



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 March 11, 2019

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., March 11, 2019, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Tommy Eldridge, President; Jerry Munro, Vice President; Kevin Miller, Secretary/Treasurer; Jackie Elly, Vice Secretary/Treasurer and Directors 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, Director of Finance/Administration; Linda Gasaway, Lead Administrative Assistant; Edna Lott, Accounting Principal; Ryan Dunlap, Engineering Manager; Carrie Dennis, O&M Manager; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster, Arcadis; Greg Brown, Pickering; Josh Brick, Neel-Schaffer, and Chuck Starling, Kimley-Horn.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Coggin led the Pledge of Allegiance.

4. Changes to Agenda, If Any

Director Eldridge asked if there were any changes to the agenda. Mr. Fairfield asked that the following Agenda Items be added: Item 7.C.5. – Jericho Rd. / Home of Grace Sewer Extension; Item 7.E. – Approve Boat Trailer Purchase NTE \$4595.00, and Item 8.C. – Jordan Rd. PH II – Land Acquisition.

5. Public Recognition

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

6. Consent Agenda

A. Adopt - Minutes for February 11, 2019, **Exhibit “A”**

B. Adopt – Minutes for February 25, 2019, **Exhibit “B”**

C. Approve – Contractor Expenses for Gravel as Best Method to Complete Levey and Traffic Lane Repairs \$804.99, **Exhibit “C”**

- D. Approve – Option Phase IV Option of US Army Corps of Engineers to Accept 50/50 Cost Share Offer. (US Army \$54,464.25 and JCUA \$54,464.25 Cap Exp). Task Continues Master Plan Development and Update, **Exhibit “D”**

Director Coggin made a motion to Approve Items 6.A. – 6.D. as presented. Director Murphy seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

7. Discussion Agenda

A. Expenditures, **Exhibit “E”**

Director Elly made a motion to Approve the Expenditures as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Director Munro asked for detail regarding Heidelberg-Steinberger charges regarding the City of Gautier. Staff responded and gave details. 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. MDOT Projects

1. Approve - Hwy 57 Construction Invoice 3W \$128,714.93, **Exhibit “F”**

Mr. Fairfield presented this item. Director Smith made a motion to Approve Invoice 3W. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

2. Other, If Any

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

C. Bond Project Action

1. Approve – Professional Service Agreement for Helena Park Water Supply Upgrade, **Exhibit “G”**

Mr. Fairfield presented this item and stated that the Land Survey is complete. Director Miller made a motion to Approve the Professional Service Agreement as presented. Director Murphy seconded the motion. Director Eldridge asked if there were any questions or comments. Director Smith asked if Talbert Rea is the Engineer. Staff stated that he is. Director Elly asked about Exhibit “B” NTE Cost. Staff explained that this is Design Phase Services and Construction Phase Services without written permission NTE cost only. Director Coggin asked if Talbert Rea/Rea Engineering is local. Staff stated he is not local but is in the area frequently. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

2. Approve – Reverse Auction Material Recommendation for Woodlake Road Sewer Project, **Exhibit “H”**

Mr. Fairfield presented this item and asked that minutes show that All Documentation for the Reverse Auction were available during the Board Meeting. Director Miller made a motion to Approve Staff Recommendation as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

3. Approve – Phase II of Odor Control Measures for PMP Life Extension Project, **Exhibit “I”**

Mr. Fairfield presented this item and staff’s recommendation for a trial period with Option No. 1 to determine proper dosage, equipment, and areas to spray the deodorizers. Following the three (3) month trial, if necessary, staff will evaluate proceeding with other options. Director Munro made a motion to Approve Staff Recommendation. Director Elly seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

4. Approve - Requisition 60 \$108,808.00, **Exhibit “J”**

Mr. Fairfield presented this item. Director Coggin made a motion to Approve Requisition 60 as presented Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

5. Approve –Jericho Road / Home of Grace Sewer Extension WO No. 15, **Exhibit “K”**

Mr. Fairfield presented this item. Director Miller made a motion to Approve WO No. 15 as presented. Director Miller made a motion to Approve the WO as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked if this is a new facility. Staff stated that it is a new PS. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

6. Other, If Any

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

D. Insurance Proposal, **Exhibit “L”**

Mr. McElroy Approved presented this item regarding Insurance Brokerage Services and Insurance Renewal. Following discussion, Director Murphy made a motion to Approve Staff Recommendation to continue with BancorpSouth for Insurance Brokerage Services and to Renew the Inland Marine, General Liability, Professional Liability and Automobile Policies. Director Smith seconded the motion. Director Eldridge asked if there were any other questions or comments, there were none. The motion carried with five (5) Yea votes and two (2) Nay votes. Directors Eldridge and Miller voted Nay.

E. Approve Boat Trailer Purchase NTE \$4595.00, **Exhibit “M”**

Mr. Fairfield presented this item. Director Munro made a motion to Approve the purchase as presented NTE \$4595.00. Director Coggin seconded the motion. Director Eldridge asked if there were any questions or comments. Director Munro asked if it would be more cost efficient to repair instead of replace. Staff estimated cost to repair would exceed 50% of replacement and the existing frame is bent. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

8. SRF Projects

Director Coggin made a motion to make a change in the Agenda, moving Item 8.A. Jordan Road PH I to 8.B. and Item 8.B. Hemphill Request to 8. A. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

A. Approve – Hemphill Request to Post CD in Lieu of Bond, **Exhibit “N”**

Mr. Fairfield presented this item. Director Munro made a motion to Approve the request as presented. Director Miller seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin questioned why Hemphill would want to put up a \$60,000.00 CD in lieu of retainage. Josh Brick, Neel-Schaffer, stated that they will increase the CD amount as the contract increases and will always have a minimum of five percent (5%) or, the contractor may elect to go with retainage in the future. Mr. Fairfield stated that they will have to post more money or CDs to proceed and no payment would be made without more security. Director Eldridge asked if there were any other questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

B. Approve - Jordan Road PH I Construction Invoice 01 \$145,500.00, **Exhibit “O”**

Mr. Fairfield presented this item. Director Elly made a motion to Approve Invoice No. 01 as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

C. Jordan Rd. PH II – Land Acquisition

Mr. Fairfield presented this item. Director Munro made a motion to Authorize Executive Director to negotiate acquisition of the property based on the appraised amount. Director Murphy seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

9. 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.

10. Director Items

A. Executive Director to Discuss Vehicle Repair

Mr. Fairfield presented this item. Director Coggin made a motion to authorize the repairs as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

B. Executive Director to Discuss FEMA Status

Mr. Fairfield presented this item, updated the Board regarding FEMA status regarding Hurricane Nate and stated required Final Public Notice has been posted. Updated only, no action required.

C. Other, If Any

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

11. Executive Session, If Required.

At 5:22 P.M., Director Elly made a motion to go into Closed Session regarding personnel matters for possible Executive Session. Director Miller 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.

At 5:24 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 5:25 P.M., Director Smith 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, and Ms. McDonald.

At 5:40 P.M., Director Elly made a motion that the Board come out of Executive Session and resume Regular Session. Director Munro seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 5:41 P.M., the meeting was re-opened to the public and regular session resumed.

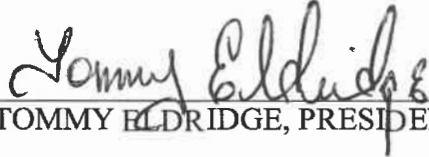
12. Approve – Updated Job Descriptions, **Exhibit “P”**

Director Coggin made a motion to approve the updated Job Descriptions for Maintenance Supervisor, Project Coordinator and Lead Administrative Assistant (with duties) and compensatory adjustments as proposed. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

13. Adjourn

There being no further business to come before the Board, Director Murphy 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 5:43 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 8th day of April, 2019.



TOMMY ELDRIDGE, PRESIDENT



KEVIN MILLER, SECRETARY-TREASURER