



JACKSON COUNTY UTILITY AUTHORITY

Serving the People...Protecting the Environment

Directors
Kevin Coggin ▪ Jackson County
Tommy Eldridge ▪ Jackson County
Andrew J. Elly ▪ Moss Point
Kevin Miller ▪ Jackson County
Michael R. Murphy ▪ Pascagoula
Ken Papania ▪ Ocean Springs
Marshall Smith - Gautier

Jackson County Utility Authority
Regular Meeting
Board of Directors
January 9, 2017

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., January 9, 2017, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Marshall Smith, President; Kevin Coggin, Vice-President; Kevin Miller, Secretary-Treasurer; Directors, Andrew J. Elly; Michael Murphy and Ken Papania. Mr. Eldridge was unable to attend. 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 Manager; Chase Glisson, Engineering Manager; Ryan Dunlap, Mechanical Systems Superintendent; Morgan Pitts, Environmental Compliance Officer; James Heidelberg, Authority Counsel; David Compton, Compton Engineering; Chuck Sterling, Arcadis; Eric Page, Neel-Schaffer, and Paul Foley, Michael Baker.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Mr. Elly, Director, lead the Pledge of Allegiance.

4. Changes to Agenda

Mr. Smith asked if there were any changes to the Agenda. There were none.

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, **Exhibit "A"**

Mr. Coggin made a motion to authorize Executive Director to sign Closeout Package as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

7. Consent Agenda (Non Discussion Items)

- A. Adopt Minutes – Regular Meeting of December 12, 2016, **Exhibit “B”**
- B. Jackson County BP Economic Damages Plan, **Exhibit “C”**
- C. Response from Senator Wicker with Executive Director’s Notes, **Exhibit “D”**
- D. Resolution to Modify Trustmark E-Banking Authorization
Item 7.D. pulled until next Board Meeting of 01/23/2017.

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

Item 7.D. was Tabled to next Board Meeting of 01/23/2017.

8. New Business (Discussion Items)

A. Authority Business

1. Expenditures, **Exhibit “E”**

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

2. Hwy 57 Utility Relocation Project

President, Marshall Smith, recused himself from discussion and voting of the following items: 8.A.2.a., 8.A.3.h. and 8.A.4.a. Vice President, Kevin Coggin, presided over the discussion and voting of these items.

a. Payment Application No.5 (\$34,496.64 and \$323,749.49), **Exhibit “F”**

Mr. Miller made a motion to authorize Executive Director to execute an Inter-Fund Loan for payment of SCI Pay App No. 5. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

b. Other, if any

- Mr. Smith asked if there were other Authority Business items. There were none.

3. Bond Projects

- a. Arcadis Invoice No. 0820039 Surface WTP (\$2,909.00), **Exhibit “G”**

Mr. Coggin made a motion to approve Arcadis Invoice No. 0820039 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

- b. Arcadis Invoice No. 0823007 Helena WWC (\$12,140.00), **Exhibit “H”**

Mr. Elly made a motion to approve Arcadis Invoice No. 0823007 as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

- c. Arcadis Invoice No. 0823005 FINAL PS 24 & 25 (\$3,900.00), **Exhibit “I”**

Mr. Murphy made a motion to approve Arcadis Final Invoice No. 0823005 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

- d. BKI Invoice No. 58713 PMP/ETP Y2 (\$5,555.00), **Exhibit “J”**

Mr. Coggin made a motion to approve BKI Invoice No. 58713 as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

- e. Compton Invoice PS 1 (\$4,000.00), **Exhibit “K”**

Mr. Murphy made a motion to approve Compton Invoice No. 215-090-5 as presented. Mr. Coggin seconded the motion and it was unanimously approved by the Board members present.

- f. Compton Invoice PS 4 (\$6,625.00), **Exhibit “L”**

Mr. Papania made a motion to approve Compton Invoice No. 215-091-10 as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

- g. Compton Invoice PS 7 & Seaman Rd (\$8,286.25), **Exhibit “M”**

Mr. Murphy made a motion to approve Compton Invoice No. 213-030.015 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

- h. Graham Construction PS 28 Pay App No. 2 (\$49,982.82) and Contract Time Stop Pending Final Relocation Agreement, **Exhibit "N"**

Mr. Miller made a motion to approve Graham Construction Pay App No. 2 and Contract Time Stop Pending Final Relocation Agreement as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

- i. Saunders Construction PS 7 & Seaman Rd (Substantial Completion), **Exhibit "O"**

Mr. Miller made a motion to approve Saunders Construction Substantial Completion Certificate as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

- j. Arcadis/Lyman Well Company – Contract Modification to Reflect Groundwater Aquifer Discover, **Exhibit "P"**

Mr. Coggin made a motion to approve Arcadis Contract Modification as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

- k. Other, if any

Mr. Smith asked if there were other Bond Project items. There were none.

4. SRF Projects

- a. Necaise Brothers HWY 63 #8 (\$20,559.29), **Exhibit "Q"**

Mr. Miller made a motion to approve Necaise Brothers Pay App No. 8 as presented. Mr. Papania seconded the motion and it was unanimously approved by the Board members present.

- b. Alternative Bore Request, **Exhibit "R"**

Mr. Murphy made a motion to approve the Bore Request 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 were other SRF Project items. There were none.

5. FEMA/MEMA Hughes Construction FINAL (\$35,098.19),
Exhibit "S"

Mr. Coggin made a motion to approve Hughes Construction Final Pay App No. 6 as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board members present.

6. Jones Lane Extension, **Exhibit "T"**

Mr. Elly made a motion to approve Extension as presented. Mr. Miller seconded the motion. After some discussion to confirm staff proposal is consistent on all like projects, it was unanimously approved by the Board members present.

7. Other (If Any)

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

9. Board Attorney

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

10. Director Items

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

11. Human Resource Item, **Exhibit "U"**

Mr. Murphy made a motion to authorize Travel to continue JCUA's cooperative education program with Mississippi State University and include Jackson State University as an eligible college for co-op recruitment. Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

12. Executive Session

Mr. Fairfield requested Executive Session for Personnel Matters.

At 5:01 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 and personnel items.

At 5:03 P.M., Mr. Elly made the motion to come out of Closed Session. The motion was seconded by Mr. Coggin and it was unanimously approved by the Board members present.

At 5:06 P.M., Mr. Coggin made a motion to go into Executive Session. Mr. Miller 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. Miller; Mr. Eldridge; Mr. Elly; Mr. Murphy; Mr. Papania; Mr. Fairfield; Mr. Heidelberg and Ms. McDonald.

At 5:55 P.M., Mr. Elly 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 5:56 P.M., the meeting was re-opened to the public and regular session resumed.

13. Employee Relations

A. Request for Wage Rate Adjustments, **Exhibit "V"**

Mr. Miller made a motion to execute certain wage rate adjustments in Accordance with Exhibit "V". Mr. Coggin seconded the motion. The Directors discussed the exhibit in regard to the last evaluation completed by Dr. Becton at the University of Southern Mississippi. The motion was unanimously approved by the Board members present.

B. Employee Birthday Recognition

Mr. Miller made a motion directing Administration and Employee Relations to initiate the practice of recognizing employee birthdays (i.e. cards). Mr. Elly seconded the motion and it was unanimously approved by the Board members present.

14. 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 6:05 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 13th day of February, 2017.


MARSHALL SMITH, PRESIDENT


KEVIN MILLER, SECRETARY-TREASURER