

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
**July 25, 2016**  
1225 Jackson Avenue  
Pascagoula, MS 39567

**MINUTES**

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:02 P.M., July 25, 2016, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Michael Murphy, President; Marshall Smith, Vice-President; and Directors, Kevin Coggin, Ken Papania, and Kevin Miller. Mr. Elly and Mr. Eldridge were unable to attend. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Linda Gasaway, Administrative Assistant; Tara Sistrunk, HR Manager; Julie Christian, Chief of Finance; Edna Lott, Principal of Accounting; Jordan Noel, Logistics Manager; Ryan Dunlap, Engineer; Charlie Beckstein, GIS-CAD; Carrie Dennis, WW Operations Manager; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster and Chuck Starling, Arcadis; David Compton, Compton Engineering; Dennis Reeves, Neel-Schaffer; Jeremy Neff, Philip Durant and Heath Kuespert, Teklink; Brandon Stork, WJCUD; Bobby Brashier and Joey Bullock, Bancorp South Insurance, and Paul Foley, Michael Baker.

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 that Item 6 be revised to "Administration Items" and the following items be added to the Agenda: Item 6.E. – Fee Waiver Request and Item 6.F. – Department Logos.

5. Public Recognition

A. General Public

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

6. Administrative Agenda

A. Contract Modification Request for MDOT Grant, **Exhibit "A"**

Mr. Miller made a motion to approve the request for a Grant Modification from MS D.O.T. for Water and Sewer Infrastructure Relocation as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

B. Contract Authorization – Accept Revised Uniform Service Quote, **Exhibit "B"**

Mr. Smith made a motion to accept the Revised Uniform Service Quote as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

C. Confirm Task Definition for Hawthorne Agency, **Exhibit "C"**

Update Only, No Action Required.

D. Confirm Deputy Director Job Description and Authorize Selection Process (Salary Function – May 2016/Match Strategy), **Exhibit "D"**

Mr. Coggin made a motion to approve Deputy Director Job Description and Match Salary Range as presented and Authorize Selection Process. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

E. Fee Waiver, **Exhibit "E"**

Mr. Miller made a motion to approve Fee Waiver for Public Information Request as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

F. Department Logos

Directors will select Winner at the next Board Meeting on August 8, 2016.

7. Discussion – Action Items

A. Authority Business

1. Expenditures, **Exhibit "F"**

Mr. Coggin made a motion to approve Expenditures as presented. Mr. Miller seconded the motion, and after some discussion, it was unanimously approved by the Board members present.

## 2. Budget Action

### a. Insurance and Benefits Consideration, **Exhibit “G”**

Mr. Miller made a motion to approve the increase in cost to employee insurance elections and reduction in differed compensation match from 5% to 3% for FY2017 as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

### b. Draft Rev. 1, **Exhibit “H”**

Discussion Only, No Action Required.

### c. Authorize Agency Notification (Board Action)

Mr. Smith made a motion to authorize Staff to send 2017 Provisional Budget and Fee Budget Notification to City and County Entities as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

## 3. Bond Project Action

### a. Accept Engineer’s Recommendation for PS 28 (West XMSN), **Exhibit “I”**

Mr. Smith made a motion to accept Engineer’s recommendation as presented and award construction to the lowest bidder. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

### b. Accept Engineering Proposal for Consolidation Effort 3 from Arcadis (Consistent with Bond Plan and Request by Helena UD Request for Service), **Exhibit “J”**

Mr. Papania made a motion to accept Helena Utility District Service Proposal as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

### c. PS 15 Change Order Consideration, **Exhibit “K”**

Mr. Coggin made a motion to approve CO No. CO-23769.13-01, Request for Time Extension only as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

d. **PS 16 Change Order Consideration, Exhibit "L"**

Mr. Coggin made a motion to approve CO No. CO-23769.14-03, Credit Request as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

e. **Other, If Any**

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

4. **IT Services Provider Contract Proposal, Exhibit "M"**

Mr. Coggin made a motion to approve IT Services Monthly Recurring Cost as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

5. **Consider Customer Balance Forgiveness, Exhibit "N"**

Mr. Smith made a motion to deny Customer's Request for Balance Forgiveness as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

6. **Other, If Any**

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

**B. Attorney**

1. **Accept Proposed Contract Draft for Helena Utility District, Exhibit "O"**

Mr. Coggin made a motion to authorize Legal Counsel to send Proposed Contract Draft to Helena Utility District, as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

2. **Other Attorney Items**

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

3. **Other, If Any**

Bobby Brashier and Joey Bullock with Bancorp South Insurance Services updated the Board regarding JCUA Business Insurance. There was no Action Taken.

8. Executive Session, if So Moved (Requested by Executive Director)

Mr. Fairfield requested Executive Session.

At 5:40 P.M. Mr. Smith 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 personnel matters.

At 5:41 P.M., Mr. Miller made the motion to come out of Closed Session. The motion was seconded by Mr. Papania and it was unanimously approved by the Board members present.

At 5:43 P.M., Mr. Miller made a motion to go into Executive Session. Mr. Smith 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. Coggin; Mr. Papania; Mr. Miller; Mr. Fairfield; Ms. Sistrunk; Mr. Heidelberg and Ms. McDonald.

At 6:20 P.M., Mr. Miller made a motion that the Board come out of Executive Session, resume Regular Session. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

No business was undertaken in Executive Session.

At 6:29 P.M., the meeting was re-opened to the public and regular session resumed.

9. Revised Organization Chart, **Exhibit "P"**

Mr. Coggin made a motion to accept the Revised Organization Chart for FY-2017 and 2018 implementation. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

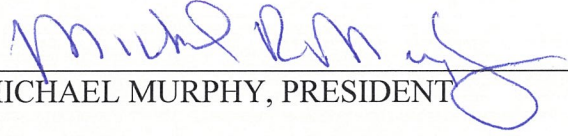
10. Future Pump Station Rehabilitation Projects

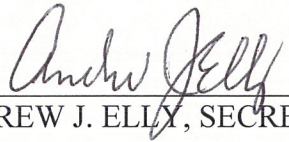
Mr. Miller made a motion to authorize the Executive Director to solicit professional appraisal proposals for property required in future pump station rehabilitation projects. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

11. Adjourn

There being no further business to come before the Board, Mr. Coggin made the motion to adjourn. Mr. Smith seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 6:32 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 8<sup>th</sup> day of August, 2016.

  
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MICHAEL MURPHY, PRESIDENT

  
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ANDREW J. ELLY, SECRETARY-TREASURER