

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
October 12, 2015  
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 12, 2015, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Michael Murphy, President; Marshall Smith, Vice-President; Jackie Elly, Secretary-Treasurer; and Directors; Doug Shore, Ken Papania and Kevin Coggin. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Linda Gasaway, Administrative Assistant; Talbert Rea, General Manager; Julie Christian, Chief of Finance; Edna Lott, Principal of Accounting; Chase Glisson, JCUA Engineer; April McDonald, Authority Counsel; Pete McMaster, Arcadis; Greg Brown and Cindy Lamb, Pickering Firm; David Compton, Compton Engineering; Eric Page and Steve Twedt, Neel-Schaffer.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Mr. Murphy, Board President, lead the Pledge of Allegiance.

4. Changes to Agenda

Mr. Murphy asked if there were any changes to the Agenda. Mr. Fairfield requested supplemental documents for Items 7.A.2. and 7.D.1., and the following Items be added to the agenda: 8.C. – Vehicle Damages; 8.D. – 10/21/2015 Special Workshop Agenda, and 8.E. – Employee Reimbursement. Mr. Murphy requested Item 6-E. – Cash Position Report, be pulled for further discussion.

5. Public Recognition

Mr. Murphy asked if there were any public to be recognized. There were none.

6. Consent Agenda

- A. Expenditures, **Exhibit "A"**
- B. Minutes – Workshop Meeting of September 7, 2015, **Exhibit "B"**
- C. Minutes – Regular Meeting of September 14, 2015, **Exhibit "C"**
- D. Minutes – Regular Meeting of September 28, 2015, **Exhibit "D"**
- E. Cash Position Report (September 30, 2015), **Exhibit "E"**
- F. Purchase Order – Pressure Sustaining Valve at Helena GST, **Exhibit "F"**
- G. Purchase Order – Long Beach Underground Task Authorization #3, **Exhibit "G"**
- H. Purchase Order – Long Beach Underground Task Authorization #4, **Exhibit "H"**
- I. Purchase Order – Repair to Blower Control Panel, **Exhibit "I"**
- J. Purchase Order – First Replacement Pump PS 15 (Moss Point), **Exhibit "J"**
- K. Purchase Order – Retail Vehicle in Budget (070-4852320-8)
- L. Purchase Order – Southwest IT Solutions (Annual), **Exhibit "K"**
- M. Purchase Order – Replace Lost Vehicle (070-4880135-6)
- N. September SSO Report, **Exhibit "L"**
- O. Purchase Order – Replacement Copy Machine, **Exhibit "M"**
- P. Purchase Order – Generator Service (Annual), **Exhibit "N"**
- Q. GTP Aerator Replacement Update, **Exhibit "O"**

**R. Purchase Order – Security Fence Upgrades PWS, Exhibit "P"**

Mr. Shore made a motion to approve to approve Items 6.A. – 6.D. and 6.F. – 6.R. Mr. Papania seconded the motion and it was unanimously approved by the Board members present. There was no action required for Item 6.E.

**7. Discussion – Action Items**

**A. CDBG Projects W-20 and W-23**

**1. Layne Change Order, Exhibit "Q"**

Mr. Elly made a motion to table this item, requested Engineer present a recommendation and Authorized Executive Director to send a letter to DEQ. Rm. Coggin seconded the motion and it was unanimously approved by the Board members present.

**2. Request for Cash, Exhibit "R"**

Mr. Elly made a motion to approve Request for Cash as presented. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

**B. Woodlake Road Sewer Project (Pickering Firm, Inc.)**

**1. Withdraw Project form SRF Program**

**2. Add First Mile to Retail Bond Work**

**3. Revise Facility Plan to Comply with USDA as PER and Complete Balance as USDA Project**

Mr. Elly made a motion to approve Items 7.B.1.-3. to Withdraw from SRF Program, Revise Facility Plan to comply with USDA Project, and Submit USDA-Rural Development loan application. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

**4. Other (If Any)**

There were no other Items.

C. Wastewater Operations and Maintenance

1. Payment Request GSE Pump Rebuild (\$17,905.55), **Exhibit "S"**  
Mr. Coggin made a motion to approve payment request as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.
2. Update to Board on End Seal Failures, **Exhibit "T"**  
Update only – No Action Required.
3. Connection to MS Power, **Exhibit "U"**  
Mr. Shore made a motion to approve continued discussions with MS Power – Plant Daniel regarding connection of facility to JCUA retail water and sewer services. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.
4. Request to Open 4 Retail Technician Positions (2 and Temp and 2 as Temp to Hire) and Lease Equipment to Complete CIAP Abandonment Project  
Mr. Elly made a motion to approve request to open retail technician positions as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

D. USDA Projects

1. Southern Wholesale Water – Caldwell Tank Change Order, **Exhibit "V"**  
Mr. Coggin made a motion to deny change order request as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.
2. Professional Services Payment Request – Neel-Schaffer (\$4762.86), **Exhibit "W"**  
Mr. Coggin made a motion to approve Neel-Schaffer payment request as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.
3. Professional Services Payment Request – GEC (\$12,445.50), **Exhibit "X"**  
Mr. Elly made a motion to approve GEC payment request as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

E. Attorney

Counsel updated the Board on Attorney matters. No Board Action was taken.

8. Other Business – Director Items

A. Executive Director Discussion Items

1. Election of Officers

Mr. Coggin made a motion to continue with existing officers and Mr. Shore was nominated to fill the position of Vice Secretary-Treasurer. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

Board Officers are as follows: President – Michael R. Murphy; Vice President – Marshall Smith; Secretary/Treasurer – Andrew J. Elly, and Vice Secretary/Treasurer – Douglas Shore.

2. Per Diem Authorizations

a. Regular Board Meetings, Special Board Meetings, Sponsoring Agency Meetings (where participating), Community Workshops and Presentations

Mr. Coggin made a motion to approve Per Diem for all meetings attended. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

b. Check Sign Continuation – Executive Director Authorized for Countersign and Authorized E-Bank Endorsements

Mr. Smith made a motion to approve continuation of check signing as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

c. Take Home Vehicle Tax Valuation Set to \$250.00/month

Mr. Coggin made a motion to table item and verify current tax valuation with Auditor. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

d. Handout (Update to Bond Activity), **Exhibit "Y"**

Agenda for Special Workshop on 10/21/2015 was handed out. No Action was Required.

**B. Other (Directors)**

Mr. Murphy as if there was any other Business or Director Items to discuss. There were none.

**C. Vehicle Damage, Exhibit "Z"**

Mr. Papania made a motion to approve reimbursement of vehicle damages as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

**D. Employee Reimbursement, Exhibit "AA"**

Mr. Elly made a motion to approve employee reimbursement as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

**9. Executive Session, if So Moved**

Mr. Fairfield requested Executive Session.

At 5:31 P.M. Mr. Elly made a motion to go into Closed Session to discuss issues for possible Executive Session. Mr. Coggin 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 discuss potential consolidation items.

At 5:32 P.M., Mr. Shore made the motion to come out of Closed Session. The motion was seconded by Mr. Smith and it was unanimously approved by the Board members present.

At 5:33 P.M., Mr. Elly made a motion to go into Executive Session. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present. This was announced to the public.

In attendance were: Mr. Murphy; Mr. Smith; Mr. Shore; Mr. Elly; Mr. Papania; Mr. Coggin; Mr. Fairfield, and Ms. McDonald.

At 5:47 P.M., Mr. Elly made a motion that the Board come out of Executive Session and resume Regular Session. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

The meeting was re-opened to the public.

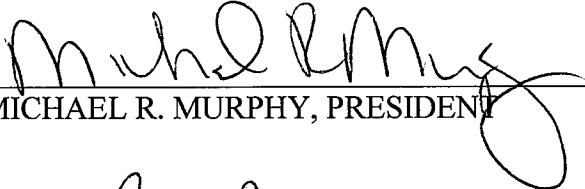
**10. Consolidation Consideration**

Mr. Elly made a motion to Authorize the Executive Director and Board General Counsel to negotiate a contract to purchase the assets and service rights associated with all area certified and associated with MSDH 0300037, served and un-served for Board of Directors and Seller consideration for approval. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

**11. Adjourn**

There being no further business to come before the Board, Mr. Coggin made the motion to adjourn. Mr. Elly seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 5:50 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 9<sup>th</sup> day of November, 2015.

  
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MICHAEL R. MURPHY, PRESIDENT

  
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ANDREW J. ELLY, SECRETARY-TREASURER