

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
**December 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., December 12, 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; Edna Lott, Principal of Accounting; Tara Sistrunk, HR Manger; Christian Nevarez, Lab Manager; Carrie Dennis, Wastewater Operations Manager; Morgan Pitts, Environmental Compliance Officer; James Heidelberg and April McDonald, Authority Counsel; David Compton, Compton Engineering; Jason Gault, Arcadis; Dennis Reeves, Neel-Schaffer, and Greg Brown, Pickering.

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 the following changes be made to the agenda: Add Revised Copy of Item 8.A.4.a.; Add Item 8.A.6.b. – MOU, and pull Item 8.A.7.b. - Hwy. 63 CO #4.

5. Recognition

A. Public Recognition

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

6. Old Business

- A. CDBG Action (Tabled in November 28, 2016 Meeting)  
Item moved to Action Items 8.A.6.b.

7. Consent Agenda

- A. Minutes – Special Call Meeting of November 7, 2016, **Exhibit “A”**
- B. Minutes
1. Regular Meeting of November 14, 2016, **Exhibit “B”**
  2. Governor’s Thanksgiving and Christmas Holidays  
Proclamation – Revised December 5, 2016, **Exhibit “C”**
- C. Minutes – Regular Meeting of November 28, 2016, **Exhibit “D”**
- D. Report – Cash Position and Budget to Actual (1/6<sup>th</sup> of 2017) Have  
Been Updated in Director Books
- E. Purchase Order – Tractor to Replace 1985 Case International  
Harvester Open Cab Tractor (NTE: \$47,500), **Exhibit “E”**
- F. Hurley WWTP FEMA Project – Professional Services Contract  
Modification (Compton Engineering \$22, 743.00) – Staff Concurs  
with Request Funded 75% FEMA; 12.5% MEMA; 12.5% JCUA,  
**Exhibit “F”**
- G. Regional Pump Station 28 Upgrade/Relocation – Professional  
Services Contract Modification (Arcadis \$63,500.00) – Staff Concurs  
with Request Funded by 2016 RB to Support WJC XMSN XFR,  
**Exhibit “G”**
- H. Customer Refund – Duplicate Charge for Water Connection, Refund  
12208 Highway 57 \$1,959.34
- I. Customer Service Hours (Beginning January 2017) M – T 8:00 AM to  
5:00 PM & F 8:00 AM to 1:00 PM Closed S/S

J. Record Only – Beneficial Occupancy of School Land Road Well Site, **Exhibit “H”**

K. Update Bond XFR Signature Authority, **Exhibit “I”**

Mr. Murphy made a motion to approve Items 7.A., 7.C. – 7.K. as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

Mr. Murphy made a motion to approve Item 7.B.1. as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

Mr. Murphy made a motion to accept Item 7.B.2., Governor’s Amended Thanksgiving/Christmas Proclamation, as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

8. Discussion – Action Items

A. Authority Business

1. Expenditures, **Exhibit “J”**

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

2. Hwy 57 Utility Relocation Project

a. Payment Application No. 4 (\$214,346.69 and \$40,928.33), **Exhibit “K”**

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

b. Change Order No. 2 (\$101,169.90), **Exhibit “L”**

Mr. Coggin made a motion to approve CO No. 2 as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board members present.

3. GTP Aeration Report – Discussion Item

The project Engineer (Compton Engineering) updated the Board on steps being taken by the Prime Contractor (Hemphill) to compel the equipment supplier to address performance issues prior to final acceptance.

4. CIAP Project Action Items

- a. Service Upgrades at Greyhound Way – Task Order, **Exhibit “M”**

Mr. Papania made a motion to authorize Executive Director to sign Task Authorization as presented with a Not-To-Exceed Value of \$32,115.04. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

- b. Task Authorization No. 31 – Summary Change Order, **Exhibit “N”**

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

- c. Task Order No. 11 B Increase Values, **Exhibit “O”**

Mr. Murphy made a motion to approve Task Order No. 11 B as presented. Motion died due to lack of a Second.

Mr. Eldridge made a motion to table Task Authorization pending more information regarding increase in Administration fees. After further discussion, Mr. Eldridge rescinded his motion.

Mr. Murphy made a motion to approve Task Order No. 11 B as presented. Mr. Coggin seconded the motion it was approved with five yea votes and two nay votes. Mr. Elly and Mr. Eldridge were opposed.

- d. East Central Schools Close-out, **Exhibit “P”**

Mr. Murphy made a motion to approve execution of Close-Out documents, contingent upon completion of all outstanding items. Payment will not be released until all items are addressed and approved. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

- e. Other, If any

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

5. Bond Projects

a. Meter and Bypass Pump Station 7 Payment Application No. 1 (\$418,638.49), **Exhibit "Q"**

Mr. Murphy made a motion to approve Payment Application No. 1 as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

b. Pump Station 24 and 25 Substantial Completion, **Exhibit "R"**

Mr. Coggin made a motion to accept Hemphill Construction Certificate of Substantial Completion as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board members present.

c. Other, If any

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

6. CDBG

a. SCADA Solution Phase 2, **Exhibit "S"**

Mr. Papania made a motion to approve Phase 2 Task Orders No. 1 – 6 as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

b. MOU, **Exhibit "T"**

Mr. Elly made a motion to authorize Executive Director to enter into MOU regarding Closeout of Sub-Subgrant JCUA-02 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

c. Other, If Any

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

7. SRF Hwy 63

a. Change Order No. 3, **Exhibit "U"**

Mr. Coggin made a motion to approve Change Order No. 3 as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

- b. Change Order No. 4, **Exhibit "V"**  
Item Pulled (See Changes to Agenda)
- c. Payment Application No. 8 (\$20,559.29), **Exhibit "W"**  
Mr. Elly made a motion to approve Pay Application No. 8 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.
- d. Other, If any  
Mr. Smith asked if there other SRF Action Items. There were none.

## 9. Attorney Items

- A. Revision to Rules and Regulations, **Exhibit "X"**  
Mr. Miller made a motion to approve request to Amend JCUA Rules and Regulations 2.01 Covering the Use of Public Utility Facilities as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board members present.
- B. Other, if any  
Counsel updated the Board on Attorney matters and requested Executive Session. No Board action was taken.
- C. MSERR Resolution, **Exhibit "Y"**  
Mr. Miller made a motion to approve Resolution for MSERR Donation as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

## 10. Director Items

Mr. Smith asked if there were any Director Items. There were none.

## 11. Executive Session, if So Moved

Mr. Fairfield requested Executive Session for Personnel Matters.

At 5:37 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 and personnel items.

At 5:40 P.M., Mr. Elly made the motion to come out of Closed Session. The motion was seconded by Mr. Eldridge and it was unanimously approved by the Board members present.

At 5:42 P.M., Mr. Elly made a motion to go into Executive Session. Mr. Eldridge 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; Ms. Sistrunk; Mr. Heidelberg and Ms. McDonald.

At 6:25 P.M., Mr. Coggin 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 6:27 P.M., the meeting was re-opened to the public and regular session resumed.


#### 12. Other Business, If Any

Mr. Murphy made a motion to authorize the Human Resources/Employee Relations Manager to extend an Employment Offer to Mr. Johnny Groue for Deputy Director based on the Case Hire Report and USM Compensation Report for "Match" Strategy. Mr. Eldridge seconded the motion and it was unanimously approved by the Board members present.

#### 13. Adjourn

There being no further business to come before the Board, Mr. Elly made the motion to adjourn. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 6:30 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 9<sup>th</sup> day of January, 2017.

  
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MARSHALL SMITH, PRESIDENT

  
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KEVIN MILLER, SECRETARY-TREASURER