

Jackson County Utility Authority
Regular Meeting
Board of Directors
October 27, 2014
1225 Jackson Avenue
Pascagoula, MS 39567

MINUTES

1. Call to Order

The regular scheduled meeting of the Board of Directors convened at 4:00 P.M., October 13, 2014, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Brad Bradford, President; Randy Bosarge, Vice-President; Jackie Elly, Secretary-Treasurer; Michael Murphy, Vice Secretary-Treasurer; and Directors; Wayne Adams; Doug Shore, and Marshall Smith. It was determined there was a quorum.

Also present were: Tommy Fairfield, Jr., Executive Director; Edna Lott, Principal of Accounting; Linda Gasaway, Administrative Assistant; Tara Sistrunk, H.R. Manager; Chase Glisson, Engineer; Gwen Parker, Customer Service Supervisor; Jimmy Heidelberg and April McDonald, Authority Counsel; Eric Page, Neel-Schaffer; Andy Douglass, Compton Engineering and Pete McMaster, Arcadis.

2. Invocation – At President’s Discretion. (Lord, we are meeting today to conduct matters of business. Guide our hearts and our minds in the spirit of fairness, right thought and speech. Impart your supreme wisdom upon our activities so that our affairs may reach a successful conclusion. Thank you for being our source of guidance today. Amen!) Executive Director, Tommy Fairfield, presented the devotion.
3. Pledge of Allegiance
Mr. Bradford, Board President, lead the Pledge of Allegiance.
4. Changes to Agenda
Mr. Bradford asked if there were any changes to the Agenda. There were none.
5. Public Recognition
Mr. Bradford asked if there were any public to be recognized. There were none.
6. Consent Agenda
- A. Expenditures, **Exhibit “A”**
 - B. Cash Position Report, **Exhibit “B”**
 - C. Engineering Services Contract Extensions, **Exhibit “C”**

D. Greater Gulf Development Task Authorization #22, **Exhibit “D”**

E. Pickering Engineering Task authorization #16, **Exhibit “E”**

F. Project Reports (Information Only), **Exhibit “F”**

G. ETP NOV (Information Only), **Exhibit “G”**

H. Ballpark Road Payment Application #2, **Exhibit “H”**

Mr. Adams made a motion to approve Consent Agenda, Items A – H, as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

7. Discussion – Action Items

A. EPA Surface Water Project

1. Construction Payment Application 8, **Exhibit “I”**

Mr. Shore made a motion to approve Staff recommendation for payment as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

2. Set Site Visit Date(s)

Date for Site Visit was set for Tuesday, 11/11/2014, at 4:00 P.M.

B. USDA/US Army Corps of Engineers Southern Water Supply

1. Professional Services Invoice No. 1020027, **Exhibit “J”**

Mr. Bosarge made a motion to approve pay request as presented. Mr. Adams seconded the motion and it was unanimously approved by the Board members present.

2. Legal Services Invoices 20 through 27, **Exhibit “K”**

Mr. Bosarge made a motion to approve Staff recommendation as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

C. CDBG

1. Budget Mod, **Exhibit “L”**

Mr. Murphy made a motion to approve Staff recommendation as presented. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

2. Moss Point Extension, **Exhibit "M"**

Mr. Adams made a motion to approve Engineer's recommendation to consider the bid submitted by Hemphill Construction, contingent upon review and approval by JCUA's Legal Counsel, MSEG, and MDEQ. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

D. USDA Big Hill Acres Payment Applications

1. Contractor Payment Application 8, **Exhibit "N"**

Mr. Elly made a motion to approve Staff recommendation of payment as submitted. Mr. Bosarge seconded the motion and it was unanimously approved by the Board members present.

2. Contractor Payment Application 9, **Exhibit "O"**

Mr. Bosarge made a motion to approve Staff recommendation of payment as submitted. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

3. Request to Reject Wetlands Rehab Option, **Exhibit "P"**

Mr. Shore made a motion to decline the Wetland Rehabilitation option for the Big Hill Acres Project. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

4. Request to Solicit Change Order Proposal, **Exhibit "P"**

Mr. Bosarge made a motion to solicit a change order proposal for development of the school land well site in the Big Hill Acres project, and accept a proposal within project budget. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

E. Purchase Orders

1. Safety – Retrofit Existing Elevated Storage Tanks, **Exhibit "Q"**

Mr. Murphy made a motion to approve Staff recommendation as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

2. Regulation – Service Boat to Perform Required Outfall Inspections at ETP, GTP, PMP (NTE \$5,636.00), **Exhibit "R"**

3. Regulation – Service Boat Trailer (NTE \$950.00), **Exhibit "R"**

4. Regulation – Service Boat Motor (State Contract \$4,163),
Exhibit "R"

Mr. Elly made a motion to approve purchase request for Items 7.E.2-4, as not to exceed, pending confirmation items are not available from inter-agency surplus. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

5. Fire Hydrant Cutting – Increase Present Contract
\$2,037.25/QTR

Mr. Shore made a motion to amend our lawn maintenance contract to include Fire Hydrant cutting, presently \$2037.25/Qtr. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

F. Consideration of Fee Waiver Request, **Exhibit "S"**

Mr. Elly made a motion to deny Fee Waiver as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

G. Attorney Items

1. Other Items

Mr. Heidelberg updated the Board on Attorney matters. No Board action was taken.

2. Hebert CDBG W-20, **Exhibit "T"**

Mr. Elly made a motion accept and approve the Resolution for just compensation. Mr. Bosarge seconded the motion and it was unanimously approved by the Board members present.

3. Helena Utility District, **Exhibit "U"**

Mr. Bosarge made a motion to approve Staff recommendation as presented. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

8. Other Business – Director Items

No Other Business or Director Items were discussed.

9. Request to Accept Safety Officer Job Description, **Exhibit "V" (Amended)**

Mr. Adams made a motion to accept Safety Officer job description with approved changes. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

10. Request to Accept Chief Financial Officer Job Description, **Exhibit "W"**

Mr. Shore made a motion to accept Chief Financial Officer job description as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

11. Consider Temporary Labor Supplement Proposal, **Exhibit "X"**

Mr. Bosarge made a motion to approve Staff recommendation for Temporary Labor from Utility Partners. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

12. Executive Session, if So Moved (Requested at 5:01 PM)

Mr. Bradford requested Executive Session to further discuss personnel issues.

At 5:01 p.m. Mr. Elly made a motion to go into Closed Session to discuss issues for possible Executive Session. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

The meeting closed to determine reasons for need of Executive Session. In Closed Session it was determined there was a need to go in to Executive Session to further discuss personnel issues.

At 5:02 P.M., Mr. Bosarge made the motion to come out of Closed Session. The motion was seconded by Mr. Murphy and it was unanimously approved by the Board members present.

At 5:05 P.M., Mr. Bosarge made a motion to go into Executive Session. Mr. Shore seconded the motion and it was unanimously approved by the Board members present. This was announced to the public.

In attendance were: Mr. Bradford; Mr. Adams; Mr. Elly; Mr. Bosarge; Mr. Murphy; Mr. Smith; Mr. Fairfield; Ms. Sistrunk; Mr. Heidelberg, and Ms. McDonald.

At 5:35 P.M., Mr. Shore made a motion that the Board come out of Executive Session and resume Regular Session. Mr. Adams seconded the motion and it was unanimously approved by the Board members present.

No action was taken in Executive Session and the meeting was re-opened to the public.

13. Consider Contract Labor Supplement Proposal, **Exhibit "Y"**

Mr. Elly made a motion to continue with direct employment for all permanent, non-probationary, staff needs. Mr. Bosarge seconded the. In discussion, it was found direct employment is best for Authority operations and meeting our current needs. The motion passed unanimously.

14. Consider Organizational Change Proposal, **Exhibit "Z"**

Mr. Adams made a motion to accept the Organizational changes proposed by staff as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

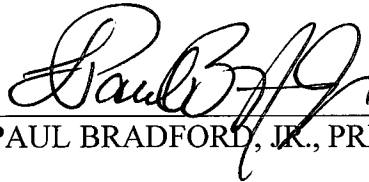
15. Consider Salary Revision, **Exhibit "AA"**

Mr. Smith made a motion to revise the General Manager salary to the "Lead" recommendation noted. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

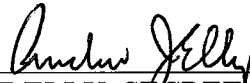
16. Adjourn

There being no further business to come before the Board, Mr. Elly made the motion to adjourn. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 5:40 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 10th day of November, 2014.



L. PAUL BRADFORD, JR., PRESIDENT



JACKIE ELLY, SECRETARY-TREASURER