

Jackson County Utility Authority
Regular Meeting
Board of Directors
November 14, 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., November 14, 2016, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Marshall Smith, President; Kevin Coggin, Vice-President; Kevin Miller, Secretary-Treasurer; Tommy Eldridge, Vice Secretary-Treasurer; Directors, Andrew J. Elly; Michael Murphy and Ken Papania. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Linda Gasaway, Administrative Assistant; Tara Sistrunk, HR-ER Manager; Julie Christian, Chief of Finance; Edna Lott, Principal of Accounting; Chase Glisson, Engineering Manager; Ryan Dunlap, Mechanical Systems Superintendent; Jordan Noel, Logistics Manager; Morgan Pitts, Environmental Compliance Officer; James Heidelberg and April McDonald, Authority Counsel; Paul Foley, Michael Baker; James Hightower, Compton Engineering; Chuck Starling, Arcadis; Barry Cumbest, Jackson County Board of Supervisors; Brandon Stork, WJCUD; Gina Kirkwood and Rodney Kirkwood, Jackson County Residents.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

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

4. Changes to Agenda

Mr. Smith asked if there were any changes to the Agenda. Mr. Fairfield requested supplemental information for Item 7.A.10. – IT System Upgrade be added.

5. Recognition

A. Public Recognition

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

B. Employee Recognition

Mr. Fairfield presented Tara Sistrunk, HR/ER Manager with a Plaque in appreciation of Five Years of Service with JCUA.

The Executive Director and Board or Directors recognized Linda Gasaway for outstanding service, expressed appreciation and presented a certificate of acknowledgement.

6. Consent Agenda

A. Minutes – Regular Meeting of October 10, 2016, **Exhibit “A”**

B. Minutes – Special Call Board Meeting of October 14, 2014, **Exhibit “B”**

C. Minutes – Regular Meeting of October 24, 2016, **Exhibit “C”**

D. Correspondence – USDA Rural Development Approval of JCUA FY – 2017 Budget and Fee Schedule, **Exhibit “D”**

E. Purchase Order – Replace Pump #2 and PS 1 NTE \$17,730.65

F. Salvage – 88 HP Pump Pulled at PS 10 (No Longer Serviceable)

G. Accept Governor’s Proclamation – Day after Thanksgiving as holiday, **Exhibit “E”**

H. Report – Testing Cost for Permit Renewal, **Exhibit “F”**

I. Report – Mixing Zone Study Progress for Permit Renewal, **Exhibit “G”**

J. Report – October Compliance Report, **Exhibit “H”**

K. Accept IT Manager Job Description and Salary Range Guidance, **Exhibit “I”**

Mr. Murphy requested Item 6.K. be pulled for discussion in Executive Session.

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

7. Discussion – Action Items

A. Authority Business

1. Expenditures, **Exhibit “J”**

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

2. CDBG – Requests for Cash No. 116 (\$311.60) and No. 117 (\$1,557.50), **Exhibit “K”**

Mr. Murphy made a motion to approve RFC No. 116 and No. 117 as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

3. SRF/DEQ – Necaise Brothers Payment Request No. 7 (\$187,469.67), **Exhibit “L”**

Mr. Murphy made a motion to approve Pay Request #7 as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

4. PS 7 & WJC Plant Meter & Bypass Change Order No. 01 (\$15,726.09), **Exhibit “M”**

Mr. Murphy made a motion to approve the contract value portion of CO #01 only. Request for additional time will be determined after Project Schedule is presented to the Board. Mr. Miller seconded the motion and it was approved with six yea votes and one nay vote. Mr. Papania was opposed.

5. PS 24 & 25 – Hemphill Payment Request No. 3 (\$109,883.46) & Payment Request No. 4 (\$160,466.87), **Exhibit “N”**

Mr. Murphy made a motion to approve Pay Request No. 3 and No. 4 as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

6. Authorize Highway 63 Water and Sewer Crossing to avail additional services and extensions on west side, **Exhibit "O"**

Mr. Royce Cumbest, Jackson County Supervisor, District 1, and Jackson County residents Gina and Rodney Kirkwood spoke in favor of the Board authorizing the Highway 63 Utility Crossing.

Mr. Elly made a motion to authorize Water and Sewer Crossing as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board members present.

7. Authorize Task 40 for connection of US Post Office facility in Vancleave, **Exhibit "P"**

Mr. Coggin made a motion to approve Task 40 as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

8. PS 16 – Greater Gulf Development Final Payment Request (\$7,587.41) PROJECT COMPLETE, **Exhibit "Q"**

Mr. Murphy made a motion to approve Final Payment Request (Retention Only) as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

9. East Central/Slider – Talley Payment Request 5 (\$47,567.44), **Exhibit "R"**

Mr. Murphy made a motion to approve Pay Request #5 as presented. Mr. Eldridge seconded the motion. Mr. Eldridge expressed some concern for the contractor working within easements, housekeeping, and storm water management. After discussion, it was unanimously approved by the Board members present.

10. Authorize IT System Upgrade, **Exhibit "S"**

Mr. Elly made a motion to authorize IT System Upgrade as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

11. PS 15 – Hemphill Final Payment Summary Change Order Request (\$118,092.50) PROJECT COMPLETE, **Exhibit "T"**

Mr. Murphy made a motion to approve CO request as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

12.PS 28 Discussion

Discussion Only, No Action Required.

13.Other, If Any

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

8. Attorney Items

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

9. Director Items

Mr. Papania presented an Employee Photo Directory developed by HR/ER to the Board for their comments and would like to further develop this for the Board, as well as an electronic copy to be made available on the server shared file to all employees.

Mr. Elly updated the Board regarding the Chamber Meeting both he and Tommy attended RE: Moving the PMP Plant and praised Mr. Fairfield's presentation and representation of JCUA.

10.Executive Session, if So Moved

Mr. Heidelberg requested Executive Session for Possible Litigation Matters.

At 5:15 P.M. Mr. Elly made a motion to go into Closed Session to discuss issues for possible Executive Session. Mr. Murphy 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.

At 5:16 P.M., Mr. Elly made the motion to come out of Closed Session. The motion was seconded by Mr. Murphy and it was unanimously approved by the Board members present.

At 5:17 P.M., Mr. Coggin made a motion to go into Executive Session. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present. This was announced to the public.

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

At 5:45 P.M., Mr. Miller made a motion that the Board come out of Executive Session, resume Regular Session. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

No business was undertaken in Executive Session.

At 5:46 P.M., the meeting was re-opened to the public and regular session resumed.

11. Announce Date and Time of Next Meeting

Monday, November 28, 2016 at 4:00 P.M.

Mr. Murphy made a motion to cancel the Regular Meeting scheduled for December 26, 2016 as it is a State Holiday. Mr. Miller 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. Miller 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 6:01 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 12th day of December, 2016.


MARSHALL SMITH, PRESIDENT


KEVIN MILLER, SECRETARY-TREASURER