



# 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  
July 9, 2018

## MINUTES

### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., July 9, 2018, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Kevin Coggin, President; Tommy Eldridge, Vice President; Kevin Miller, Secretary-Treasurer; Directors Jerry Munro, Michael Murphy and Marshall Smith. Director Elly was not able to attend. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Johnny Groue, Deputy Director; Scott McElroy, Finance/Admin Director; Linda Gasaway, Administrative Assistant; Edna Lott, Accounting Principal; Chase Glisson, Engineering Manager; Derek Bullock, Project Manager; James Heidelberg, Authority Counsel; Greg Brown, Pickering; Chuck Starling, Kimley-Horn; Pete McMaster, Arcadis; Paul Foley, Michael Baker, and Eric Page, Neel-Schaffer.

### 2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

### 3. Pledge of Allegiance

Director Miller led the Pledge of Allegiance.

### 4. Changes to Agenda, If Any

Director Coggin asked if there were any changes to the Agenda. Mr. Fairfield requested the following: Add-On to Item 7.C.1. – Supporting Document for PS# 28/Force Main Upgrades – Pay App No. 15 and Arcadis PO No. 160411-07 – Groundwater Well Design and Construction Administration Services.

### 5. Public Recognition

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

### 6. Consent Agenda

A. Minutes for June 11, 2018, **Exhibit “A”**

B. Minutes for June 25, 2018, **Exhibit “B”**

- C. Record: As approved, our March 20, 2015 Loan Agreement with Trustmark National Bank has been retired. (MEMA is still working through closeout process to reimburse the Authority.), **Exhibit “C”**
- D. Approve: Items to be declared as surplus-salvage as the useful life has been exhausted, **Exhibit “D”**
- E. Approve: Service extension on Mission SCADA transmission system. (Internet based system.), **Exhibit “E”**
- F. Approve: Billing credit for automatic billing prior to services provided. Connection has been resolved, **Exhibit “F”**
- G. Approve: Staff selection committee review of General Engineering Services recommendation. (Any work will be issued specific task approval. Certain projects will require independent selection process.), **Exhibit “G”**
- H. Approve: Staff requests authorization to advertise for construction for our Highway 57 (South) Utility Relocation effort.  
Director Coggin asked if there were any questions or comments. Director Munro asked if Item 6.E. - Service extension on Mission SCADA transmission system (Internet based system.) is an Annual Renewal. Mr. Fairfield stated that this is an annual renewal. Director Murphy made a motion to Approve Items 6.A. – 6.H. as presented. Director Miller seconded the motion. Director Coggin asked if there were any other questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

## 7. Discussion Agenda

### A. Expenditures, **Exhibit “H”**

Director Eldridge made a motion to Approve the Expenditures as presented. Director Smith seconded the motion. Director Coggin asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

### B. SRF Action

#### 1. Frank Turner Construction Change Order No. 4 – 21 Days, **Exhibit “I”**

Director Coggin stated to the Board that the Change Order is for an additional 21 Days, not 60 Days. Mr. Fairfield explained to the Board that the Contractor requested an additional 60 Days be added to the contract but, Greg Brown, with Pickering, has recommended an additional 21 calendar days; which JCUA staff concurs as being warranted.

Director Murphy made a motion to Approve the request for an additional 21 days being added to the contract. Director Munro seconded the motion. Director Coggin asked if there were any questions or comments, there were none. Director Coggin asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

2. **Neel-Schaffer PS Design - \$108,750.00, Exhibit "J"**

Director Miller made a motion to Approve Invoice No. 1050273 as presented. Director Munro seconded the motion. Director Coggin asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

3. **Neel-Schaffer Facility Plan - \$3,052.50, Exhibit "K"**

Director Miller made a motion to Approve Invoice No. 1050272 as presented. Director Murphy seconded the motion. Director Coggin asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

4. **Other, If Any**

Director Coggin asked if there were any other SRF Action Items. There were none.

C. Bond Project Action

1. **Approve: Requisition No. 48, Exhibit "L"**

Director Smith recused himself from discussion and voting on this item and left the open meeting.

Director Murphy made a motion to Approve Requisition No. 48 as presented. Director Murphy seconded the motion. Director Coggin asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

Director Smith returned to the open meeting.

2. **Approve: Final Task Order for Combined SRF/Bond Hwy 63 Project – Keith Waits Construction, Exhibit "M"**

Director Miller made a motion to Approve Final Task Order No. 9 as presented. Director Smith seconded the motion. Director Coggin asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

3. **Other, If Any**

Director Coggin asked if there were any other Bond Project Action Items. There were none.

## D. JCUA Projects and Action Items

### 1. Update and Discussion on WIFIA Letter of Interest

Mr. Fairfield updated the Board regarding the WIFIA Letter of Interest and the WIFIA Program. The WIFIA Letter of Interest will be presented to the Board at the 07/23/2018 Board Meeting.

### 2. Other, If Any

Director Coggin asked if there were any other JCUA Projects and Action Items. There were none.

### E. Other, If Any

Director Coggin asked if there were any other Discussion Agenda Items. There were none.

## 8. Board Attorney

### A. Report

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

### B. Other, If Any

Director Coggin asked if there were any other Board Attorney Items. There were none.

## 9. Director Items

Director Coggin updated the Board regarding the recent DC trip.

## 10. Executive Session

At 4:35 P.M., Director Miller made a motion to go into Closed Session to discuss issues regarding Litigation matters for possible Executive Session. Director Munro seconded the motion. The motion carried with a unanimous vote 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 litigation property acquisition matters.

At 4:36 P.M., Director Miller made the motion to come out of Closed Session. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 4:37 P.M., Director Smith made a motion to go into Executive Session. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present.

In attendance were: Directors Coggin, Miller, Eldridge, Elly, Munro, Murphy and Smith; Mr. Fairfield and Mr. Heidelberg.

At 5:00 P.M., Director Miller made a motion that the Board come out of Executive Session and resume Regular Session. Director Murphy seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 5:00 P.M., the meeting was re-opened to the public and regular session resumed.

### 11. Adjourn

There being no further business to come before the Board, Director Munro made the motion to adjourn. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 5:01 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 13<sup>th</sup> day of August, 2018.

  
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KEVIN COGGIN, PRESIDENT

  
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KEVIN MILLER, SECRETARY-TREASURER