



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
Guy Moore • Pascagoula
Jerry Munro • Ocean Springs
Marshall Smith • Gautier

Jackson County Utility Authority
Regular Meeting
Board of Directors
June 10, 2019

MINUTES

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., June 10, 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, Guy Moore 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; Tara Sistrunk, HR/ER Manager; Christian Nevarez, Lab Manager; Jordan Noel, Logistics Manager; Darryl Sidaway, IT Manager; Lynette Hardin, Assistant Accountant; Chuck Redmond, Wastewater Plant Supervisor; ; James Heidelberg and April McDonald, Authority Counsel; Pete McMaster and Chris Marr, Arcadis; Greg Brown, Pickering; Eric Page and Dennis Reeves, Neel-Schaffer, Chuck Starling, Kimley-Horn; Shane Wozencraft, Michael Baker, and Joey Bullock, BancorpSouth.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Director Elly 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 changes: Add Item 7.F. - Laboratory IMS System Clarification / Confirmation. Replace Item 8.C. with updated copy.

5. Public Recognition

A. General Public

Director Eldridge asked if there were any Public to Recognize. There were none.

B. Employee Recognition

The Board Recognized Chuck Redmond for being Elected as the 2019 President Elect and 2020 President for the MS Water & Pollution Control Operators' Association (MWPCOA).

The Board Recognized five (5) JCUA employees who volunteered to participate in the Jackson County 2019 Household Hazardous Waste Collection Day: Michael Baugh, Lonnie Hanna, David Chu, Frank Carter and Sunita Borse.

The Board Recognized Tommy Fairfield for his years of Service and Dedication as the JCUA Executive Director from July, 2008 through June 16, 2019.

6. Consent Agenda

- A. Adopt - Minutes for May 2, 2019, **Exhibit “A”**
- B. Adopt – Minutes for May 20, 2019, **Exhibit “B”**
- C. Report – New Operating Permit for Plant JCUA POTW 5D, **Exhibit “C”**
- D. Purchase Request – Software Upgrade for Field Survey Equipment (Supports JCUA GIS), **Exhibit “D”**
- E. Approve – Current Needs List for Qualified General Engineering Services, **Exhibit “E”**
- F. Approve – JCUA Holiday Extension Concurrent with State of MS, **Exhibit “F”**
- G. Approve – Scrap/Surplus Material Docket, **Exhibit “G”**
- H. Approve – Rockwell Software Service Contract Renewal, **Exhibit “H”**

Director Moore made a motion to pull Item 6.B. – 05/20/2019 Minutes to correct the motion made on Item 14. 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.

Director Munro made a motion to Approve Items 6.A., 6.C. – 6.H. as presented. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin asked about Item 6.H., what this Renewal Included. Mr. Fairfield stated this is an Annual Renewal that covers Technical Support as well as Software Upgrades. 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 “I”**

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 Moore asked if these are expenditures that have been approved and paid or are to be approved and then paid. Mr. Fairfield explained that the list of Expenditures is the last and final reconciliation before checks are sent out to pay items previously approved for payment.

Director Smith asked if the Frank Turner Invoice for Hwy. 57 Utility Relocation Phase II-Water/Sewer will be reimbursed by MDOT. Mr. Fairfield stated that there is a 50% reimbursement for Sewer and 100% reimbursement for Water.

Director Moore asked why is there a series of payments to JCUA listed in expenditures. Mr. Fairfield stated that no checks were issued, this is for Accounting only.

Director Moore asked about the MSU Salary Study expenditure. Mr. Fairfield explained that this is something that the Authority does every five years in order to keep JCUA salaries competitive and to compare the JCUA pay scale to other Utilities and Industrial companies in the area.

Director Elly asked about the William Wayne Nelson expenditure for Rags. Mr. Fairfield deferred to Mr. Torjusen, Purchasing Supervisor, who stated that the rags were purchased for five (5) treatments plants at a cost of \$1.00 per pound.

Director Moore asked about Crown Leisure Marine expenditure. Mr. Fairfield stated that this was to replace a trailer for the Boat JCUA received from the County. Director Moore asked how purchasing makes sure that JCUA gets the best price available. Mr. Fairfield stated that there were multiple quotes obtained before the trailer was purchased and that the JCUA goes by the State purchasing guidelines that any items over \$5,000.00 and up to \$49,999.00 must have quotes and items \$50,000.00 or higher would have to be Bid.

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. Bond Project Action

1. Requisition 65 (\$23,384.00) and Lyman Well Payment Request #4 \$26,200.00, **Exhibit "J"**

Mr. Fairfield requested the Lyman Well Payment Request No. 4 for \$26,200.00 be removed. Director Miller made a motion to Approve Bond Requisition No. 65 as presented. Director Moore 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 – Agreement to Enter Engineering Agreement to Complete Agreed Drainage Improvement and Begin Site Planning for Potential Dedicated Waste Collection (or other use), **Exhibit "K"**

Director Coggin made a motion to Approve Staff request 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.

3. Approve – Change Order #2 (Owner Requested) for Lyman Well Company – Increase \$3,000.00. The change is owner requested to improve finished water level communication with plant operating software and eliminate false alarm reporting, **Exhibit "L"**

Director Coggin made a motion to Approve the Lyman Well Company C.O. No. 2 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.

4. Other, If Any

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

C. Wastewater Loading Discussion, **Exhibit “M”**

Mr. Fairfield deferred this Item to Mr. Johnny Groue, Deputy Director to present. Mr. Groue stated that there has been a concern with Oil & Grease with the wet well at PS# 27; therefore, a sample was collected and analyzed; which resulted in an extremely high concentration, exceeding the maximum concentration limit allowed by the JCUA Rules and Regulations. Staff has spent time and resources addressing this issue and has sent Utility Services correspondence, as well as video of the recurring problem. Staff has not received a response from Utility Services, nor has the issue been corrected. Therefore, staff is requesting permission to work with Legal Counsel to submit a formal notification; which will include a fine for the violation and cost of time and materials for reoccurring concerns, to Utility Services,

Director Coggin made a motion to Approve staff’s request as submitted. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Director Eldridge asked Legal Counsel what can be done. Mr. Heidelberg stated that staff can continue to correspond with Utility Services, add the cost to their bill and work with them to find out what the cause of the problem is and help to fix it. 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.

D. MDOT – Hwy 57 PH II Frank Turner Construction (PA6S \$325,427.57) (PA6W \$312,133.22); Neel Shaffer (1058404-S \$20,160.00) (1058404-W \$17,500.00), **Exhibit “N”**

Mr. Fairfield presented this item. Director Munro made a motion to Approve Pay Request as presented. Director Elly seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked about the location of this project. Mr. Fairfield explained that MDOT is widening Hwy. 57 north of I-10. 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.

E. Capacity Fee Forgiveness – Jackson County School District has requested consideration to forgive a total capacity fee of \$6,539.00 for added educational facilities. (Staff notes approval is consistent with similar action taken for Ocean Springs School District last. Also, Pascagoula Gautier School District has facilities upcoming.), **Exhibit “O”**

Director Coggin made a motion to Approve JCSD request 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. Laboratory IMS System Clarification / Confirmation, **Exhibit “P”**

Mr. Fairfield presented this item. Director Munro made a motion to Accept the Clarification / Confirmation 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.

8. SRF Projects

A. Approve – Neel-Schaffer (1058407 \$30,816.00) Professional Services, **Exhibit “Q”**

Mr. Fairfield presented this item. Director Moore made a motion to Approve payment of Invoice No. 1058407 for Professional Services as presented and Authorize Executive Director to submit to MDEQ. Director Smith seconded the motion. Director Eldridge asked if there were any questions or comments. Director Moore asked if this is a Contract that already exist. Mr. Fairfield explained that this is an existing project regarding the Jordan Road Pump Station. 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 – Neel-Schaffer (1058405 \$15,000.00) Professional Services, **Exhibit “R”**

Mr. Fairfield presented this item. Director Coggin made a motion to Approve payment of Invoice No. 1058405 for Professional Services as presented and Authorize Executive Director to submit to MDEQ. 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.

C. Approve – Change Order #2 (Owner Requested) for Hemphill Construction – Reduction of \$24,000.00, **Exhibit “S”**

Mr. Fairfield presented this item and explained that the updated copy reflects a decrease in cost to the contract by the amount of \$24,000.00. Singing River Electric increased the cost due to the pumps being supplied are going to be of a lower horsepower than was initially discussed. Director Elly made a motion to Approve Hemphill Construction C.O. No. 2 as presented. Director Munro seconded the motion. Director Eldridge asked if there were any questions or comments. Director Coggin confirmed the reduction amount is now \$24,000.00 instead of \$30,000.00. Mr. Fairfield confirmed the amount is now \$24,000.00. 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. Administrative Update

A. Current Status Banking SOP (Executive Director to report.), **Exhibit “T”**

Mr. Fairfield presented this item. Update only, no action required.

B. Current Status Insurance SOP (Executive Director and/or Director of Administration and Finance to report.)

Mr. Scott McElroy, Finance/Administration Director, updated the Board regarding the proposals received. Lemon-Mohler Insurance sent a written notice declining to submit a proposal at this time. BancorpSouth Insurance was the only proposal received. Board request there be a 120 day notice for future proposals. Director Miller will schedule a Budget Committee meeting before the 06/24/2019 Board Meeting to discuss the proposal received.

C. Other, If Any

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

10. 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 Board Attorney Items. There were none.

11. Director Items

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

12. Executive Session, If Required

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

13. Adjourn

There being no further business to come before the Board, Director Elly 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 5:23 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 14th day of October, 2019.


TOMMY ELDRIDGE, PRESIDENT


ANDREW J. ELLY, SECRETARY-TREASURER