

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
**April 11, 2016**  
1225 Jackson Avenue  
Pascagoula, MS 39567

**MINUTES**

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., April 11, 2016, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Michael Murphy, President; Jackie Elly, Secretary-Treasurer; Doug Shore, Vice-Secretary-Treasurer; and Directors, Kevin Coggin, Ken Papania and Kevin Miller. Mr. Smith was unable to attend. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Linda Gasaway, Administrative Assistant; Talbert Rea, General Manager; Tara Sistrunk, H.R. Manager; Edna Lott, Principal of Accounting; Julie Christian, Chief of Finance; Chase Glisson, Engineer; Carrie, Dennis, Wastewater Operations Manager; Joe Watrous, Safety Officer; Carmen Huckleby, Compliance Officer; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster and Chuck Starling, Arcadis; Greg Brown, Pickering Firm; David Compton and Andy Douglass, Compton Engineering; Chris Gouras, Gouras & Associates; Geneva W. Coleman and Steven Pierre, Hawthorne Agency; Tasha Brown, WJCUD; Barbara Weckesser, Quy and Truyen Tran, Leah Kimse, Jackson County Residents, and Jennifer Crosslin, Jackson County Resident / Steps Coalition.

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 the following Items be added to the Agenda: 7.A.10. – Dollar General Gravity Sewer Service Connection; 7.A.11. – 12313 Hwy. 57 Storm Water Inspection / Install T.O.; 7.A.12. – Engineer Proposal Home of Grace/Jericho Lane Sewer Improvements, and 7.A.13. – Arcadis Professional Services.

5. Public Recognition

Mr. Murphy asked if there were any public to be recognized. Ms. Barbara Weckesser, Ms. Quy Tran, Jackson County Residents and Ms. Jennifer Crosslin, Jackson County Resident / Steps Coalition, addressed the Board regarding the JCUA increase on their Pascagoula Utility Bill.

6. Consent Agenda

A. Minutes – Regular Meeting of March 14, 2016, **Exhibit “A”**

B. Minutes – Regular Meeting of March 28, 2016, **Exhibit “B”**

C. USDA Big Hill Acres – Professional Services Invoices No. 42, Legal Invoice 52 and Project Report, **Exhibit “C”**

D. Record of Certification of Compliance with Lead/Copper Rules for PWSID’s 0300164 and 0300166, **Exhibit “D”**

E. Purchase Order - Lighting Improvements GTP (Safety Improvement), **Exhibit “E”**

F. Purchase Order – BFP Roller Repair at PMP, **Exhibit “F”**

G. FEMA/MEMA – Hurley WWTP Repair Payment Application 5 (Tabled from 3/28/2016), **Exhibit “G”**

H. Purchase Order – Replacement Doors PMP Building, **Exhibit “H”**

I. SSO Report – March, **Exhibit “I”**

J. Task Order – Technical Assistance to Legal, **Exhibit “J”**

K. New Service Point for Utility Services/Houston Estates, **Exhibit “K”**

L. Purchase Order PS 15 Pump Repair, **Exhibit “L”**

M. Purchase Order PS 04 Pump Repair, **Exhibit “M”**

N. GTP Construction Update, **Exhibit “N”**

O. Progress Status on Pretreatment Plan, **Exhibit "O"**

Mr. Elly made a motion to approve Items 6.A. – 6.O. as presented. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

7. Discussion – Action Items

A. Authority Business

1. Expenditures, **Exhibit "P"**

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

2. Authorize Task Order No. 21 with Pickering (MSDH Task), **Exhibit "Q"**

Mr. Coggin made a motion to approve Pickering Task Order No. 21 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

3. Update on Apple Snails, **Exhibit "R"**

Update Only, No Action Required.

4. Compton Engineering Report, **Exhibit "S"**

Update Only, No Action Required.

5. Hawthorne Agency

a. Presentation

Ms. Geneva W. Coleman, President and Mr. Steven Pierre, Graphic and Website Design Manager, with Hawthorne Agency addressed the Board regarding Professional Services.

b. Proposal, **Exhibit "T"**

Mr. Elly made a motion to approve The Hawthorne Agency proposal as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

6. Safety Program Proposal (Updated), **Exhibit "U"**

Update Only, No Action Required.

7. Request to Proceed with Secondary Contractor, **Exhibit "V"**  
Mr. Shore made a motion to approve request to proceed with Secondary Contractor as presented due to "Non-Responsive" Primary Contractor. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.
  
8. USDA Big Hill Acres Project
  - a. Revised CO 5 – Editorial Corrections, **Exhibit "W"**  
Records Only, No Action Required.
  
  - b. Rain Delay Request, **Exhibit "X"**  
Mr. Coggin made a motion to approve two week rain delay request as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.
  
  - c. Rain Delay Owner/Agency Delay Request, **Exhibit "Y"**  
Mr. Papania made a motion to approve 83 Day Extension (Days Only), with new completion date of June 21, 2016. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.
  
  - d. Other (If Any)  
Mr. Murphy asked if there were other BHA Action Items. There were none.
  
9. Gouras and Associates (Presentation/Proposals), **Exhibit "Z"**  
Mr. Chris Gouras updated the board regarding CDBG projects and presented Gouras and Associates Consulting Services Proposal.  
  
Mr. Shore made a motion to approve the Lump Sum of \$50,000.00 for the administrative services required by the MOU with MDA/DEQ for the SCADA Project. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.
  
10. Dollar General Gravity Sewer Service Connection – 11980 Hwy. 57, **Exhibit "AA"**  
Mr. Papania made a motion to approve Task Auth. No. 14 as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

11. Storm Water Inspection – 12313 Hwy. 57, **Exhibit “AB”**

Mr. Elly made a motion to Authorize Staff to take over action to implement BMP's and complete task, including use Secondary Contractor should the Primary Contractor continue to fail to respond. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

12. Engineer Proposal – Home of Grace, **Exhibit “AC”**

Mr. Miller made a motion to authorize Task Order for Proposal of Sewer Improvements located at the Home of Grace on Jericho Road. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

13. Rate Study for Wholesale Wastewater (Initiate Around Draft FY – 2017; Commence April 1, 2016; Complete August 1, 2016), **Exhibit “AD”**

Mr. Miller made a motion to approve Arcadis Cost Study of Providing Wholesale Wastewater Services. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

14. New Board Committee

Mr. Murphy established a fifth (5<sup>th</sup>) Board Committee, the Budget Committee, consisting of the following Board Members: Coggin, Miller and Murphy.

15. Other (If Any)

Mr. Murphy asked if there were other Action Items. There were none.

B. Attorney

1. Copy – System SC/WC020086000, **Exhibit “AE”**

Update Only, No Action Required.

2. Resolution/Report Emergency Response Action Item, **Exhibit “AF”**

Mr. Coggin made a motion to approve Resolution as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

3. Other (If Any)

Counsel updated the Board on other Attorney matters and requested Executive Session. No Board action was taken.

8. Other Business – Director Items

A. Executive Director Recommendation (Handout), **Exhibit “AG”**  
Discussion Only, No Action Required.

B. Other (If Any)

Mr. Murphy asked if there were other Director Items. There were none.

9. Executive Session, if So Moved (Requested for Personnel and Legal Matters)

Executive Session was requested regarding Personnel and Legal Matters.

At 6:25 P.M. Mr. Elly made a motion to go into Closed Session to discuss issues for possible Executive Session. Mr. Miller 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 litigation items and consolidation.

At 6:27 P.M., Mr. Elly made the motion to come out of Closed Session. The motion was seconded by Mr. Miller and it was unanimously approved by the Board members present.

At 6:28 P.M., Mr. Miller made a motion to go into Executive Session. Mr. Elly 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. Elly; Mr. Shore; Mr. Papania; Mr. Coggin; Mr. Miller; Mr. Fairfield; Ms. Sistrunk; Mr. Heidelberg and Ms. McDonald.

At 7:06 P.M., Mr. Shore made a motion that the Board come out of Executive Session, resume Regular Session. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

No business was undertaken in Executive Session.

The meeting was re-opened to the public, several Attendees returned.

10.Strategic Plan (Handout), **Exhibit “AH”**

No Action Taken.

11.Discuss Current Needs and Updated Job Description, **Exhibit “AI”**

The Executive Director presented an updated Job Description for Water Operations Manager and requested to begin selection process. Mr. Coggin made a motion to approve the request as submitted. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

12.JCUA Co-Op Summer Employment

The Executive Director requested Authority to extend an offer for summer employment to both JCUA Co-Op employees. Mr. Coggin made a motion to approve the request. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

13.Set Date and Time for St. Andrews Workshop (April 18, 2016)

Meeting for April 18, 2016, has been cancelled.

14.Set Date and Time for Next Meeting

Next Board Meeting is set for Monday, April 25, 2016 at 4:00 P.M.

15.Adjourn

There being no further business to come before the Board, Mr. Papania 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 7:10 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 9<sup>th</sup> day of May, 2016.

  
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MARSHALL SMITH, VICE PRESIDENT

  
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ANDREW J. ELLY, SECRETARY-TREASURER