



JACKSON COUNTY UTILITY AUTHORITY
Serving the People...Protecting the Environment

Directors

Kevin Coggin • Jackson County
Thomas Eldridge • Jackson County
Andrew J. Elly • Moss Point
Kevin Miller • Jackson County
Michael R. Murphy • Pascagoula
Jerry Munro • Ocean Springs
Marshall Smith • Gautier

Jackson County Utility Authority

Regular Meeting
Board of Directors
November 13, 2017

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., November 13, 2017, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Kevin Coggin, President; Tommy Eldridge, Vice President; Kevin Miller, Secretary-Treasurer; Andrew J. Elly, Vice Secretary-Treasurer; Directors Marshall Smith, Michael Murphy, and Jerry Munro. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Johnny Groue, Deputy Director; Linda Gasaway, Administrative Assistant; Edna Lott, Accounting Principal; Chase Glisson, Engineering Manager; Ryan Dunlap, Mechanical Systems Superintendent; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster, Arcadis; Joshua Brick, Neel-Schaffer; Greg Brown, Pickering; Chuck Starling, Kimley-Horn, and Paul Foley, Michael Baker.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Mr. Marshall Smith, Director led the Pledge of Allegiance.

4. Changes to Agenda

Mr. Coggin asked if there were any changes to the Agenda. Mr. Fairfield requested Item 7.B. – 10/23/2017 Minutes, be pulled for discussion due to revision; Item 9.C. – HR Policy Review/Change be tabled until the 11/27/2017 Board Meeting, and the following Items be added: 10.A. – Legislative Concerns; 10.B. – Request for AMTA Travel/Training, and 10.C. – Trustmark Resolution.

Mr. Munro made a motion to approve the changes to the Agenda as requested. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

5. Employee Recognition

The Board recognized Dave Waybright, Maintenance Manager, for 10 years of service.

6. Public Recognition

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

7. Consent Agenda

- A. Minutes for October 5, 2017, **Exhibit “A”**
- B. Minutes for October 23, 2017, **Exhibit “B”**
- C. Purchase Authorization – Confined Space Equipment (Within FY – 2018 Budget), **Exhibit “C”**
- D. UST Inspection Report, **Exhibit “D”**
- E. Governor’s Holiday Proclamations, **Exhibit “E”**
- F. Surplus/Scrap Declaration, **Exhibit “F”**
- G. Lawn Service Contract Award, **Exhibit “G”**
- H. Wetlands Mitigation Purchase \$15,984.00, **Exhibit “H”**
- I. MDEQ CEI-NPDES and SSS Inspection Reports – JCUA, Pascagoula POTW, **Exhibit “I”**
- J. Correspondence from Senator Roger Wicker, **Exhibit “J”**
- K. Purchase Order – 1500 & 5500 Chassis (State Contract) – Completes FY18 Vehicle Purchases, **Exhibit “K”**

Mr. Fairfield requested Item 7.B. be pulled for discussion due to revision.

Mr. Munro made a motion to approve Items 7.A. and 7.C. – 7.K. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

Mr. Murphy entered Board Meeting at 4:07 P.M.

Item 7.B. October 23, 2017 Minutes Item 8.K. COE Vicksburg - Southern Water Extension (Final Payment) Amount revised/corrected from \$212,260.00 to \$269,738.98. Mr. Miller made a motion to approved Item 7.B. with revision/correction as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

8. Discussion Agenda

- A. Expenditures, **Exhibit “L”**

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

B. Hwy 57 MDOT Project

1. Professional Services \$18,086.00 (Sewer), Exhibit “M”

Mr. Fairfield stated this is MDOT Reimbursable. Mr. Elly made a motion to approve payment request as presented. Mr. Munro seconded the motion and it was unanimously approved by the Board Members present.

2. Final Payment Request – Pay Application No. 15 \$14,910.71 (Sewer) and \$74,682.02 (Water), Exhibit “N”

Mr. Elly asked if this is also MDOT Reimbursable, Mr. Fairfield stated that it is. Mr. Smith made a motion to approve payment request as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

C. Engineer – Project Action

1. Helena Meter Connection Invoice # 3 \$9,738.10 (Final), Exhibit “O”

Mr. Murphy made a motion to approve payment request as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

2. Increase to Services Bidding Support Task of \$2,500.00, Exhibit “P”

Mr. Murphy made a motion to approve increase as requested and also requested that Long Beach Underground, LLC be disqualified from future bid due to the non-response regarding the Miscellaneous Utility Repairs Contract. Mr. Munro seconded the motion and it was unanimously approved by the Board Members present.

D. Bond – Payment Request Totaling \$50,325.91, Exhibit “Q”

Mr. Fairfield presented the Tyler Technologies invoices. Mr. Miller made a motion to approve the payment request as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

E. Trip Report – HRSD, Exhibit “R”

Information Only, no action required.

F. Other, If Any

Mr. Coggin asked if there were any additional Discussion Items. There were none.

9. Board Attorney

A. Report

Counsel updated the Board on Attorney matters. No Board action was taken.

B. Donation Acceptance Resolution, **Exhibit “S”**

Mr. Elly made a motion to accept the MSERR Donation Resolution as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

C. HR Policy Review/Change, **Exhibit “T”**

Mr. Fairfield presented information for review only and asked that it be tabled until the next Board Meeting on 11/27/2017.

D. Other, If Any

Mr. Coggin asked if there were any additional Attorney Items. There were none.

10. Director Items

A. Legislative Concerns, **Exhibit “U”**

Mr. Miller made a motion to approve letters presented after corrections. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

B. Request for AMTA Travel/Training, **Exhibit “V”**

Mr. Murphy made a motion to approve AMTA travel/training request as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

C. Trustmark Resolution, **Exhibit “W”**

Mr. Munro made a motion to approve the Trustmark Certificate of Resolutions for Cash Management Services as presented. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

D. Other, if needed

Mr. Elly requested JCUA Executive Director credit card limit be increased to ensure the Executive Director will not have to use his personal credit card for travel and/or purchases. Per JCUA Rules and Regulations, in order for the credit card limit to be increase, the Board requested a Resolution stating the increase amount be presented for approval at the next Board Meeting.

11. Executive Session (If, Requested)

Mr. Coggin asked if there was a need for Executive Session. There was none.

12. Adjourn

There being no further business to come before the Board, Mr. Miller 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 4:44 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 18th day of December, 2017.



KEVIN COGGIN, PRESIDENT



KEVIN MILLER, SECRETARY-TREASURER