



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 23, 2018

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., July 23, 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; James Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Chuck Starling, Kimley-Horn; Pete McMaster, Arcadis; Eric Page, Neel-Schaffer; Eric Bland and Kristin Pickich, Piltz, Williams, LeRose & Co.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Eldridge 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 to replace 7.C. SRF Action with 7.C. FY 2017 Audit Report.

5. Public Recognition

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

6. Consent Agenda

- A. Approve – Waste Management proposal for dumpster service for one year at \$14,904.00, **Exhibit “A”**
- B. Approve – Corrpro service contract for cathodic protection system for one year at \$2,225.00, **Exhibit “B”**
- C. Approve – Southern Telecommunications contract amendment for our elevator phone at \$60.00/month, **Exhibit “C”**

- D. Approve – Updated Inventory Control Specialist job description that was a supervisor, **Exhibit “D”**
- E. Information – Letter from Senator Wicker, **Exhibit “E”**
- F. Approve – Proposal from Dixie Glass to update rear entry door at the administration building. Base and Alternate #3 at \$3,143.00, **Exhibit “F”**
- G. Approve – Request to Advertise for Jordan Road SRF Phase 1, **Exhibit “G”**
- H. Information – See Director Information Books for most recent inspection reports form DEQ (No Incidents).
- I. Information – Laboratory QA/QC report, **Exhibit “H”**
- J. Approve – Standard Addendum for our contracts, **Exhibit “I”**
- K. Approve SOP Updates – LOG-CMP-1-1; LAB-QAQC-3; ADM-IVP-1-1; LAB-QAQC-4; GEN-SOP-1; GEN-SOP-2, **Exhibit “J”**
Director Coggin asked if there were any questions or comments. There were none. Director Munro made a motion to Approve Items 6.A. – 6.K. 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 “K”**

Director Coggin asked if there were any questions or comments. Director Coggin inquired about the Safechoice Annual License Agreement, Executive Director Fairfield explained that this is a final renewal and was necessary for reference with the transition to Munis and the FY2018 Audit. Director Eldridge inquired about the Wetlands Solutions Holdings. Executive Director Fairfield stated that the Board authorized Staff to proceed with the close out of the mitigation project at a previous Board Meeting (03/26/2018). Director Smith inquired about purchases being made through Amazon and not local businesses. Executive Director Fairfield explained that purchases made through Amazon were due to Amazon having the lowest price. Director Coggin inquired about Waring Oil Fuel purchase for Vancleave Hwy. 57. Executive Director Fairfield explained that this fuel was purchased for the pumps located at the Vancleave Hwy. 57 site for company vehicles. Director Miller 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. Bond Project Action

1. Payments – Requisition 49 Totaling \$39,570.50, **Exhibit “L”**

Executive Director Fairfield presented a brief explanation of the invoices listed in Requisition No. 49. Director Miller made a motion to Approve the Requisition No. 49 as presented. Director Smith seconded the motion. Director Coggin asked if there were any questions or comments, there were none. The motion was carried with a unanimous vote by the Board Members present.

2. Other, If Any

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

C. FY2017 Audit Report, **Exhibit “M”**

Eric Bland and Kristin Pickich, with Piltz, Williams, LeRose and Co., presented the JCUA FY2017 Audit Draft to the Board. Director Munro made a motion to Accept the Draft Audit as presented with the Final Draft being presented at the 08/13/2018 Board Meeting. Director Murphy seconded the motion. Director Coggin asked if there were any questions or comments. Director Coggin asked if the numbers being presented on the Draft Copy were the Final Numbers and there would be no changes made. Mr. Bland stated that there would only be clerical changes, the numbers in the Draft are the final numbers. Director Smith asked about Administration expenses and if the Audit shows how these expenses are allocated between the 100, 200 and 300 Funds. Mr. Bland stated that the Audit is of the financials presented and they do not audit beyond standard testing items within each program. Director Coggin asked if there were any recommendations. Ms. Pickich stated that their only recommendation is that the JCUA adopt a Capitalization Policy. Executive Director Fairfield stated that the JCUA follows the State Capitalization Policy and that the Board will be asked at a later date to adopt this policy as the JCUA Capitalization Policy. 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.

D. WIFIA – Presentation of Draft Letter of Interest

1. Executive Director will present package and plan for consideration. (Email and handout from E.D.), **Exhibit “N”**

Executive Director Fairfield presented WIFIA Package and Plan; as well as, answering questions and discussion by the Board.

2. Approve – Facility Designation Update, **Exhibit “O”**

Executive Director Fairfield presented an updated map of the JCUA Treatment Work Sites and asked for approval to update the facility designation for these sites to help clarify the locations and ownership of these sites. Director Miller made a motion to Approve the request as presented. Director Eldridge 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.

3. Consider and Approve submission of Letter of Interest, **Exhibit "P"**
Following Executive Director Fairfield's WIFIA Package and Plan presentation and discussion, Director Murphy made a motion to Approve the submission of the WIFIA Letter of Interest. Director Munro 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.

8. Board Attorney

- A. Resolution – City of Ocean Springs Offer to Dismiss Lawsuit, **Exhibit "Q"**
Counsel presented the Resolution for the City of Ocean Springs Offer to Dismiss Lawsuit. Director Munro made a motion to Approve the Resolution as presented. Director Smith 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.
- B. Report
Counsel updated the Board on Attorney matters. No Board action was taken.
- C. Other, If Any
Director Coggin asked if there were any other Board Attorney Items. There were none.

9. Director Items

Director Murphy recognized Director Munro and Legal Counsel and thanked them for the hard work and time they committed to help with the Dismissal of the Ocean Springs case.

10. Executive Session, If Needed

It was determined that there was no need for Executive Session.

11. Adjourn

There being no further business to come before the Board, Director Murphy made the motion to adjourn. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 5:29 P.M.

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



KEVIN COGGIN, PRESIDENT



KEVIN MILLER, SECRETARY-TREASURER