

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
**April 25, 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 25, 2016, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Michael Murphy, President; Marshall Smith, Vice-President; Jackie Elly, Secretary-Treasurer; Doug Shore, Vice-Secretary-Treasurer; and Director, Ken Papania. Mr. Coggin and Mr. Miller were 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; Edna Lott, Principal of Accounting; Julie Christian, Chief of Finance; Chase Glisson, Engineer; Ryan Dunlap, Engineer; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster, Arcadis; Andy Douglass, Compton Engineering; Chris Gouras, Gouras & Associates; Eric Page, Neel-Schaffer; Brandon Stork, WJCUD; Jim Blevins, Pascagoula Mayor; and Charles Busby, State Representative.

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.6. – Risk Management Plan; 7.A.7. – Request for Authorization to Advertise for Locator/Mapping Services, and 7.A.8. – Request to Open Requisition for Survey/Locate/Mapping Technician.

5. Public Recognition

A. General Public

Mr. Blevins, Pascagoula Mayor, addressed the Board requesting better communication between Directors and City/County Officials, in an effort to reduce negative/wrong information being construed.

6. Consent Agenda

- A. Expenditures, **Exhibit "A"**
- B. GTP Aerator Replacement – Hemphill Payment Application No. 08, **Exhibit "B"**
- C. BHA Connections – CB Developers Payment Application No. 25, **Exhibit "C"**
- D. Accept Donation of Assets from JCSD per MOU, **Exhibit "D"**
- E. Purchase Order – Metering Equipment Upgrade (NTE), **Exhibit "E"**
- F. US Army Corps of Engineers – Vicksburg Applications, **Exhibit "F"**
- G. SWTP Task Order, **Exhibit "G"**
- H. Whispering Pines Task Order, **Exhibit "H"**
- I. Increase Task Order at East Central Schools, **Exhibit "I"**
- J. Purchase Order – Truck Trailer Covers, **Exhibit "J"**
- K. WJC Report, **Exhibit "K"**
- L. Purchase Order – Pump Station 7 Repair, **Exhibit "L"**
- M. GTP Entrance Repair PS Task Order, **Exhibit "M"**
- N. NS Invoice 1034581-R, **Exhibit "N"**
- O. Compton Invoice 213-035-21 HWWTP, **Exhibit "O"**
- P. Compton Invoice 214-090.001-8 SRF 63, **Exhibit "P"**
- Q. Hydrant Meter Rental Agreement Update, **Exhibit "Q"**  
Mr. Smith 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. SRF Water Phase II Signature Resolution Package, **Exhibit "R"**

Mr. Elly made a motion to authorize Executive Director to execute Documents/Agreements required and Authorizing Executive Director as Authorized Representative. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

2. WJC Transmission System

a. Transmission System Work Plan Discussion (Handout) Update Only / NAR, **Exhibit "S"**

b. WJCTP Combine MP Proposal (Handout), **Exhibit "T"**

Mr. Shore made a motion to table Item 7.A.2.b. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

3. Accept and Authorize Year 2 CIP for PMP and ETP, **Exhibit "U"**

Mr. Elly made a motion to approve request to proceed with Year 2 Design. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

4. Authorize Task Orders 15 -25; 27 – 21 (CIAP), **Exhibit "V"**

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

5. GTP Aeration Project Payment Application #8 and Partial Substantial Completion, **Exhibit "W"**

Mr. Smith made a motion to approve Pay App #8 and Partial Substantial Completion Request as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

6. Risk Management Plan, **Exhibit "X"**

Mr. Smith made a motion to authorize Electronic Signature for Risk Management Plan. Mr. Shore seconded the motion and it was unanimously approved by the Board members present.

7. Authorization to Advertise for Locates/Mapping Services  
Mr. Elly made a motion to approve authorization to advertise for Locate Services proposals. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.
8. Open Requisition for Survey/Mapping/Locate Technician  
Mr. Elly made a motion to approve request to Advertise for Survey/Mapping/Locate Technician. Mr. Smith seconded the motion. During discussion it was clarified that Staff was soliciting proposals in Item 7.A.7. and applications in Item 7.A.8., and Action Items would be brought back to the Board. Mr. Murphy acknowledged budget concerns raised by Mr. Blevins. The motion was unanimously approved by the Board members present.
9. Other, If Any  
Mr. Murphy asked if there were other Authority Business Action Items. There were none.

## B. CDBG

1. Revised Budget Mod No. 46, **Exhibit "Y"**  
Approved, see Item 7.B.5.
2. W23 Revised Amendment No. 3, **Exhibit "Z"**  
Approved, see Item 7.B.5.
3. W20 Amendment No. 2, **Exhibit "AA"**  
Approved, see Item 7.B.5.
4. Gouras – Layne Settlement Invoice No.850, **Exhibit "AB"**  
Mr. Shore made a motion to approve Invoice No. 850 as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.
5. W20/W23 RFC, **Exhibit "AC"**  
Mr. Smith made a motion to approve Items 7.B.1., 7.B.2., 7.B.3. and 7.B.5. as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.
6. CDBG Resolution, **Exhibit "AD"**  
Mr. Elly made a motion to approve CDBG Resolution for Sole Source Procurement for the SCADA repairs and upgrades to be provided by Rockwell Automation. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

7. Other, If Any

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

C. Attorney

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

8. Executive Session, if So Moved (Personnel)

Executive Session was requested regarding Personnel Matters.

At 5:33 P.M. Mr. Elly made a motion to go into Closed Session to discuss issues for possible Executive Session. Mr. Shore 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 5:40 P.M., Mr. Elly 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 5:41 P.M., Mr. Elly 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. Murphy; Mr. Smith; Mr. Elly; Mr. Shore; Mr. Papania; Mr. Fairfield; Mr. Heidelberg and Ms. McDonald.

At 6:18 P.M., Mr. Elly 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.

9. Personnel

Mr. Shore made a motion for the Board to take the request for appeal of personnel action, requested by Ms. Parker, under advisement and will report decision to Human Resources. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

10. Other Business, If Any

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

11. Director Training Update (Set Date and Time)

To be determined and set by Board President.

12. Adjourn

There being no further business to come before the Board, Mr. Papania made the motion to adjourn. Mr. Smith seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 6:20 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