



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
October 22, 2018

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., October 22, 2018, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Tommy Eldridge, President; Jerry Munro, Vice President; Kevin Miller, Secretary-Treasurer; Andrew J. Elly, Vice Secretary-Treasurer, and Director Kevin Coggin, Michael Murphy and Marshall Smith. 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, Lead Administrative Assistant; Edna Lott, Accounting Principal; Chase Glisson, Engineering Manager; Tara Sistrunk, HR/ER Manager; Carrie Dennis, O & M Manager; James Heidelberg and April McDonald, Authority Counsel; Greg Brown, Pickering; Pete McMaster, Arcadis; Eric Page, Neel-Schaffer; Chuck Starling, Kimley-Horn; Henry Fox and Sherri Johnson, Community Bank.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Murphy led the Pledge of Allegiance.

4. Changes to Agenda, If Any

Director Eldridge asked if there were any changes to the agenda. Mr. Fairfield requested Item 7.E.3. – Miscellaneous Service Contract Extension Request – Year 2 be added to the agenda.

5. Public Recognition

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

6. Consent Agenda

A. Minutes for September 3, 2018, **Exhibit “A”**

B. Minutes for September 10, 2018, **Exhibit “B”**

C. Minutes for September 24, 2018, **Exhibit “C”**

- D. Approve owner requested Change Order for restroom upgrade to trailer job at WJC \$250.00 to repair floor in hallway (Safety Hazard), **Exhibit “D”**
- E. Approve mod to DEX contract to add two copiers that were JCUA owned at end of life cycle, **Exhibit “E”**
- F. Accept – South Pointe, Phase 3C Utilities from developer, **Exhibit “F”**
- G. Record – Letter (No Action Required. Staff Is preparing recommendation package for the Board at a later date.), **Exhibit “G”**
Director Coggin made a motion to Approve Items 6.A. – 6.G. as presented. Director Smith seconded the motion. Director Eldridge asked if there were any 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 Murphy made a motion to Approve the Expenditures as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge inquired about Air Masters – HVAC replacement and Director Coggin inquired about Consolidated Pipe – Stock Water Meters. Mr. Fairfield responded and explained each inquiry. Director Eldridge 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. Approve - Highway 63 Final Payment Reconciliation – Based on Summary Change Order the Value of the Final Payment to Necaise Brothers Construction would be \$468,451.84. However, based on contractor delays in staff proposes enforcement of liquidated damages, per contract, of \$95,625.00 resulting in and adjusted final payment of \$372,826.84, **Exhibit “I”**

Director Murphy made a motion to Approve payment reconciliation as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin asked who was the Engineer on this project. Chase Glisson, Engineering Manager, stated that Compton Engineering was the Engineer but staff has taken over the project. Director Coggin then asked if the contractor was aware that JCUA is imposing LD's, Mr. Glisson stated that they were. Director Smith asked what percentage of the project was completed, Mr. Fairfield and Mr. Glisson both stated that the project was complete and this request is for final payment. Director Eldridge 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 – Staff to request an increase in SRF Loan Fund offering by \$1,534,788.00, **Exhibit “J”**

Director Miller made a motion to Authorize Executive Director to submit Loan Amendment Request to MDEQ, as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Mr. Fairfield asked Eric Page, Neel-Schaffer, to explain the Modifications. Director Coggin asked the Project Engineer to further explain the increase. Mr. Page responded to this inquiry, noting MDEQ reductions in facility planning stage. Director Eldridge 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. Approve – Staff to request the lowest and second lowest apparent bidders to continue their bid offering pending MS DEQ response to Item 7.B.2., **Exhibit “K”**

Director Miller made a motion to Authorize Staff’s request as presented. Director Elly seconded the motion. Mr. Fairfield explained the basis of the request, low bidder and alternate. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

Director Munro Entered Meeting @ 4:16 P.M.

4. Approve – SRF Loan Offer C280878-07-0 for Conveyance System Improvements (Also Part of WIFIA.), **Exhibit “L”**

Director Coggin made a motion to Authorize Executive Director to proceed with SRF Loan Offer as presented. Director Murphy seconded the motion. Mr. Fairfield presented and explained the Loan Offer. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

5. Other, If Any

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

C. Bond Project Action

1. Approve - Requisition #54 \$34,283.06, **Exhibit “M”**

Director Munro made a motion to Approve Bond Requisition No. 54 as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

Other, If Any

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

D. MDOT Projects

1. Approve - Black Creek Crossing Payment Request 3 \$601,013.38, **Exhibit "N"**

Director Elly made a motion to Approve Pay Request No. 3 as presented. Director Smith seconded the motion. Eric Page, Neel-Schaffer, updated the Board regarding the status of the project. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

2. Line of Credit Consideration, **Exhibit "O"**

Director Miller recused himself from discussion and voting on this item.

Director Munro made a motion to Approve Staff recommendation of Community Bank as the primary selection and BancorpSouth as the secondary selection based on bids submitted. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

Director Miller returned to meeting.

3. Other, If Any

Director Eldridge asked if there were any other MDOT Project Action Items. There were none.

E. Contract Action

1. Approve – Option 2 to repair manhole and influent pipe at PS 08 estimated at \$15,000.00, **Exhibit "P"**

Director Coggin made a motion to Approve Staff recommendation of Option No. 2. Director Miller seconded the motion. Mr. Fairfield presented Staff options and recommendations. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

2. Approve – Risk Management Plan assistance task to Compton Engineering, **Exhibit "Q"**

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

3. Miscellaneous Service Contract Extension Request – Year 2, **Exhibit “R”**

Director Smith recused himself from discussion and voting on this item.

Director Miller made a motion to Approve Service Contract Extension request as presented. Director Munro seconded the motion. Mr. Fairfield presented the request. Director Eldridge 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 meeting.

4. Other, If Any

Director Eldridge asked if there were any other Contract Action Items. There were none.

F. Purchasing

1. Approve: Purchase of new truck body for our new 5500 series maintenance truck and amend budget funds to reflect this action. (Chassis was previously purchased on state contract.), **Exhibit “S”**

Director Coggin made a motion to Approve Truck Body for new 5500 Series Maintenance Truck as presented. Director Miller seconded the motion. Mr. Fairfield presented the request and explained the State Purchasing requirements required Authority to seek pricing through the reverse auction process. Director Eldridge asked if there were any questions or comments, there were none. The motion carried with a unanimous vote by the Board Members present.

2. Other, If Any

Director Eldridge asked if there were any other Purchasing Items. There were none.

G. Other Business (Executive Director Discussion)

1. Billing Discussion, **Exhibit “T”**

Discussion Only, no action required.

2. Economic Development

Mr. Fairfield stated that the Authority is working with the Jackson County Board of Supervisors and their staff to see if there is a program to get them involved. This is an ongoing venture and he will continue to update the Board as this progresses. Discussion Only, no action required.

3. Compliance

Mr. Fairfield stated that he has updated the Management Information Binder and added copies of the Compliance letters that have been mailed out. Discussion Only, no action required.

8. Board Attorney

A. Report

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

B. Other, If Any

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

9. Director Items

A. Meeting Schedule for November and December. (Combine holiday conflict of November 12 to a single November 19 Meeting. Combine holiday conflict of December 24 to a single December 17 Meeting.)

Director Coggin made a motion to Approve Staff recommendation for November and December Board Meeting dates. Director Miller seconded the motion. Director Eldridge 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 Eldridge asked if there were any other Director Items. There were none.

10. Executive Session, If Required

At 5:08 P.M., Director Coggin made a motion to go into Closed Session to discuss issues regarding Personnel 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 5:09 P.M., Director Smith 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 5:10 P.M., Director Coggin made a motion to go into Executive Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

In attendance were: Directors Eldridge, Munro, Miller, Elly, Coggin, Murphy and Smith; Mr. Fairfield, Mr. Heidelberg, Ms. McDonald, and Ms. Sistrunk was asked to stay.

At 5:17 P.M., Director Munro made a motion that the Board come out of Executive Session and resume Regular Session. Director Miller seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 5:17 P.M., the meeting was re-opened to the public and regular session resumed.

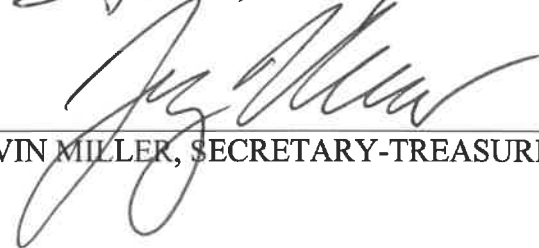
11. Adjourn

There being no further business to come before the Board, Director Coggin 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 5:18 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 19th day of November, 2018.



TOMMY ELDRIDGE, PRESIDENT



KEVIN MILLER, SECRETARY-TREASURER