



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

September 24, 2018

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., September 24, 2018, 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, and Director Jerry Munro. Directors Murphy and Smith were unable to attend. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Scott McElroy, Finance/Admin Director; Linda Gasaway, Administrative Assistant; Edna Lott, Accounting Principal; Chase Glisson, Engineering Manager; Chris Row, Project Coordinator; James Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Pete McMaster, Arcadis; Eric Page, Neel-Schaffer; Jason Gault and Brock Jones, Kimley-Horn.

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 Item 7.B.5. – Woodlake Water Pickering Professional Services 08/26/18 – 09/17/18, Invoice No. 0083721 \$10,270.83 and 07/01/2018 – 08/25/2018 Invoice No. 0083627 \$39,773.39 be added to the agenda.

5. Public Recognition

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

6. Consent Agenda

A. Approve – Extension to Macland Agreement. No changes are proposed to conditions and no issues have been caused at the plant over the last year.

B. Approve – Eleven (11) assets noted on the exhibit provided as “Surplus” and of no value to be disposed of in accordance with the State Property Officer Guideline.

- C. Approve – Use of State Contract for Uniform Service for available items.
- D. Approve – Two Year, Plus One Option, Contract for Chlorine and Sulphur Dioxide per bidding results with alternate for 150#.
- E. Approve – One Year Contract for Nutrient (odor/quality) Pump Station 31 Treatment.
- F. Approve – One Year, Plus One Plus One, Meter Supply Contract.
- G. Information Only – Plant #2 Non-Compliance and Corrective Action Reports.

Director Miller made a motion to Approve Items 6.A. – 6.G. as presented. Director Munro seconded the motion. Director Coggin asked if there were any questions or comments. Director Coggin inquired about Items 6.A., 6.D. and 6.F. Mr. Fairfield responded to the inquiries. 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

Director Eldridge made a motion to Approve the Expenditures as presented. Director Elly seconded the motion. Director Coggin asked if there were any questions or comments. Director Coggin inquired about the following expenditures: Purchases from Auto Zone; Dex Invoice, and MS Public Entity Worker’s Compensation. Mr. Fairfield responded to each inquiry. 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. SRF Project Action

1. Woodlake Water – Change Order 3 Revision 1. Correct DECREASE value to \$434,264.29 from \$434,164.29.

Director Miller made a motion to Approve Change Order 3 Revision 1 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.

2. Woodlake Water – Change Order 5. Project Summary Change Order to DECREASE project \$793,188.78.

Director Elly made a motion to Change Order 5 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. Woodlake Water – Frank Turner Payment Application #10 \$628,902.88. (FINAL)

Director Eldridge made a motion to Approve Pay Application No. 10 as presented. Director Munro seconded the motion. Director Coggin asked if there were any questions or comments. Director Munro asked how the amount was reduced. Mr. Fairfield and Mr. Brown, Pickering, responded to the inquiry. 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.

4. Woodlake Water – Authorized Executive Director to Execute SRF Drinking Water Project Closeout Documents.

Director Munro made a motion to Authorize Executive Director Fairfield to Execute the SRF Drinking Water Project closeout documents. Director Miller seconded the motion. Director Coggin asked if there were any questions or comments, there were none.

5. Woodlake Water – Pickering Professional Services 08/26/18 – 09/17/18, Invoice No. 0083627 (\$39,773.39) and 0083721 (\$10,270.83)

Director Miller made a motion to Approve Invoice 0083627 (\$39,773.39) and Invoice 0083721 (\$10,270.83) as presented. Director Munro seconded the motion. Director Coggin asked if there were any questions or comments. Director Elly asked about Mileage and Professional Service being billed on the same day. Mr. Fairfield and Mr. Brown, Pickering, responded to the inquiry. 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.

C. Bond Project Action

1. Payments – Requisition 53 Totaling \$45,164.92.

Mr. Fairfield presented the Invoice Summary. Director Munro made a motion to Approve Requisition No. 53 as presented. Director Eldridge seconded the motion. Director Coggin asked if there were any questions or comments. Director Elly inquired as to how close JCUA is to completion of the Plant Daniels project. Mr. Glisson, Engineering Manager, responded to the inquiry. 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.

2. Approve – Resume work on Woodlake Road Sewer to complete engineering and permitting. Construction funding plan is still being developed to include JCUA Bond/JC/Developer apportionments. This project was previously approved as SRF or USDA. New plan results in lower cost and debt service.

Director Miller made a motion to Approve work to begin on In-House Design/Engineering as requested. 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. Approve – Commence work plan to complete engineering and permitting to extend sewer collection on Fountainbleau Road. Construction funding plan is being developed to include JCUA Bond/JC/Customer Apportionments.

Director Munro made a motion to Approve work to begin on In-House Design/Engineering as requested. Director Eldridge 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.

D. MDOT Projects

1. Black Creek Crossing – Gator Boring Change Order No. 2 INCREASE \$15,249.03 and 24 Days. (JCUA requested configuration changes and weather delays.)

Eric Page presented the request to the Board and Mr. Fairfield stated that this is MDOT eligible. Director Eldridge made a motion to Approve Change Order No. 2 as presented. Director Miller 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.

E. Approve – Enforcement Actions for failure to comply with JCUA Rules and Regulations.

Director Eldridge made a motion to Approve the request as presented. Director Munro seconded the motion. Director Coggin asked if there were any questions or comments. Following discussion, Mr. Fairfield explained the reason for the request. 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. Report

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

B. Other, If Any

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

9. Director Items

A. Election of Officers – The Nomination Committee offers the following for consideration: Director Eldridge (President); Director Munro (Vice President); Director Miller (Secretary Treasurer); Director Elly (Vice Secretary Treasurer)

Director Coggin asked if there was a motion for an Alternative Nomination, there was not. Director Munro made a motion to Approve the Nominations as presented. Director Miller 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. Other, If, Any

Director Miller stated that he had received a phone call from Randy Bosarge, Jackson County Supervisor, regarding JCUA statements being sent out 10 days prior to due date. He asked if staff had been contacted regarding this issue. Mr. Fairfield stated that he had not received any phone calls, nor had accounting. Director Miller requested the statement be mailed 15 days prior to the due date. Mr. Fairfield, Ms. Lott, Accounting Principal, and Mr. Heidelberg, JCUA Legal Counsel explained that this is not something that can just be changed or changed easily because of the meter reading, processing and mailing of the statements. Mr. Fairfield stated that he would look into the situation and will present his update to the Board at a future Board Meeting.

Director Eldridge asked if staff has started collecting water samples in the areas Supervisor Bosarge had requested and Board approved. Mr. Fairfield stated that there had to be updates in the Lab and Maps updated before staff could begin the collection but they will start collecting the samples soon.

Director Eldridge was asked by a State Legislature regarding a potential new large customer, has the situation changed, what is the cost and if it would be feasible to do. Staff will update Director Eldridge and the Board on a correct estimate.

10. Executive Session

At 5:10 P.M., Director Elly made a motion to go into Closed Session to discuss issues regarding Personnel Issues 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 Personnel matters.

At 5:11 P.M., Director Elly made the motion to come out of Closed Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 5:12 P.M., Director Elly made a motion to go into Executive Session. Director Eldridge seconded the motion. The motion carried with a unanimous vote by the Board Members present.

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

At 5:12 P.M., Mr. Fairfield left the meeting.

At 5:55 P.M., Mr. Fairfield returned to the meeting.

At 6:12 P.M., Director Miller made a motion that the Board come out of Executive Session and resume Regular Session. Director Eldridge seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 6:13 P.M., the meeting was re-opened to the public and regular session resumed.

11. Year End Leadership Evaluation and Focus

The Board of Directors identified areas of performance that are meeting expectations and areas of focus in the coming year with overall grade in discussion with the Executive Director. Director Munro made a motion to adjust the current salary of the Executive Director with a five percent (5%) increase affective October 1, 2018. Director Miller seconded the motion. In discussion, Director Elly made a motion to Amend the Motion to include the re-affirmation that the Executive Director is authorized the official use of an authority vehicle, including take-home. Director Munro withdrew his original motion. Director Eldridge moved to reconsider the motion, as amended by Director Elly. Director Munro seconded the motion. There was no further discussion. The motion passed unanimously.

12. Adjourn

There being no further business to come before the Board, Director Elly made the motion to adjourn. Director Miller seconded the motion. The motion carried with a unanimous vote by the Board Members present. The meeting was adjourned at 6:17 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 22nd day of October, 2018.



TOMMY ELDRIDGE, PRESIDENT



KEVIN MILLER, SECRETARY-TREASURER