

Jackson County Utility Authority
Regular Meeting
Board of Directors
September 12, 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., September 12, 2016, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Michael Murphy, President; Marshall Smith, Vice-President; Andrew J. Elly, Secretary-Treasurer; and Directors, Kevin Coggin, Ken Papania, Kevin Miller and Tommy Eldridge. 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; Morgan Pitts, Environmental Compliance Officer; Charlie Beckstein, Engineering; James Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Chuck Starling and Pete McMaster, Arcadis; Paul Foley, Michael Baker; Eric Page, Neel-Schaffer; David Compton, Compton Engineering, and Brandon Stork, WJCUD.

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 to add Item 7.B. – HR Action – Open Positions

5. Public Recognition

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

6. Consent Agenda

- A. Minutes – Regular Meeting of August 8, 2016, **Exhibit “A”**
- B. Minutes – Regular Meeting of August 22, 2016, **Exhibit “B”**
- C. Authorize Customer Refund for Overpayment/Account Credit - \$60.00 (Stumph), **Exhibit “C”**
- D. Authorize Customer Refund for Contractor Connection Expense - \$321.00 (Wales Wilson Plumbing) – CIAP Program, **Exhibit “D”**
- E. Report – DEQ Inspection of WJCWWTP, **Exhibit “E”**
- F. Report – DEQ Inspection of GWWTP, **Exhibit “F”**
- G. Report – DEQ Inspection of EWWTP, **Exhibit “G”**
- H. Payment Applications – NS Invoices 1038753-A \$4,570.00 & 1038753-B \$1,305.00, **Exhibit “H”**
- I. Payment Applications – NS Invoices 1038750 \$6,143.50, 1038752 \$310.00 & 1038751 \$6,239.00, **Exhibit “I”**
- J. Customer Input, **Exhibit “J”**
- K. Approve – Fee Justification for Teklinks Setup Charge \$17,910.00 (Monthly Fee Previously Approved), **Exhibit “K”**
- L. Authorize Extraordinary Expense Recovery, **Exhibit “L”**
- M. Approve Surplus Material List, **Exhibit “M”**
- N. Payment Application PS 15 (Moss Point) \$164,134.86 Hemphill, **Exhibit “N”**
- O. Payment Application LBU \$4,543.76 and Summary Change Order for \$43.76, **Exhibit “O”**

P. SRF Hwy 63 Payment Request No. 5 \$392,908.69 Necaise Bros.,
Exhibit "P"

Q. East Central Payment Application No. 3 \$126,640.80 Talley, **Exhibit "Q"**

R. East Central Change Order 2 (Rain Delays/Access – Time Only) 64 Days Talley, **Exhibit "R"**

S. Approve Sludge Pad Repairs \$3,700.00 (Compliance Issue), **Exhibit "S"**

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

7. Discussion – Action Items

A. Authority Business

1. Expenditures, **Exhibit "T"**

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

2. PS 08 Incident Report (Potential Claim), **Exhibit "U"**

Update Only, No Action Required.

3. Locating Services Proposal Result, **Exhibit "V"**

Staff recommends Board take Graham Construction proposal under advisement. Staff will continue In-House Locates with Graham Construction as back-up. No Action Required.

4. Capital Improvements Update

a. Expense Position, **Exhibit "W"**

Update Only, No Action Required.

b. PMP and ETP Action

Item Tabled.

c. PS 4 Action, **Exhibit "X"**

Mr. Papania made a motion to approve Staff recommendation to award contract to Graham Construction as presented. Mr. Miller Seconded the motion and it was unanimously approved by the Board members present.

d. Network and Software Action (Hold)

Item Tabled

e. GTP Action (Handout and Update), **Exhibit "Y"**

Mr. Smith made a motion to approve Staff recommendation to consider the quote submitted by Pandle, Inc. for the Gautier WWTP Access Road repairs as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

5. Request for Waiver – Stewart, **Exhibit "Z"**

Mr. Miller made a motion to authorize Staff to work with Legal to revise the Rules and Regulations per Section 6.1-1 regarding Multi-Lot property division and to Grant the Waiver Request as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board members present.

6. Authorize PS 23 Improvement Task, **Exhibit "AA"**

Mr. Elly made a motion to authorize use of CIAP County Funds for PS 23 rehab/improvements as requested. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

B. Human Resource Action – Open Positions, **Exhibit "AB"**

Mr. Miller made a motion to accept the Job Descriptions and Salary Range Guidelines for Contracts Project Manager and Network Administrator positions as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

C. Other, If Any

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

8. Attorney Items

A. PSC Docket Items, **Exhibit "AC"**

Update Only, No Action Required.

B. Other Items

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

9. Director Items

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

10. Executive Session, if So Moved (Requested by Counsel)

Mr. Heidelberg requested Executive Session for Personnel and Litigation Matters.

At 5:07 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 5:09 P.M., Mr. Miller 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 5:10 P.M., Mr. Coggin 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. Elly; Mr. Coggin; Mr. Papania; Mr. Miller; Mr. Eldridge; Mr. Heidelberg and Ms. McDonald. At 5:30 P.M. Mr. Fairfield was asked to join the Executive Session

At 5:40 P.M., Mr. Elly made a motion that the Board come out of Executive Session, resume Regular Session. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

No business was undertaken in Executive Session.

At 5:40 P.M., the meeting was re-opened to the public and regular session resumed.


11. Procurement Item

Mr. Heidelberg presented a contract proposal from the Godwin Group to the Board of Directors for consideration. After review, Mr. Elly made a motion to approve the contract as presented. Mr. Smith seconded the motion and it was unanimously approved by the Board members present.

12. Adjourn

There being no further business to come before the Board, Mr. Elly 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 5:44 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 10th day of October, 2016.



MICHAEL MURPHY, PRESIDENT



ANDREW J. ELLY, SECRETARY-TREASURER