2016			120.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	12V 5 AHR BATT (10): WELLS		49543	05/26/2016	160791		120.00
400	STAPLES BUSINESS ADVANTAGE DEPT	ATL 161928	06/07/2016	06/01/2016			298.85	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-559	4/PK HP 950/951 INK (3)		3302085716	05/08/2016	160760		290.97
	400-651-559	6/PK CORRECTION TAPE (2)		3302085716	05/08/2016	160760		7.88
400	VELLANO BROS INC	161929	06/07/2016	06/01/2016			4,433.20	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-583	26-1/4" SEWER LID ONLY(20)		S206827001	06/06/2016	160669		3,060.00
	400-651-583	SHIPPING		S206827001	06/06/2016	160669		240.00

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
400	VELLANO BROS INC	161929	06/07/2016	06/01/2016			4,433.20	(CONTINUED)
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-581	T-BOLT & NUT 3/4X4-1/2 (30)		S206495602	06/05/2016	160533	64.20	
	400-651-581	METER LOCKS #4 (100)		S206919301	06/05/2016	160687	376.00	
	400-651-581	BACKFLOW PREVENTER 1X3/4 (10)		S206919301	06/05/2016	160687	285.00	
	400-651-581	3/4 RUBBER WASHER (100)		S207181801	06/18/2016	160774	9.00	
	400-651-581	GREEN POST MARKER (10)		S207181801	06/18/2016	160774	199.50	
	400-651-581	BLUE POST MARKER (10)		S207181801	06/18/2016	160774	199.50	
400	J H WRIGHT & ASSOCIATES, INC.	161942	06/07/2016	06/01/2016			725.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	400-651-584	MISSION TRANSDUCER: LS #35		392337	05/27/2016	160816	725.00	
FUND TOTAL 400 Claims	to	Checks	20 Total	384,938.42	Manual	Held	Total	384,938.42

Release date from 06/07/2016 thru 06/07/2016

Fund	Name of Claimant	Trans #	Release Date	Claim Date	Claim Number	Check Number	Claim Amount	Approved/Disapproved
409	GOODWYN, MILLS & CAWOOD INC	161722	06/07/2016	05/18/2016			24,200.00	
	Account Number	Description		Invoice #	Date	P.O.	Amount	
	409-223-601	PROJECT MANAGEMENT		EM OB15100112	05/03/2016		300.00	
	409-223-601	ASSESS PETROLEUM SITES (3)		EM OB15100112	05/03/2016		22,400.00	
	409-223-601	ASSESS HAZARDOUS SITES (1)		EM OB15100112	05/03/2016		1,500.00	
FUND TOTAL 409	Claims	to	Checks	1 Total	24,200.00	Manual	Held	Total 24,200.00

SUMMARY OF ALL FUNDS

FUND 1	Claims	to	Checks	54 Total	58,034.18	Manual	Held	Total	58,034.18
FUND 20	Claims	to	Checks	1 Total	151,030.39	Manual	Held	Total	151,030.39
FUND 30	Claims	to	Checks	1 Total	25,412.50	Manual	Held	Total	25,412.50
FUND 130	Claims	to	Checks	1 Total	2,529.25	Manual	Held	Total	2,529.25
FUND 157	Claims	to	Checks	1 Total	1,398.98	Manual	Held	Total	1,398.98
FUND 160	Claims	to	Checks	1 Total	2,646.86	Manual	Held	Total	2,646.86
FUND 171	Claims	to	Checks	3 Total	11,222.44	Manual	Held	Total	11,222.44
FUND 172	Claims	to	Checks	1 Total	3,393.94	Manual	Held	Total	3,393.94
FUND 175	Claims	to	Checks	3 Total	33,073.45	Manual	Held	Total	33,073.45
FUND 176	Claims	to	Checks	6 Total	2,157.78	Manual	Held	Total	2,157.78
FUND 400	Claims	to	Checks	20 Total	384,938.42	Manual	Held	Total	384,938.42
FUND 409	Claims	to	Checks	1 Total	24,200.00	Manual	Held	Total	24,200.00
Total for all Funds			Checks	93 Total	700,038.19	Manual	Held	Total	700,038.19

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 127-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that Consent Agenda Items 1-9 are hereby approved.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin** seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**        **Gordon Gollott**  
                  **Mary Martin**  
                  **Johnny Jones**  
                  **Hurley Ray Guillotte**  
                  **Casey Vaughan**  
                  **Rusty Anderson**  
                  **Adam Colledge**

**NAYS:**        **None**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 128-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that eighteen (18) Taser cameras are hereby declared surplus and authorized to be removed from Police Department inventory.

Taser Camera Serial Numbers

V08-003274	V07-064019	V08-003309
V07-064027	V08-003283	V07-064017
V07-064045	V08-003286	V08-003294
V08-003291	V07-064033	V07-064032
V08-003287	V07-064035	V08-003292
V07-064022	V07-003289	V07-064009

**IT IS FURTHER ORDERED** that the inventory is of no value to the City of Gautier.

**IT IS FURTHER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin** seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**       **Gordon Gollott**  
                  **Mary Martin**  
                  **Johnny Jones**  
                  **Hurley Ray Guillotte**  
                  **Casey Vaughan**  
                  **Rusty Anderson**  
                  **Adam Colledge**

**NAYS:**       **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Paula Yancy, City Manager  
**From:** Danny Selover, Police Captain *(Signature)*  
**Through:** Cindy Russell, City Clerk  
**Date:** May 12, 2016  
**Subject:** Surplus Inventory

---

**REQUEST:**

City Council authorization is requested for the City to remove eighteen (18) Taser cameras from the Police Departments Inventory and be declared surplus.

**BACKGROUND:**

These cameras were purchased years ago along with the Taser. They have since been replaced with standard batteries.

**DISCUSSION:**

The Taser cameras are broken and are no longer useful to the Police Department.

**RECOMMENDATION:**

I, Captain Danny Selover recommend the City Council authorize the removal of these cameras from the Police Department Inventory and to be declared surplus.

**ATTACHMENTS:**

Photograph of property.

List of camera serial numbers

TASER CAMS SERIAL NUMBER

V08-003274  
V07-064019  
V08-003309  
V07-064027  
V08-003283  
V07-064017  
V07-064045  
V08-003286  
V08-003294  
V08-003291  
V07-064033  
V07-064032  
V08-003287  
V07-064035  
V08-003292  
V07-064022  
V08-003289  
V07-064009



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**RESOLUTION NUMBER 013-2016**

**RESOLUTION APPOINTING MISSISSIPPI MUNICIPAL LEAGUE 2016 VOTING DELEGATES FOR THE CITY OF GAUTIER**

**WHEREAS**, the Mississippi Municipal League amended the bylaws of the association to provide for a ballot election, to be conducted by the officers of the Mississippi Municipal Clerks and Collectors Association, to be held each year at the summer convention, to elect a second vice president and to vote on any proposed bylaw changes; and

**WHEREAS**, the amended bylaws require the governing authority board (Alderman, City Council, City Commission) to designate in its minutes the voting delegate and two alternates to cast the vote for each member municipality.

**NOW, THEREFORE, BE IT RESOLVED BY THE Mayor and Members of the Council of the CITY OF GAUTIER.**

In accordance with the bylaws of the Mississippi Municipal League, the voting delegate(s) for the 2016 Mississippi Municipal League election to be held at the annual convention on June 27-June 29, 2016 are as follows:

**Voting Delegate:     Gordon Gollott, Mayor**  
**First Alternate:     Mary Martin, Councilwoman At Large**  
**Second Alternate:   Rusty Anderson, Councilman Ward 4**

That public interest and necessity requiring same, this Resolution shall become effective upon passage.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by **Councilwoman Martin**, seconded by **Councilman Vaughan**, and was adopted by the following vote, to-wit:

**AYES:             Gordon Gollott**  
**Mary Martin**  
**Johnny Jones**  
**Hurley Ray Guillotte**  
**Casey Vaughan**  
**Rusty Anderson**  
**Adam Colledge**

**NAYS:             None**

(SEAL)

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED:**

\_\_\_\_\_  
**MAYOR**

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Paula Yancey, Interim City Manager  
**From:** Cindy Russell, City Clerk  
**Date:** May 24, 2016  
**Subject:** Resolution Appointing Mississippi Municipal League 2016 Voting Delegates

---

**REQUEST:**

The City Clerk Department requests City Council approval of a resolution appointing Mississippi Municipal League 2016 voting delegates for the City of Gautier.

**BACKGROUND:**

The Mississippi Municipal League amended the bylaws of the association to provide for a ballot election, to be conducted by the officers of the Mississippi Municipal Clerks and Collectors Association, to be held each year at the summer convention, to elect a second Vice President and to vote on any proposed by-law changes.

**DISCUSSION:**

On Tuesday, June 28<sup>th</sup> at the MML Annual Conference, an election will be held to select the MML 2<sup>nd</sup> Vice President. Each city in good standing must identify a voting delegate along with two alternates. The voting delegate will vote the will of their City in voting for the MML 2<sup>nd</sup> Vice President at the MML Annual Conference. A list of qualifying candidates will be provided to the nominated delegates. In accordance with the bylaws of the Mississippi Municipal League, the voting delegate(s) for the 2016 Mississippi Municipal League election to be held at the annual conference on June 27<sup>th</sup> – June 29<sup>th</sup>, 2016 are as follows:

- Voting Delegate: Gordon Gollott, Mayor
- 1<sup>st</sup>. Alternate: Mary Martin, Councilwoman At Large
- 2<sup>nd</sup> Alternate: Rusty Anderson, Councilman Ward 4

**RECOMMENDATION:**

Based on the voting delegates selected, Staff's recommendation the City Council approve the resolution appointing Mississippi Municipal League 2016 Voting Delegates.

**ATTACHMENT(S):**

Resolution



PRESIDENT, MAYOR JIMMY COCKROFT, KOSCIUSKO  
FIRST VICE PRESIDENT, MAYOR TIM WALDRUP, ELLISVILLE • SECOND VICE PRESIDENT, MAYOR MERLIN RICHARDSON, ANGUILLA

SHARI T. VEAZEY, EXECUTIVE DIRECTOR

## ATTENTION CITY CLERK

### MML 2016 Election of President & 2<sup>nd</sup> Vice President Voting Delegate/Alternates Information

On Tuesday, June 28, 2016, at the MML Annual Conference, an election will be held to select the MML President & 2<sup>nd</sup> Vice President. Each member city in good standing (dues are paid in full by May 15, 2016) must identify a voting delegate, along with two alternates. **The list of qualifying candidates is attached.**

**To participate in the election, the MML must receive this completed form by June 17, 2016.**

**Important:** All voting delegates & alternates must text the keyword **MMLvote2016** to **95577** in order to qualify as a delegate. Voting delegates will be updated on the status of the election by text message.

City/Town of Gautier

**PLEASE PRINT:**

Voting Delegate Name/Title: Mayor Gordon Colloft  
Cell Phone Number: 228-238-2691

First Alternate Name/Title: Councilwoman-at-large Mary Martin  
Cell Phone Number: 228-217-2792

Second Alternate Name/Title: Councilman Rusty Anderson  
Cell Phone Number: 228-218-9483

**Return by Mail or Fax to:  
The Mississippi Municipal League  
600 E. Amite Street, Ste. 104  
Jackson, Mississippi 39201  
OR  
FAX: (601) 353-6980**

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800.325.7641

Fax 601.353.6980

[www.mmlonline.com](http://www.mmlonline.com)

**PRESIDENT**

Mayor Jimmy Cockroft  
*Kosciusko*

**FIRST VICE PRESIDENT**

Mayor Tim Waldrup  
*Ellisville*

**SECOND VICE PRESIDENT**

Mayor Merlin Richardson  
*Anguilla*

**EXECUTIVE DIRECTOR**

Shari T. Veazey

## **Candidates for President – Southern District**

Mayor Jimmy Clyde, Magee

Mayor Connie M. Moran, Ocean Springs

Mayor Whitney Rawlings, McComb

## **Candidates for 2<sup>nd</sup> Vice-President – Northern District**

Mayor H. Glen Barlow, French Camp

Mayor Chuck Cariker, Tunica

Mayor Dale Fortenberry, Farmington

RESOLUTION

RESOLUTION APPOINTING  
MISSISSIPPI MUNICIPAL LEAGUE  
2016 VOTING DELEGATES  
FOR THE CITY/TOWN OF \_\_\_\_\_

WHEREAS, the Mississippi Municipal League amended the bylaws of the association to provide for a ballot election, to be conducted by the officers of the Mississippi Municipal Clerks and Collectors Association, to be held each year at the summer convention, to elect a second vice president and to vote on any proposed bylaw changes; and

WHEREAS, the amended bylaws require the governing authority board (Alderman, City Council, City Commission) to designate in its minutes the voting delegate and two alternates to cast the vote for each member municipality.

NOW, THEREFORE, BE IT RESOLVED BY THE (Governing Authority Board) OF THE CITY/TOWN OF \_\_\_\_\_

In accordance with the bylaws of the Mississippi Municipal League, the voting delegate(s) for the 2016 Mississippi Municipal League election to be held at the annual convention on June 27-June 29, 2016 are as follows:

- Voting Delegate: (Name and title)
- First Alternate: (Name and title)
- Second Alternate: (Name and title)

That public interest and necessity requiring same, this Resolution shall become effective upon passage.

The above and foregoing Resolution, after having been first reduced to writing, was introduced by \_\_\_\_\_, seconded by \_\_\_\_\_, and was adopted by the following vote, to-wit:

YEAS:                      NAYS:

The President thereby declared the motion carried and the Resolution adopted, this the (day, month, and year).

(S E A L)

ATTEST:                      ADOPTED:

\_\_\_\_\_  
CLERK OF COUNCIL

\_\_\_\_\_  
PRESIDENT

The above and foregoing Resolution having been submitted to and approved by the Mayor, this the (day, month and year).

ATTEST:                      APPROVED:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 129-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the revised Inter-local Agreement for the creation of a Multi-Agency Narcotics and Interdiction Enforcement Team for the enforcement of the uniform controlled substances laws and to combat smuggling activities in the Cities of Gautier, Moss Point, Ocean Springs, Pascagoula and in the County of Jackson, Mississippi; and for related purposes is hereby authorized.

**IT IS FURTHER ORDERED** that this agreement shall be in effect for a period of two (2) years commencing the 1<sup>st</sup> of July, 2016, and ending on the 1<sup>st</sup> day of July, 2018. This agreement shall be automatically renewed annually thereafter unless three or more of the parties hereto give written notice of their intent to withdraw for the Agreement. Such written notice must be presented to the respective governing authorities not less than thirty (30) days prior to the anniversary date of this agreement.

**IT IS FURTHER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**TO: Paula Yancey  
Interim City Manager**

**FROM: Dante Elbin  
Chief of Police**

**DATE: May 12, 2016**

**SUBJECT: Renewal Contract for Inter-local Agreement with Multi-Agency Narcotics  
Enforcement Team**

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**REQUEST:**

City Council authorization is requested to renew the Gautier Police Department's Inter-local Agreement between Pascagoula, Moss Point, Ocean Springs Police Department and the Jackson County Sheriff's Department for our Multi-Agency Narcotics Enforcement Team.

**BACKGROUND:**

The Gautier Police Department, along with Pascagoula Police, Ocean Springs Police, Moss Point Police and the Jackson County Sheriff's Department, joined forces to create a Multi-Agency Narcotics Enforcement Team. The team was established in order to promote cooperation among the agencies to effect more comprehensive enforcement of the Uniform Controlled Substances Law, as well as targeting drug trafficking organizations and to provide interdiction enforcement in municipalities.

**DISCUSSION:**

This agreement is to be renewed every (2) two years unless two or more of the parties wish to withdraw. The agreement will expire July 1, 2018.

**RECOMMENDATION:**

The City Council approve the renewal of the attached Inter-Local Agreement.

**ATTACHMENTS:**

Inter-Local Agreement

**REVISED INTER-LOCAL AGREEMENT FOR THE CREATION OF A  
MULTI-AGENCY NARCOTICS AND INTERDICTION ENFORCEMENT  
TEAM FOR THE ENFORCEMENT OF THE UNIFORM CONTROLLED  
SUBSTANCES LAWS AND TO COMBAT SMUGGLING ACTIVITIES IN  
THE CITIES OF GAUTIER, MOSS POINT, OCEAN SPRINGS,  
PASCAGOULA AND IN THE COUNTY OF JACKSON, MISSISSIPPI;  
AND FOR RELATED PURPOSES**

WHEREAS, the South Mississippi Metropolitan Enforcement Team, was created pursuant to an Inter-local Agreement entered by and among the cities of Gautier, Moss Point, Pascagoula and their respective Law Enforcement Agencies, which Agreement went into effect in December, 2013; and

WHEREAS, a Revised Inter-local Agreement was entered into in June of 2014 for the purposes of adding the City of Ocean Springs and Jackson County, Mississippi, to the Inter-local Agreement; and

WHEREAS, the governing authorities of the aforesaid cities and county are interested in expanding the scope of the Inter-local Agreement to include interdiction to combat smuggling activities along major corridors, such as weapons, human trafficking, drugs and/or other, to collect and share intelligence, and to deter criminal activities in the jurisdictions of the participating cities and county; and

**NOW, THEREFORE, THE CITIES OF GAUTIER, MOSS POINT, OCEAN SPRINGS, PASCAGOULA, AND THE COUNTY OF JACKSON, MISSISSIPPI, TOGETHER WITH THEIR RESPECTIVE LAW ENFORCEMENT AGENCIES, DO HEREBY COVENANT, CONTRACT AND AGREE AS FOLLOWS:**

1. **Parties:** Parties to this Agreement are the City of Gautier (Gautier), City of Moss Point (Moss Point), City of Ocean Springs (Ocean Springs), City of Pascagoula (Pascagoula), and County of Jackson (Jackson County) and their respective Law Enforcement Departments (Agencies).
2. **Purpose:** The purpose of this Agreement is to create a Multi-Agency Narcotics Enforcement Team to foster and promote cooperation among the five Agencies to effect more comprehensive enforcement of the Uniform Controlled Substances Laws, which are codified as Sections 41-29-101 et seq., of the Mississippi Code of 1972, as amended, as well as interdiction enforcement of smuggling activities along major corridors, such as weapons, human trafficking, drugs and/or other, to collect and share intelligence with federal agencies, and to deter criminal activities in the jurisdictions of the participating Agencies.

3. **Authority:** Each party that is signatory to this Agreement derives its authority to do so specifically from the provisions of Section 17-13-7 of the Mississippi Code of 1972, which permits the creation of Inter-Local Agreements to exercise "any power, authority or responsibility exercised or capable of being exercised by a local governmental unit of this State..."
4. **Enabling Statement:** There is hereby created the Southeast Mississippi Metropolitan Enforcement Team (MET) consisting of the five Agencies that are signatory hereto, the same being the Law Enforcement Departments of Gautier, Moss Point, Ocean Springs, Pascagoula, and Jackson County.
5. **Effective Date:** The MET created by this Agreement shall become effective and operational immediately after receipt of approval from the Attorney General of the State of Mississippi as provided in Section 17-13-11 of the Mississippi Code of 1972.
6. **Duration:** This Agreement shall be in effect for a period of two (2) years commencing the 1st of July, 2016, and ending on the 1st day of July, 2018. This Agreement shall be automatically renewed annually thereafter unless three or more of the parties hereto give written notice of their intent to withdraw from the Agreement. Such written notice must be presented to the respective governing authorities not less than thirty (30) days prior to the anniversary date of this Agreement.
7. **Administration:** The MET shall be administered by a Governing Board (Board) consisting of the Chiefs of Police (Chiefs) of the municipal Agencies, and the Sheriff of Jackson County, who will be voting members. The Board shall establish policies for the operation of the MET, its funding, equipping and manning. The Board shall approve all purchases of materials and equipment for the MET and shall also approve any disbursement of funds necessary for the operation of the MET. The Board shall meet monthly at a place and time set by the Board and at any other time the Board deems appropriate. A majority of the voting members of the Board, or their designated first alternate, present at the meeting, shall constitute a quorum for voting purposes. Each Board member may designate one individual as an alternate to serve in the place of an absent Board member. The alternate shall be allowed to cast a vote for that Board member on any matters that may come before a meeting of the Board at which the alternate is in attendance. In the event that neither the Board member, nor his alternate, can attend a Board meeting, a second alternate may be sent to the meeting to represent the absent Agency. The second alternate, however, shall not have a vote in any matter coming before the Board.

8. **Organization:** The parties agree that the Jackson County Sheriff's Department shall be designated as the "Lead Agency" for the MET created pursuant to this Agreement. The parties also agree that the current Commander of the MET will be retained. Future, or replacement Commanders, shall be appointed by the Board.
9. **Personnel:** The Chief of the Pascagoula Agency shall appoint two agents and one interdiction officer to serve on the MET. The Jackson County Sheriff shall appoint two agents, one interdiction officer, one secretary and one evidence technician to serve on the MET. The Chief of the Moss Point Agency shall appoint one agent and one interdiction officer. The Chief of the Gautier Agency shall appoint one agent and one interdiction officer. The Chief of the Ocean Springs Agency shall appoint one agent and one interdiction officer. Any Agency that fails to meet its minimum personnel requirements for a period exceeding sixty days shall be excluded from any forfeiture proceeds and the handling of any Agency initiated cases until such time as the defaulting Agency meets its minimum personnel requirements. Each member of the MET shall be compensated by his or her respective Agency and shall remain on the payroll of the City or County by whom they are employed. The MET Commander shall have the authority to convene emergency meetings of the Board when necessary. The MET Commander shall prepare all agendas for all of the Board meetings including a docket of claims to be approved by the Board for purchase of material and equipment and disbursement of funds for the operation of the MET. The MET Commander shall be responsible for any and all press releases and media contacts pertinent to MET activities. A quorum for any meeting of the Board shall consist of a majority of the voting members, or their designated first alternates, present at the meeting.

The City of Pascagoula will retain its responsibility of Information Technology (IT) for the MET.

10. **Disciplinary Procedures:** Should it become necessary to impose any type of discipline on any member of the MET, then it shall be the duty of the Chief of the Agency or Sheriff by whom such member is employed to impose such discipline. Should a majority of the Board consider that the discipline as imposed by such Chief or Sheriff is inadequate, or otherwise inappropriate, then in such event, by majority vote, the member of the MET who is the subject of such discipline may be removed therefrom.
11. **Equipment:** Each Agency shall furnish its designated team members with all equipment and supplies necessary for their effective functioning within the MET. An initial inventory of this equipment shall be made with the name of the Agency contributing the equipment being indicated thereon. In

light of the fact that the MET is already in existence under a previous Inter-local Agreement, all assets presently being used by the existing MET will remain in place for use by the MET that is created pursuant to this Agreement. Jackson County will furnish the building for the location and operation of the MET.

**12. Funding and Financial Management:** The Lead Agency shall be responsible for the financial management of all funds received from whatever source by the MET including, but not limited to, funds contributed directly by the Cities and County, grants, forfeitures, seizures, sales of confiscated assets, or donations from third parties. Jackson County shall be the County which holds all of the assets for the benefit of the MET with the exception of any equipment that is supplied by the Cities and County, which shall remain the property of those Cities and the County. The Clerk of the Board of Supervisors for Jackson County shall account annually for all income received and expenditures made by and on behalf of the MET. This annual accounting shall be submitted to each Agency that is signatory for this Agreement on or before the expiration of thirty (30) days from the end of each fiscal year that the MET is in existence. The Clerk of the Board of Supervisors for Jackson County shall maintain a current inventory of all equipment and assets acquired by the MET and shall include in this inventory a designation as to which member of the MET owns each item. All items of equipment and inventory acquired using funds generated by the operation of the MET shall be held by Jackson County for the benefit of the Agencies that are signatory hereto. Immediately, upon final approval of this agreement the City of Pascagoula will provide an inventory of all the assets under control of the MET with the name of the agency contributing the assets. In addition, within the same time frame, all funds of the MET being held by the City of Pascagoula in the MET's holding account and working account will be transferred to Jackson County for deposit in a holding and working account for the MET. Also, proceeds, vehicles, or other items from forfeitures that are pending involving the MET when this agreement goes into effect shall be transferred to Jackson County once the forfeitures are complete and the appeal times have run.

**13. Purchasing:** The MET shall abide by the purchasing laws of the State of Mississippi for all items to be acquired with MET funds.

**14. Termination:** Participation in the MET by any Agency may be terminated at any time by the passage of a resolution by the Agency's governing authority indicating an intent to withdraw from the MET. If a single Agency elects to discontinue participation in the MET, the equipment and any unused grant funds said Agency supplied will be returned to them. The remaining Board members shall make a determination as to what, if any other assets, will be relinquished to the departing Agency. If three or more

Agencies elect to terminate participation in the MET, then at that time, the MET shall be dissolved and the assets that were acquired using MET funds (MET Assets) shall be distributed among the participating Agencies as directed by the Board. All funds held on deposit in any accounts for the benefit of the MET, at the time of the dissolution, shall likewise be equally divided among the participants with the exception of any funds that are traceable as contributions directly from the treasuries of a participating City or County, which funds shall be refunded to those governing authorities, and with the exception of grant funds which will be returned to the entity which applied for said funds. This determination shall be made by the Board at the final meeting thereof to preside over the distribution of MET Assets.

**15. Disclaimer:** It is not the intent of the parties hereto to create an independent or separate agency, or separate legal entity with any powers commensurate with the powers of the participating Cities and County. It is understood and agreed by all signatories hereto that the MET created by this document exists solely at the will and pleasure of the participating Cities and County, any one of which may terminate its participation as provided hereinabove.

**16. Inter-Agency Cooperation:** The Board shall see to it that their respective Agencies fully cooperate with the MET in accomplishing its mission to enforce the provisions of the Law by providing immediate backup when requested, logistical support as needed and any other form of support requested by the MET and reasonably available for its use. This inter-agency cooperation shall extend to any and all law enforcement agencies operating within the jurisdiction of the MET and the Board shall require such inter-agency cooperation with agencies outside the MET itself when necessary.

**17. Location:** Location of the MET for all operations pursuant to this Agreement shall be at the former Jackson County Task Force building located on Magnolia Street in the City of Pascagoula.

**18. Miscellaneous:** For purposes of this Agreement, whenever the terms Chief, Chief of Police, or Chiefs, appears at any point in the text of the Agreement, such terms shall mean the Chiefs of Police of the Agencies who are signatory to this Agreement, and the Sheriff of Jackson County, or their respective designees.

**19. Prior Agreement:** The Inter-local Agreement previously entered into by and among the cities of Pascagoula, Moss Point and Gautier, in December, 2013, and amended in June 2014 to add the City of Ocean Springs and Jackson County shall remain in full force and effect until such time as approval of this present Agreement has been received from the office of the Attorney General for the State of Mississippi, at which time, this Agreement

shall supersede and replace the previous Inter-local Agreement referenced hereinabove.

Witness the signatures of the participating parties on this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**City of Pascagoula, Mississippi**

SEAL

By: \_\_\_\_\_  
Mayor Date

By: \_\_\_\_\_  
City Clerk Date

By: \_\_\_\_\_  
Police Chief Date

**City of Gautier, Mississippi**

SEAL

By: \_\_\_\_\_  
Mayor Date

By: \_\_\_\_\_  
City Clerk Date

By: \_\_\_\_\_  
Police Chief Date

**City of Moss Point, Mississippi**

SEAL

By: \_\_\_\_\_  
Mayor Date

By: \_\_\_\_\_  
City Clerk Date

By: \_\_\_\_\_  
Police Chief Date

**City of Ocean Springs, Mississippi**

SEAL

By: \_\_\_\_\_  
Mayor Date

By: \_\_\_\_\_  
City Clerk Date

By: \_\_\_\_\_  
Police Chief Date

**Jackson County, Mississippi**

SEAL

By: \_\_\_\_\_  
President, Board of Supervisors Date

By: \_\_\_\_\_  
Clerk of the Board Date

By: \_\_\_\_\_  
Sheriff Date

**Approved:**

**Attorney General Jim Hood**

By: \_\_\_\_\_

Date \_\_\_\_\_

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

**ORDER NUMBER 130-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that the attached list of water and sewer adjustments dated June 1, 2016 in the amount of \$25,954.91 is hereby approved.

**WHEREAS**, the City Council has authorized the City Manager to establish payment plans and fee adjustments contingent upon Council approval; and

**WHEREAS**, the City Council has adopted a Comprehensive Fee Schedule that establishes such fees for the equitable provision of services.

**IT IS FURHTER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**June 1, 2016 UTILITY ADJUSTMENTS**

**THESE FOLLOW POLICY/ RECOMMEND APPROVAL**

ACCT #	ADJUSTMENT		LATE CHG	GARBAGE	TAX	TOTAL ADJUSTMENT	REASON FOR ADJUSTMENT
	WATER	SEWER					
61216	\$ 121.98	\$ 133.21	\$ 125.00			\$ 380.19	WATER LEAK
883751	\$ 282.04	\$ 286.10	\$ 53.50			\$ 621.64	POLICE REPORT
186	\$ 28.57	\$ 31.20				\$ 59.77	WATER LEAK
501	\$ 243.50	\$ 265.93	\$ 125.00			\$ 634.43	WATER LEAK
870210	\$ 45.96	\$ 49.31				\$ 95.27	WATER LEAK
30215	\$ 27.96	\$ 30.54				\$ 58.50	WATER LEAK
62110	\$ 119.47	\$ 130.47				\$ 249.94	WATER LEAK
950067	\$ 79.42	\$ 86.73				\$ 166.15	WATER LEAK
60973	\$ 133.95	\$ 135.70				\$ 269.65	WATER LEAK
870307	\$ 182.62	\$ 199.44	\$ 125.00			\$ 507.06	WATER LEAK
905615	\$ 213.94	\$ 233.64				\$ 447.58	WATER LEAK
1213	\$ 90.76	\$ 91.63				\$ 182.39	WATER LEAK
895924	\$ 81.62	\$ 89.14				\$ 170.76	WATER LEAK
12643F	\$ 897.09	\$ 979.73	\$ 125.00			\$ 2,001.82	POLICE REPORT
70161	\$ 97.88	\$ 106.90	\$ 150.00			\$ 354.78	WATER LEAK
72889	\$ 143.72	\$ 141.93	\$ 187.25			\$ 472.90	WATER LEAK
12531f	\$ 212.09	\$ 215.46				\$ 427.55	WATER LEAK
61516	\$ 702.50	\$ 141.22				\$ 843.72	ORDINANCE
871417	\$ 115.31	\$ 124.64				\$ 239.95	WATER LEAK
30565	\$ 485.18	\$ 529.87	\$ 125.00			\$ 1,140.05	WATER LEAK
72766	\$ 182.47	\$ 199.28				\$ 381.75	WATER LEAK
940334	\$ 158.15	\$ 172.72				\$ 330.87	WATER LEAK
71222	\$ 38.30	\$ 41.83				\$ 80.13	WATER LEAK
990061	\$ 122.74	\$ 134.04	\$ 100.00			\$ 356.78	WATER LEAK
61387	\$ 53.42	\$ 58.34				\$ 111.76	WATER LEAK
980490	\$ 73.72	\$ 80.51				\$ 154.23	WATER LEAK
51491	\$ 65.13	\$ 71.13				\$ 136.26	WATER LEAK
40835	\$ 97.92	\$ 98.93	\$ 25.00			\$ 221.85	WATER LEAK

872266	\$ 50.69	\$ 55.36	\$ 100.00			\$ 206.05	WATER LEAK
160	\$ 126.76	\$ 138.44	\$ 25.00			\$ 290.20	WATER LEAK
51537	\$ 285.53	\$ 311.83	\$ 100.00			\$ 697.36	WATER LEAK
970621	\$ 112.10	\$ 122.42	\$ 150.00			\$ 384.52	WATER LEAK
50775	\$ 61.25	\$ 66.89				\$ 128.14	WATER LEAK
40697	\$ 121.99	\$ 133.95	\$ 100.00			\$ 355.94	WATER LEAK
884277	\$ 138.24	\$ 150.97				\$ 289.21	WATER LEAK
906088	\$ 317.30	\$ 346.52				\$ 663.82	POLICE REPORT
906175	\$ 2,700.03	\$ 2,951.62				\$ 5,651.65	WATER LEAK
930120	\$ 59.81	\$ 65.32	\$ 50.00			\$ 175.13	WATER LEAK
30180	\$ 25.46	\$ 27.80				\$ 53.26	WATER LEAK
F12773	\$ 521.36	\$ 569.38				\$ 1,090.74	WATER LEAK
61599	\$ 104.95	\$ 114.62				\$ 219.57	WATER LEAK
971330	\$ 116.96	\$ 127.73				\$ 244.69	POLICE REPORT
71533	\$ 75.01	\$ 81.92				\$ 156.93	WATER LEAK
894970	\$ 1,631.34	\$ 1,781.59	\$ 100.00			\$ 3,512.93	WATER LEAK
970828	\$ 117.49	\$ 128.31				\$ 245.80	WATER LEAK
30232	\$ 37.92	\$ 41.41				\$ 79.33	WATER LEAK
910994	\$ 161.04	\$ 175.87	\$ 75.00			\$ 411.91	WATER LEAK
<b>TOTAL</b>	<b>\$ 11,862.64</b>	<b>\$ 12,251.52</b>	<b>\$ 1,840.75</b>			<b>\$ 25,954.91</b>	

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

**ORDER NUMBER 131-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that the City is hereby authorized to hire one additional Urban Youth Corps worker for the 2016 program.

**IT IS FURHTER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Paula Yancey, Interim City Manager  
**From:** April Havens, Grants and Projects Manager  
**Through:** La Freida Ray, Cultural Services Director  
**Date:** June 1, 2016  
**Subject:** 2016 MDOT Urban Youth Corps Program Employee Addition

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**REQUEST:**

The Cultural Services Department requests authorization to hire one additional Urban Youth Corps worker for the 2016 program.

**BACKGROUND:**

The Mississippi Transportation Commission approved up to \$35,000.00 in Federal SAFTEA-LU funds for the City of Gautier's Summer Worker Program. The City Council has previously voted to accept the grant funds and enter into a memorandum of understanding with MDOT for the project. Originally, the City agreed to hire up to eight youth workers ages 16 to 25 for transportation enhancement related work along Highway 90, Highway 57, Graveline Road, Gautier/Vancleave Road, Ladnier Road, Old Spanish Trail, and Martin Bluff Road, as well as other eligible locations.

**DISCUSSION:**

After discussion about how to best oversee the Urban Youth Corps youth workers, the Cultural Services Department would like to hire a ninth worker to serve as a crew leader for the eight participants. MDOT has approved the ninth employee, and a modified budget has been sent to MDOT to reflect the additional worker (see attachment). It is MDOT's preference that the crew leader also be in the 16- to 25-year-old range and eligible for the Urban Youth Corps program. This crew leader would be paid \$10 per hour and be tasked with supervising the crew and coordinating with Cultural Services Department staff members to plan and oversee the work. ClearWater Solutions has agreed to reimburse the City the full cost of the crew leader's salary, including his or her FICA/Medicare/Workers' Compensation costs, in the amount of \$3,686.40. That amount and a portion of the Park Supervisor's salary will go to meet the City's 20 percent local match.

**RECOMMENDATION:**

The Cultural Services Department recommends that City Council approve the hiring of one additional Urban Youth Corps worker for the 2016 program and accept reimbursement for that salary from ClearWater Solutions.

The City Council may:

1. Approve the hiring of one additional worker; or
2. Not approve the hiring of one additional worker.

**ATTACHMENT(S):**

1. Email from ClearWater Solutions
2. Modified Budget

## April Havens

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**From:** Jason Pugh <jpugh@gautier-ms.gov>  
**Sent:** Wednesday, June 01, 2016 9:23 AM  
**To:** ahavens@gautier-ms.gov  
**Subject:** FW: Summer Workers

FYI

**From:** Rick Ailiff [mailto:rick.ailiff@clearwatersol.com]  
**Sent:** Tuesday, May 31, 2016 1:40 PM  
**To:** jpugh@gautier-ms.gov  
**Subject:** RE: Summer Workers

Jason,

Good talking with you as well. We are good with this. Please just send us an invoice at end and we will pay in one lump sum.

Thanks again!

**From:** Jason Pugh [mailto:jpugh@gautier-ms.gov]  
**Sent:** Tuesday, May 31, 2016 12:50 PM  
**To:** Rick Ailiff <rick.ailiff@clearwatersol.com>  
**Subject:** FW: Summer Workers

Sent the below to the wrong address earlier. Thanks.

Jason

**From:** Jason Pugh [mailto:jpugh@gautier-ms.gov]  
**Sent:** Tuesday, May 31, 2016 11:23 AM  
**To:** 'rick.ailiff@clearwatersol.com' <rick.ailiff@clearwatersol.com>; 'Brent Stauffer' <brent.stauffer@clearwatersol.com>  
**Cc:** '<pvancey@gautier-ms.gov>' <pvancey@gautier-ms.gov>; tmontgomery@gautier-ms.gov  
**Subject:** Summer Workers

Rick,  
Hello Rick. I hope you are doing well this morning. Mrs. Yancey advised me that she had discussed with you a reimbursement of salary for a summer worker supervisor for this coming summer to handle landscaping duties along Hwy. 90 and 57. We have conducted interviews and identified a person that we intend to hire for this position starting on Monday. Could you please confirm that you will forwarding reimbursement to us for this employee? The total cost for this employee at \$10.00 per hour X 40 hours week X eight (8) weeks plus FICA and workers comp. insurance will be \$3,686.40.

Could you also advise how you intend to reimburse us ( i.e. lump sum at start of summer or total cost for actual hours worked at end of summer) and what documentation you will need to accomplish this?

Thanks and good to talk to you again.

Jason D. Pugh

Human Resources Director  
City of Gautier  
3330 Hwy. 90  
Gautier, MS 39553  
Office: 228-497-8000, ext. 307  
Cell: 228-219-6194  
Fax: 228-497-8028

**ATTACHMENT D: BUDGET AND IMPLEMENTATION SCHEDULE:**

Provide an estimate of cost items, including project schedule below (sample budget attached). The estimate should include all project costs, identifying all items that will be reimbursed by MDOT and those contributing to the local match. The local match requirement is 20%.

**BUDGET:**

Type of Expense	Estimated Cost	MDOT	CITY-Local Match 20%	Total
<b>SALARY &amp; FRINGE:</b>				
Project Supervisor*	In-kind Salary and fringe (Minimum of 115 hr. @ \$29.52/hr. salary and fringe including FICA/Medicare, WC, PERS, and Ins) <i>*Additional support will be provided by other Grounds &amp; Maintenance staff as needed.</i>		\$3,395	\$3,395
UYC Crew Leader	In-kind Salary and FICA/Medicare/WC (1 crew leader x approximately 8 wk. x 40 hr./wk. x \$11.52/hr)		\$3,686	\$3,686
UYC Participants	Salary and fringe (8 participants x approximately 8 wk. x 40 hr./wk. x \$9.50/hr. including FICA/Medicare/WC)	\$24,320		\$24,320
<b>Subtotal: Salary Costs</b>		<b>\$24,320</b>	<b>\$7,081</b>	<b>\$31,401</b>
<b>PROGRAM COSTS:</b>				
Uniforms	\$55 per participant/Crew leader for uniforms (Total: 9 people)	\$495		\$495
Pre-employment Physicals	\$75 fee per participant for pre-employment physical/drug screens for up to 8 participants	\$675		\$675
Safety equipment	Safety equipment such as safety glasses (\$164), gloves (\$45), ear protection (\$144), insect repellent (\$68), safety vests (\$209), water (\$200), first aid kits (\$70), etc.	\$900		\$900
Supplies	Trash bags (\$65), weed eater string (\$225), weed eater heads (\$110), 150 mower blades (\$2,700), grab-it tools/mulch forks/pruning tools (\$225)	\$3,325		\$3,325
Landscape Materials: (Mulch, Weedkiller, Plants/grasses)	Mulch x 3 loads (100 cy each) x \$1,200 ea. + fuel charge. of \$75.00 ea. = \$3,825 Weed killer (30 gal.) @ \$676 Approx. 100 plants/grasses: \$684	\$5,185		\$5,185
Workshop Supplies	Supplies such as life skills books, certificates, general office supplies, and CPR cards- 8 participants	\$100		\$100
<b>Subtotal: Program Costs</b>		<b>\$10,680</b>	<b>\$0</b>	<b>\$10,680</b>
<b>TOTAL</b>		<b>\$35,000</b>	<b>\$7,081</b>	<b>\$42,081</b>

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

**ORDER NUMBER 132-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that Amendment No. 2 of the ClearWater Solutions, LLC Professional Services Agreement is hereby approved.

**IT IS FURHTER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Mayor & Council  
**From:** Paula Yancey, Interim City Manager  
**Date:** June 2, 2016  
**Subject:** Amendment to the ClearWater Solutions, LLC Professional Services Agreement

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**REQUEST:**

City Council authorization is requested for approval of the amendment to the ClearWater Solutions, LLC Professional Services Agreement.

**DISCUSSION:**

The amendment of the ClearWater Solutions, LLC Professional Services Agreement is related to the City's participation in the Urban Youth Corps program. Requirements set forth through the MDOT Urban Youth Corps Grant require that the work performed through the Summer Worker Program be performed on Federal Aid Routes. The grant also requires that the summer workers be supervised by a City employee. The Summer Worker Program will supply the City with services that are normally the responsibility of ClearWater Solutions and these services are compensated by the City to ClearWater through its professional services agreement.

The amendment provides that ClearWater Solutions, LLC, will pay the cost to the City for the crew leader to supervise the summer workers and ClearWater Solutions, LLC, will assist Cultural Services with mowing and grass cutting since they are not having to mow and maintain Hwy 90 for the 8 week period.

See 2016 MDOT Urban Youth Corps Program Employee Addition Memo in your packet provided by April Havens, Grants and Projects Manager for further background information on the Urban Youth Corp Program.

**RECOMMENDATION:**

City Staff recommends City Council approval of the amendment to the ClearWater Solutions, LLC Professional Services Agreement.

Based on the information provided, the Council may:

1. Approve the amendment per the agreement; or
2. Disapprove the amendment per the agreement

**ATTACHMENT(S):**

Amendment # 2 to the ClearWater Professional Services Agreement

AMENDMENT No. 2  
To the  
PROFESSIONAL SERVICE AGREEMENT FOR OPERATIONS,  
MAINTINANCE AND MANAGEMENT SERVICES  
For the  
CITY OF GAUTIER, MISSISSIPPI

**WHEREAS**, on the 5<sup>th</sup> day of November, 2013 the City of Gautier (hereinafter “City”) and ClearWater Solutions, LLC, (hereinafter “Service Provider”) entered into a Professional services agreement whereby the Service Provider would manage, operate and maintain the City’s water and wastewater system and manage public works including street maintenance, grass cutting, right of way maintenance, and other street related matters as more specifically set forth in said Agreement; and

**WHEREAS**, on the 2<sup>nd</sup> day of June 2015, the parties entered into Amendment #1 to said agreement; and

**WHEREAS**, parties desire to further amend said agreement by virtue of this agreement as set forth herein below.

**NOW, THEREFORE**, in consideration of the foregoing premises, and the mutual conditions and covenants contained herein, the parties hereto intending to be legally bound hereby agree as follows:

1. Should the City choose to participate in the Urban Youth Corp program through the State of Mississippi ( a grant enabling eligible aged youth to be employed during the summer providing beautification and upkeep to federal aid routes), Service Provider agrees to compensate the City for personnel cost for a crew leader necessary for the supervision of the program, and to perform the equivalent amount of work, that Service Provider would have performed along the right-of-ways being maintained pursuant to the Urban Youth Corp Program, on recreational fields and other facilities currently being maintained by the City, including but not limited to, grass cutting.
2. All other provisions of the Professional Services Agreement entered into on the 5<sup>th</sup> of November 2013, as amended through Amendment #1, shall remain in full force and effect.

**CITY OF GAUTIER, MS.**

By: \_\_\_\_\_

**Name: Gordon Gollott**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

By: \_\_\_\_\_

**Name: Paula Yancey**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

**CLEARWATER SOLUTIONS, LLC**

By: \_\_\_\_\_

**Name: Rick Ailiff**

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

**ORDER NUMBER 133-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that the City is hereby authorized to accept the 2016 HIDTA grant award and enter into a Cooperative Grant Agreement with the Mississippi Department of Public Safety, Bureau of Narcotics and the Gulf Coast High Intensity Drug Trafficking Area.

**IT IS FURHTER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Paula Yancey, Interim City Manager  
**From:** April Havens, Grants & Projects Manager  
**Through:** Dante Elbin, Chief of Police  
**Date:** May 31, 2016  
**Subject:** Mississippi Department of Public Safety, Bureau of Narcotics FY 2016  
HIDTA Sub-Grantee Cooperative Agreement

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**REQUEST:**

The Gautier Police Department requests City Council authorization to enter into a Cooperative Grant Agreement with the Mississippi Department of Public Safety, Bureau of Narcotics and the Gulf Coast High Intensity Drug Trafficking Area to accept the 2016 HIDTA grant.

**BACKGROUND:**

The Gulf Coast High Intensity Drug Trafficking Area was created to identify, disrupt and dismantle major drug trafficking organizations operating in its area and beyond. The Gautier Police Department has an assigned officer on the local FBI Task Force, and HIDTA provides certain assets for that officer, such as a vehicle and overtime reimbursement.

**DISCUSSION:**

Until this year, Gulf Coast HIDTA has not required a cooperative agreement. Due to new federal guidelines, HIDTA is now required to have all sub recipients enter into a contract with HIDTA's fiduciary, which is the Mississippi Bureau of Narcotics. No reimbursements will be made until this agreement is executed.

**RECOMMENDATION:**

The Police Department recommends that City Council authorize acceptance of the Cooperative Grant Agreement with the Mississippi Department of Public Safety, Bureau of Narcotics and the Gulf Coast High Intensity Drug Trafficking Area for the 2016 HIDTA grant.

The City Council may:

1. Approve acceptance of the grant award and authorize entering into a Cooperative Agreement as presented; or
2. Not approve acceptance of the grant award as presented.

**ATTACHMENT(S):**

1. Cooperative Agreement with attachments



STATE OF MISSISSIPPI  
DEPARTMENT OF PUBLIC SAFETY  
MISSISSIPPI BUREAU OF NARCOTICS

ALBERT SANTA CRUZ  
COMMISSIONER

PHIL BRYANT  
GOVERNOR

SAMUEL W. OWENS  
DIRECTOR

May 5, 2016

Chief Dante Elbin  
Gautier PD  
3330 Highway 90  
Gautier, MS 39553

Dear Sir:

Congratulations! Enclosed is your FY16 HIDTA Sub grantee Cooperative Agreement. Please have the appropriate Agency Official sign the agreement acceptance section and return a copy of the agreement to me. A copy of the award letter is also enclosed for your files with your approved budgets.

***Please note changes under the 2016 grant awards that are covered in Appendix C which includes the Grant Conditions section that must be signed by your agency head. In addition to part 200 of the Uniform Requirements require the sub recipient's to have the following certifications on file with the award recipient: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Certification Requiring Drug Free Workplace, Certification Regarding Lobbying, and EEOP Certification. Please fill out and sign all of these certifications and return with your MOA.***

Also enclosed are blank copies of the Detailed Expenditure Worksheet and printout of your 2016 spending plan (Appendix A). **In addition enclosed is an Overtime Certification form (Appendix B) to be used when claiming overtime reimbursements.**

If you have any questions, please call me at (601) 371-3625. We look forward to working with you on this project.

Sincerely,

Shauna Powell  
MS Bureau of Narcotics

601-371-3625 – Work  
601-352-4729 – Fax  
spowell@mbn.ms.gov

ENCLOSURES

**MEMORANDUM OF AGREEMENT**  
**BETWEEN THE**  
**MISSISSIPPI BUREAU OF NARCOTICS**  
**AND THE**  
**MISSISSIPPI GULF COAST HIGH INTENSITY**  
**DRUG TRAFFICKING AREA**  
**AND THE**  
**GAUTIER POLICE DEPARTMENT**

This Agreement between the Mississippi Bureau of Narcotics (MBN), Mississippi Gulf Coast High Intensity Drug Trafficking Area (HIDTA) and the GAUTIER POLICE DEPARTMENT (LEO) shall begin on 01/01/16 and shall not extend beyond 12/31/16 unless the period is extended by written modification to this Agreement.

WHEREAS, MBN has been designated as the fiscal agent for the State of Mississippi Gulf Coast High Intensity Drug Trafficking Area (HIDTA) program, all requests for payments and budget reprogramming shall pass through MBN.

NOW THEREFORE, MBN, HIDTA and LEO hereby agree to the disbursement of HIDTA funds in the amount of \$9,491.00 to the resource recipient, LEO, under the following terms and conditions:

1. LEO agrees to follow all applicable federal, state, and local guidelines regarding purchases and other expenditures under the HIDTA program, including but not limited to the following: OMB Circular 87, OMB Circular A-102, OMB Circular A-133, and 21 CFR Part 1403, and the Fair Labor Standards Act (FLSA).
2. LEO agrees to abide by and be bound by the attached approved budget – spending plan (Appendix A) for purchases including future reprogramming requests as approved by MBN

and Gulf Coast HIDTA. All reprogramming requests shall be submitted via e-mail to the Mississippi Gulf Coast HIDTA State Director.

3. Requests for payment shall be submitted on a quarterly basis to the MBN financial office through the HIDTA State Director of Operations at the following address by the 10<sup>th</sup> of the following month:

**Shauna Powell, Chief Financial Officer  
Mississippi Bureau of Narcotics  
P.O. Box 720519  
Byram, Mississippi 39272-0519**

All invoices submitted shall comply with the terms noted in Appendix A. The last invoice from the Resource Recipient (LEO) shall be received by the Mississippi Gulf Coast HIDTA State Director no later than the 15<sup>th</sup> day prior to the grant expiration date, unless the grant is extended.

All Reimbursement of Overtime Expenses shall be submitted using the appropriate form (Appendix B) which must contain the HIDTA Group Task Force Supervisor's signature, certifying the overtime was HIDTA related and with the HIDTA case number contained therein.

4. Resource Recipient (LEO) agrees to complete all applicable items in Appendix C and return to MBN along with the signed agreement.

5. The parties agree and understand that MBN is not responsible for any purchases or actions of LEO in violation of the grant agreement or budget.

6. MBN agrees to transfer funds to the resource recipient after funds have been electronically transmitted by Gulf Coast HIDTA and receipted into MBN special revenue funds.

7. LEO agrees to reimburse MBN for any purchase paid by MBN which is later disallowed after audit or financial review.

8. For any and all disputes arising under the terms of this Agreement, the parties hereto agree, in compliance with the recommendations of the Governor and Attorney General, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative

dispute resolution including, but not limited to, mediation by and through the Attorney General's Office or when appropriate, private mediators.

IN WITNESS WHEREOF, the parties acknowledge the Agreement as evidenced by their signatures below.



Samuel W. Owens  
Director, Mississippi Bureau of Narcotics



MBN Legal Counsel, Allison Killebrew  
Reviewed as to legal form



Tony Sauro  
State Director, Mississippi Gulf Coast HIDTA

\_\_\_\_\_  
Law Enforcement Agency (LEO)

# *Appendix A*

Gulf Coast  
 FY 2016  
 Appendix (A) 2016 SPENDING PLAN

**Jackson County Major Investigations Team**

G16GCC0003A

Gautier Police Department

	<b>A P P R O V E D</b>	<b>A V A I L A B L E</b>	<b>A P P R O V E D</b>
	<b>Awarded Budget</b>	<b>P Y F U N D S</b>	<b>2016 SPENDING PLAN</b>
Overtime	1,091.00	3,909.00	5,000.00
Services	8,400.00	-	8,400.00
	<b>9,491.00</b>	<b>3,909.00</b>	<b>13,400.00</b>

## *Appendix B*



## *Appendix C*

## GRANT CONDITIONS

### A. General Terms and Conditions

1. This award is subject to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the “Part 200 Uniform Requirements”), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this 2016 award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

For more information on the Part 200 Uniform Requirements, see <https://cfo.gov/cofar/>. For specific, award-related questions, recipients should contact ONDCP promptly for clarification.

2. This award is subject to the following additional regulations and requirements:
  - 28 CFR Part 69 – “New Restrictions on Lobbying”
  - 2 CFR Part 25 – “Universal Identifier and System of Award Management”
  - Conflict of Interest and Mandatory Disclosure Requirements, set out in paragraph 7 of these terms and conditions

∨ Non-profit Certifications (when applicable)
3. Audits conducted pursuant to 2 CFR Part 200, Subpart F, “Audit Requirements” must be submitted no later than 9 months after the close of the grantee’s audited fiscal year to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>.
4. The recipient gives ONDCP or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
5. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent (s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
6. Conflict of Interest and Mandatory Disclosures

#### A. Conflict of Interest Requirements

As a non-Federal entity, you must follow ONDCP's conflict of interest policies for Federal awards. Recipients must disclose in writing any potential conflict of interest to an ONDCP Program Officer; recipients that are pass-through entities must require disclosure from subrecipients or contractors. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

- i. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- ii. None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- iii. If you have a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

#### B. Mandatory Disclosure Requirement

As a non-Federal entity, you must disclose, in a timely manner, in writing to ONDCP all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII "Award Term and Condition for Recipient Integrity and Performance Matters," are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in remedies such as: temporary withholding of payments pending correction of the deficiency, disallowance of all or part of the costs associated with noncompliance, suspension, termination of award, debarment, or other legally available remedies outlined in 2 CFR 200.338 "Remedies for Noncompliance".

7. FFATA / DATA Act Compliance. Each applicant is required to (i) Be registered in the System for Award Management (SAM) before submitting its application; (ii) provide a valid DUNS number in its application; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
8. Subawards are authorized under this grant award. Subawards must be monitored by the award recipient as outlined in 2 CFR 200.331.

9. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180.
10. As specified in the HIDTA Program Policy and Budget Guidance, recipient must:
  - a) Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that Federal award funds are managed in compliance with Federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
  - b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
  - c) Evaluate and monitor compliance with applicable statute and regulations, and the terms and conditions of the Federal award.
  - d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
  - e) Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP or the recipient designates consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

## B. Recipient Integrity and Performance Matters

### Reporting of Matters Related to Recipient Integrity and Performance

#### 1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain and report current information to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition (below). This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

#### 2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent 5 year period; and
- c. Is one of the following:

- (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition (below);
- (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
- (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
- (4) Any other criminal, civil, or administrative proceeding if:
  - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
  - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
  - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

### 3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

### 4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5 year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### 5. Definitions

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
  - (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

## C. Program Specific Terms and Conditions

The following special conditions are incorporated into each award document.

1. This grant is awarded for above program. Variation from the description of activities approved by ONDCP and/or from the budget attached to this letter must comply with the reprogramming requirements as set forth in ONDCP's HIDTA Program Policy and Budget Guidance.
2. This award is subject to the requirements in ONDCP's HIDTA Program Policy and Budget Guidance.
3. No HIDTA funds shall be used to supplant state or local funds that would otherwise be made available for the same purposes.
4. The requirements of 28 CFR Part 23, which pertain to information collection and management of criminal intelligence systems, shall apply to any such systems supported by this award.
5. Special accounting and control procedures must govern the use and handling of HIDTA Program funds for confidential expenditures; i.e., the purchase of information, evidence, and services for undercover operations. Those procedures are described in Section 6 of the HIDTA Program Policy and Budget Guidance.
6. Property acquired with these HIDTA grant funds is to be used for activities of the Gulf Coast HIDTA. If your agency acquires property with these funds and then ceases to participate in the HIDTA, this equipment must be made available to the HIDTA's Executive Board for use by other HIDTA participants.
7. All law enforcement entities that receive funds from this grant must report all methamphetamine laboratory seizure data to the National Clandestine Laboratory Database/National Seizure System at the El Paso Intelligence Center.

Mail Check to Treasury approved lockbox:  
HHS Program Support Center, P.O. Box 530231, Atlanta, GA 30353-0231  
(\*\* Please allow 4-6 weeks for processing of a payment by check to be applied to the appropriate PMS account)

Any additional information/instructions may be found on the PMS Web site at <http://www.dpm.psc.gov/>.

8. The grantee or subgrantee may keep interest amounts up to \$500 per year for administrative purposes.

**RECIPIENT ACCEPTANCE OF GRANT CONDITIONS**

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certifications this clause is a materiel representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participation a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

This certification is required by the regulations implementing Executive Order 12549, Debarment and suspension, 28 CFR Part 67, Section 67.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160 - 19211)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in these certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
(Type or Print Name and Title of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Address of Organization)

## Certification Regarding Drug Free Workplace Requirements Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 28 CFR Part 67, subpart F. The regulation, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment (see 28 DFR part 67, Sections 67.615 and 67.620).

The grantee certifies that it will provide a drug free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing a drug free awareness program to inform employees about --
  - 1. The dangers of drug abuse in the workplace.
  - 2. The grantee's policies of maintaining a drug free workplace.
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs.
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - 1. Abide by the terms of the statement.
  - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
  - 1. Taking appropriate personnel action against such an employee, up to and including termination.
  - 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**Place(s) of Performance:** The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (Street Address, City, County, State, Zip Code):

Street Address	City	County	State	Zip Code
Street Address	City	County	State	Zip Code
Street Address	City	County	State	Zip Code
Organization Name		Applicant or Grant Number		
Name and Title of Authorizing Representative				
Signature		Date		

## CERTIFICATION REGARDING LOBBYING

Each applicant shall file this certification and disclosures form if applicable, with each submission that initiates agency consideration of such applicant for an award of a LETS contract, grant or cooperative agreement of \$100,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here \_\_\_\_\_ and complete and submit Standard Form # LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify and disclose accordingly.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Certification Regarding Lobbying



There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi the following:

**ORDER NUMBER 134-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi that the ratification of the Inter-local Agreement between Jackson County, Mississippi and the City of Gautier for participation in the Emergency Medical Services District and to appoint Chief Robert Jones to the Emergency Medical Services Advisory Board is hereby authorized.

**IT IS FURHTER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**           **Gordon Gollott**  
                      **Mary Martin**  
                      **Johnny Jones**  
                      **Hurley Ray Guillotte**  
                      **Casey Vaughan**  
                      **Rusty Anderson**  
                      **Adam Colledge**

**NAYS:**           **None**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

## **CITY OF GAUTIER MEMORANDUM**

To: Paula Yancey, Interim City Manager

From: Robert Jones, Fire Chief

Date: May 31, 2016

Subject: Jackson County E. M. S. District and Advisory Board

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**Request:**

City Council action is requested to ratify the Resolution of the Board of Supervisors of Jackson County, Mississippi approving Inter-local Agreement with the City of Gautier for participation in Emergency Medical Services District.

**Background:**

Back in November, 2000 the 4 cities and the County entered into an Inter-local Agreement for participation in an Emergency Medical Services District. Also at the same time the County and the cities entered into a Memorandum of Understanding with Acadian Ambulance Service, both of these deals in part with the formation of an EMS District and an EMS Advisory Board.

This EMS Advisory Board among other things is charged with making suggestions and recommendations to the Board of Supervisors for the enhancement of Emergency Medical Services within the District. This Board is to meet as often as is necessary and shall participate in, review, and address issues affecting directly or indirectly, Emergency Medical Services within Jackson County. The Board of Supervisors is the governing board for the EMS District. The EMS Advisory Board also is allowed to participate in the request for proposals for new contracts and to provide input to the Board of Supervisors on the selection.

**Discussion:**

The EMS Advisory Board is made up of one representative from each of the Cities, 2 members from Jackson County Fire (one east and one west), one member from the E911 Commission, 2 members of the Jackson County Board of Supervisors and one Emergency Physician or Registered Nurse from the Singing River Hospital system. It shall be the responsibility of the appointee of the City to notify and keep the governing authorities of the City informed as to any occurrence which may affect the provision of Emergency Medical Services for said City. In order for the City of Gautier to be represented, the Resolution must be ratified and someone appointed to the EMS Board.

**Recommendation:**

The Gautier Fire Department recommends ratifying the Inter-local Agreement and appointing Robert Jones, Fire Chief to represent the City of Gautier on the EMS Advisory Board.

The Council may:

1. Ratify the Inter-local and appoint Robert Jones;
2. Ratify the Inter-local and appoint the person of their choosing; or
3. Decline to ratify

Staff Meeting 10:00 AM.

**Robert Jones**

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**From:** Robert Jones <rjones@gautier-ms.gov>  
**Sent:** Tuesday, May 17, 2016 12:21 PM  
**To:** Jason Pugh (jpugh@gautier-ms.gov)  
**Cc:** dmccoy@gautier-ms.gov; pyancey@gautier-ms.gov  
**Subject:** EMS Advisory Board  
**Attachments:** EMS Advisory Board; EMS Advisory Board; EMS Agreement.pdf

Mr. Pugh (Person in Charge),

As a result of yesterday's Jackson County Board of Supervisors meeting, it's my duty to inform you and Mayor and Council action was taken regarding EMS services in Jackson County resulting in a request of action by BOS of Mayor and Council to appoint a Representative of Gautier to the Jackson County EMS Advisory Board. An email from Earl Etheridge (attached) is asking that this be done "as soon as possible" as the county would like to move forward though the RFP process. However, it is my recommendation that Council table this decision until Mrs. Yancey (Interim City Manager) returns so as the Council may have time to review all information available, communicate with its Interim City Manager, and choose a Representative who will accept the responsibility of notifying and keeping the Governing Authorities of the City of Gautier informed as to any occurrence which may affect the provision of Emergency Medical Services for Gautier residents.

I respectfully request that you forward this email and its attachments to Mayor and Council so they may be informed.

V/R

Robert Jones  
Fire Chief  
City of Gautier  
228-497-1656  
228-990-7882  
[rjones@gautier-ms.gov](mailto:rjones@gautier-ms.gov)

Hold until 6-7-16

## Robert Jones

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**From:** Etheridge, Earl <Earl\_Etheridge@co.jackson.ms.us>  
**Sent:** Monday, May 16, 2016 10:46 AM  
**To:** Donnie Carlson (dcarlson@cityofpascagoula.com); Jeff Ponson (jponson@oceansprings-ms.gov); Randall Cobb (Randall.Cobb@MYSRHS.COM); rjones@gautier-ms.gov; Tommy Posey (Tommy.Posey@cityofmosspoint.org); Sholl, George  
**Cc:** Jackson, Terry; Bosarge, Randy; Cumbest, Barry; Fulton, Brian; Gary Evans (gevans@jcboardatty.com); Harris, Melton; Ross, Troy; Taylor, Ken  
**Subject:** EMS Advisory Board

Back in November, 2000 the 4 cities and the County entered into an Interlocal Agreement for participation in an Emergency Medical Services District. Also at the same time the County and the cities entered into a Memorandum of Understanding with Acadian Ambulance Service. Both of these deals in part with the formation of an EMS District and an EMS Advisory Board.

This EMS Advisory Board among other things is charged with making suggestions and recommendations to the Board of Supervisors for the enhancement of Emergency Medical Services within the District. This Board is to meet as often as is necessary and shall participate in, review, and address issues affecting directly or indirectly, Emergency Medical Services within Jackson County. The Board of Supervisors is the governing board for the EMS District. The EMS Advisory Board also is allowed to participate in the request for proposals for new contracts and to provide input to the Board of Supervisors on the selection.

The EMS Advisory Board is made up of representative from each of the Cities, 2 members from Jackson County Fire, one member from the E911 Commission, 2 members of the Jackson County Board of Supervisors and one Emergency Physician or Registered Nurse from the Singing River Hospital system. It shall be the responsibility of the appointee of the City to notify and keep the governing authorities of the City informed as to any occurrence which may affect the provision of Emergency Medical Services for said City.

That being said I need to know who will serve on this Board from each of the cities and who Singing River Hospital System will send. A quick email will do for now but I will need a copy of the resolution from each city showing whom the appointee is.

This needs to be done as soon as possible because we need to get the RPF process moving forward. Thanks.

## Robert Jones

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**From:** Etheridge, Earl <Earl\_Etheridge@co.jackson.ms.us>  
**Sent:** Monday, May 16, 2016 2:10 PM  
**To:** Jeff Ponson (jponson@oceansprings-ms.gov); rjones@gautier-ms.gov; Tommy Posey (Tommy.Posey@cityofmosspoint.org)  
**Subject:** EMS Advisory Board

In addition to appointing someone to the EMS Advisory Board, Legal has asked that I provide you with copies of the Interlocal that was entered into in 2000. This needs to be ratified by your Board and can be done in the resolution appointing someone to the Board.

STATE OF MISSISSIPPI  
COUNTY OF JACKSON

**INTERLOCAL AGREEMENT BETWEEN  
JACKSON COUNTY, MISSISSIPPI AND THE  
CITY OF GAUTIER, MISSISSIPPI FOR PARTICIPATION  
IN EMERGENCY MEDICAL SERVICES DISTRICT**

WHEREAS, Jackson County, Mississippi (hereinafter "County") has previously operated and been organized as an EMS District pursuant to Mississippi Code Annotated Section 41-59-51 with the Jackson County Board of Supervisors being the governing authority of said District and with Jackson County heretofore providing the subsidy therefor, per Mississippi Code Annotated Section 41-59-61; and

WHEREAS, the City of Gautier (hereinafter "City") has the authority pursuant to Mississippi Code Annotated Section 41-59-51 to enter into this agreement to formally become part of and join said EMS District; and

WHEREAS, the County and the City are of the opinion that it is in the best interest of the citizens of Jackson County for the County to be organized as an EMS District for the enhancement and provision of quality Emergency Medical Services within said County; and

WHEREAS, both are desirous of memorializing their agreement pursuant to Mississippi Code Annotated Section 17-13-1, et. seq.; and

WHEREFORE, PREMISES CONSIDERED, County and City do hereby agree to the following and express their intent to be bound thereby:

**1. EMS DISTRICT**

County shall be organized as an EMS District, City expressing its consent to be a part thereof pursuant to authority granted via Mississippi Code Annotated Section 41-59-51 with the Jackson County Board of Supervisors being the governing authority thereof and providing the subsidy required therefore. Jackson County, as governing authority for the District shall be authorized to receive all EMSOF funds for said District.

**2. EMS ADVISORY BOARD**

There shall be established an EMS Advisory Board of which each municipality shall appoint one member; comprised of 2 members of the Jackson County Board of Supervisors; 2 members of the Jackson County Fire District (one east and one west); one member of the E911 Commission and one Emergency Physician or Registered Nurse from Singing River Hospital. This Board shall have advisory capacity only to the Board of Supervisors and its purpose shall be to participate in, review, and address issues affecting, directly or indirectly, Emergency Medical Services in Jackson County. They shall meet as often as necessary and shall review on a monthly basis response time reports of the Lead Agency, response time exclusions, and address concerns voiced concerning Emergency Medical Services within the District. The Advisory Board shall also be charged with making suggestions and recommendations to the Board of Supervisors for the enhancement of Emergency Medical Services within the District.

RESOLUTION OF THE BOARD OF SUPERVISORS  
OF JACKSON COUNTY, MISSISSIPPI APPROVING  
INTERLOCAL AGREEMENT WITH THE CITY OF GAUTIER FOR  
PARTICIPATION IN EMERGENCY MEDICAL SERVICES DISTRICT

WHEREAS, the Board of Supervisors and the City of Gautier desire to memorialize their agreement for participation in the EMS District by entering into an Interlocal Agreement, a copy of which is attached hereto;

BE IT, THEREFORE, RESOLVED that the Board of Supervisors hereby approves the *Interlocal Agreement Between Jackson County, Mississippi and the City of Gautier, Mississippi for Emergency Medical Services District*, subject to approval of the Office of the Attorney General, and authorize Manly Barton and Terry Miller, President and Clerk, respectively, of the Board of Supervisors, to execute same.

The motion to approve the foregoing resolution was made by Supervisor Barton seconded by Supervisor Bennett and the following vote was recorded:

Supervisor Barton	<u>yes</u>
Supervisor Norvel	<u>yes</u>
Supervisor Broussard	<u>yes</u>
Supervisor Leach	<u>yes</u>
Supervisor McKay	<u>yes</u>

RESOLVED, this the 20th day of November, 2000.

ATTEST:

BOARD OF SUPERVISORS

Terry Miller  
Terry Miller, Clerk of the Board

By: Manly Barton  
Manly Barton, President

IN WITNESS WHEREOF, the parties hereto have caused the execution and delivered of this Agreement on the date set opposite the signatures.

BOARD OF SUPERVISORS OF  
JACKSON COUNTY, MISSISSIPPI

By: \_\_\_\_\_  
Manly Barton, President

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Terry Miller, Clerk of the Board

CITY OF GAUTIER, MISSISSIPPI

By: \_\_\_\_\_  
Charles Keith, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Pearl Mercer, City Clerk

Within sixty (60) days of the execution of this agreement, City shall appoint one member to serve on said Board and advise the Jackson County Board of Supervisors in writing of the member appointed.

### **3. NOTICE**

Both parties acknowledge that City has been allowed to participate in and comment on the contract for Advanced Life Support Ambulance Services with Acadian Ambulance Service for the Jackson County EMS District and acknowledge the importance for purposes of said document of all parties to remain a member of said District. Both parties acknowledge that the ability to bind themselves for the term of the contract is essential to the provision of quality Emergency Medical Services in Jackson County and for the benefit of all of its citizens. Based on the foregoing, City agrees that should concerns arise regarding the provision of Emergency Medical Services within Jackson County, City will immediately give notice of said complaints to the Board of Supervisors as well as the EMS Advisory Board. If the complaints involve failure of the Lead Agency to perform according to the terms of its contract, then County shall have ninety (90) days to address said complaints. In the event that the Lead Agency fails to perform under its contract, City shall have the right to withdraw from the Jackson County EMS District upon one hundred eighty (180) days notice, in writing, to the Board of Supervisors.

### **4. RATIFICATION OF GOVERNING AUTHORITIES**

This agreement is subject to ratification by the new governing authorities of County and City, in the event the term of said this Interlocal Agreement extends beyond any term of office of the elected officials of County and City.

### **5. FUTURE CONTRACTS AND AGREEMENTS**

In the event that the County requests proposals, or enters into any future contracts or modifications thereof, affecting the provision of Emergency Medical Services for the District, the EMS Advisory Board shall be allowed to participate. It shall be the responsibility of the appointee of the City to notify and keep the governing authorities of the City informed as to any occurrence which may affect the provision of Emergency Medical Services for said City.

### **6. TERMINATION/MODIFICATION**

This agreement may be terminated, altered, amended or modified by written agreement of the County and City after and pursuant to authorization by their respective governing authorities and approval by the State Attorney General; provided, that any such termination, alteration, amendment or modification shall not void or terminate any obligations or rights already undertaken or granted pursuant to this agreement and shall operate prospectively only.

### **7. APPROVAL OF AGREEMENT**

This Agreement shall be ratified and approved by the respective governing authorities of County and City, and shall be expressly subject to the approval of the Office of the Attorney General of the State of Mississippi as required by Mississippi Code Annotated Section 17-13-11. This Agreement shall be filed and recorded as required by Mississippi Code Annotated Section 17-13-11.

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 135-2016**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the minutes from the Recessed Council Meetings held May 17, 2016 and May 24, 2016 are hereby approved.

**IT IS FURTHER ORDERED** that the Interim City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by **Councilwoman Martin**, seconded by **Councilman Vaughan** and the following vote was recorded:

**AYES:**        **Gordon Gollott**  
                  **Mary Martin**  
                  **Johnny Jones**  
                  **Hurley Ray Guillotte**  
                  **Casey Vaughan**  
                  **Rusty Anderson**  
                  **Adam Colledge**

**NAYS:**        **None**

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**Passed and Adopted** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 7, 2016.

**Councilman Vaughan** to recess until June 21, 2016 at 6:30pm. Motion seconded by **Councilman Guillotte** and unanimously carried.

**APPROVED BY:**

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**MAYOR**

**ATTEST:**

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**CITY CLERK**

Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of June 21, 2016.