



# 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 25, 2019

### MINUTES

#### 1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., March 25, 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 Michael Murphy and Marshall Smith. Director Coggin was unable to attend. 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; Tara Sistrunk, HR/ER Manager; Ryan Dunlap, Engineering Manager; Lynette Hardin, Assistant Accountant; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster, Arcadis; Greg Brown, Pickering; Eric Page, Neel-Schaffer; Chuck Starling, Kimley-Horn; Nick Grant, BMA; Justin Britt, Exit Biloxi, and Jackson County Residents Janet Schamberger and Tanya Merriam.

#### 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 Eldridge asked if there were any changes to the Agenda. Mr. Fairfield requested the following item be added to the Agenda: Item 7.F. – Approve – Agreement of JCSD and JCUA East Central Lagoon Closure

#### 5. Public Recognition

##### A. Ms. Tanya Merriam (SRF Property), **Exhibit “A”**

Director Eldridge introduced Ms. Merriam. This item of business related to potential litigation and therefore moved to Executive Session for consideration.

##### B. Other Public, If Any

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

## 6. Consent Agenda

- A. Purchase Order – Renewal of GIS Support Services \$6,379.00, **Exhibit “B”**
- B. Purchase Order – Pump St. 8 Pump Replacement \$36,227.00, **Exhibit “C”**
- C. Purchase Order – Computer Expense Monitors 3 with Brackets \$1,500.00 for lot, **Exhibit “D”**
- D. Approve – Watson Marlow Sole Source, **Exhibit “E”**
- E. Approve – Advertise for General Engineering Services RFQ’s  
Director Smith made a motion to Approve Items 6.A. – 6.E. as presented. Director Miller 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 “F”**

Director Murphy made a motion to Approve Expenditures 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.

### B. SRF Project Action

- 1. Approve – Professional Services Invoice (Jordan Road Project) NS 1057391 \$8,000.00, **Exhibit “G”**  
Mr. Fairfield presented this item. Director Miller made a motion to Approve Invoice No. 1057391 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.
- 2. Approve - Professional Service Invoice (Jordan Road PH II) NS 1057393 \$45,512.00, **Exhibit “H”**  
Mr. Fairfield presented this item. Director Munro made a motion to Approve Invoice No. 1057393 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.
- 3. Other, If, Any  
Director Eldridge asked if there were any other SRF Project Action Items. There were none.

## C. Bond Project Action

### 1. Payments – Requisition #61, **Exhibit “I”**

Mr. Fairfield presented this item. Director Elly made a motion to Approve Pay Request No. 61 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.

### 2. Project Work

#### a. Review – EJC Consolidated Water Reclamation Facility Schedule (Current Phase), **Exhibit “J”**

Mr. Fairfield updated the Board and presented the EJC Consolidated Water Reclamation Facility Schedule Update. This was an update only, no action required.

#### b. Review – EJC Consolidated Water Reclamation Facility ICDA (Deliverable from Arcadis to ACE), **Exhibit “K”**

Mr. Fairfield updated the Board and presented the EJC Consolidated Water Reclamation Facility Initial Concept Design Assumptions. This was an update only, no action required.

#### c. Discuss – EJC Consolidated Water Reclamation Facility Current Funding Plan

Mr. Fairfield presented this item, discussing the current funding plan for the EJC Consolidated Water Reclamation Facility. This was a discussion only, no action required.

#### d. Travel – Approve Travel for Funding Extension

Mr. Fairfield presented this item, with travel date being possibly the first week in May. Confirmed date for travel will be presented at the next board meeting. This was a discussion only, no action required.

#### e. Approve – Pump St. 8 Manhole Replacement Change Order Final Payment \$103,405.48, **Exhibit “L”**

Mr. Fairfield presented this item. Director Munro made a motion to Approve the Change Order Final Payment as presented. Director Miller 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.

#### f. Other, If Any

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

#### D. MDOT Projects

1. Approve Professional Services Invoices NS 1057389-S \$6,048.00; NS 1057389-W \$5,250.00, **Exhibit “M”**

Mr. Fairfield presented this item. Director Elly made a motion to Approve Invoice No. 1057389-S and 1057389-W 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.

2. Other, If Any

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

#### E. Update on Water System Task

Tommy presented the update on the Water System Task. This was an update only, no action required.

#### F. Approve – Agreement of JCSD and JCUA – East Central Lagoon Closure, **Exhibit “N”**

Mr. Fairfield presented this item. Director Munro made a motion to Approve the Agreement as presented. Director Miller 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.

#### G. Other, If Any

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

#### 8. Executive Session, If Required

At 4:28 P.M., Director Elly made a motion to go into Closed Session regarding property acquisition matters for possible Executive Session. Director Murphy 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. (Potential Litigation)

At 4:31 P.M., Director Elly made the motion to come out of Closed Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

At 4:32 P.M., Director Munro made a motion to go into Executive Session. Director Elly seconded the motion. The motion carried with a unanimous vote by the Board Members present.

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

At 4:33 P.M., Ms. Tanya Merriam, Mr. Justin Britt and Ms. Janet Schamberger were invited to join Executive Session.

At 4:36 P.M., Director Munro made a motion that the Board come out of Executive Session and resume Regular Session. Director Smith seconded the motion. The motion carried with a unanimous vote by the Board Members present.

No business was undertaken in Executive Session.

At 4:37 P.M., the meeting was re-opened to the public and regular session resumed.

## 9. Board Attorney

### A. Report

Counsel updated the Board on Attorney matters. 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. Set Community Meeting for Little Bluff (April ? - Fairfield, Miller, Bosarge  
Mr. Fairfield presented this item, explaining the need for the community meeting. Following discussion, Mr. Fairfield stated that he would contact Supervisor Bosarge to confirm his dates of availability; the meeting will be set at next Board Meeting on 04/08/2019.

### B. Set Solar Power Workshop (April 8, 2019 3:00 PM ?)

Mr. Fairfield presented this item. Following discussion, Solar Power Workshop was set for 3:00 P.M. before next Board Meeting on April 8, 2019.

### C. Salary Study Update Proposals, **Exhibit "O"**

Mr. Fairfield deferred this item to Ms. Sistrunk who presented the item. Ms. Sistrunk stated that the last Salary Study was in 2014. Two proposals were received, from Stennis Institute-MSU and Becton Management Solutions. Staff recommends the Stennis Institute-MSU Salary Survey with Updated Municipal Employee Job Descriptions. Director Miller made a motion to Approve Staff's Recommendation. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Munro asked if this Study was necessary. Staff stated that it is necessary and should be followed-up with updates every five years. Director Elly asked if the response to the Salary Study was good or bad. Ms. Sistrunk stated that the previous Salary Study did not get 100% response/feedback, but that Jackson County is also in the process of getting an updated salary study at this time, which may help with JCUA's Salary Study. Director Eldridge asked if there were any other asked if there were any questions or comments, there were none. Motion carried with a unanimous vote by the Board Members present.

D. Other, If Any

Director Eldridge asked if there were any other Director Items. Director Miller stated that there had been a Budget Committee Meeting and presented the recommendations regarding Deposits, Loans and Insurance. Mr. Fairfield stated that he would update the SOP for Investment and Insurance regarding these recommendations based on the State Guidelines at the next Board Meeting for Review and Discussion.


11.SRF Property

Director Munro made a motion to Authorize Executive Director to Negotiate purchase of the SRF Property 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.

12.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 5:20 P.M.

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

  
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TOMMY ELDRIDGE, PRESIDENT

  
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KEVIN MILLER, SECRETARY-TREASURER