



**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  
Ken Papania • Ocean Springs  
Marshall Smith • Gautier

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
**June 12, 2017**

**MINUTES**

1. Call to Order

The Regular meeting of the Board of Directors convened at 4:00 P.M., June 12, 2017, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Marshall Smith, President; Kevin Miller, Secretary-Treasurer; Tommy Eldridge, Vice Secretary-Treasurer; Directors, Andrew J. Elly; Michael Murphy and Ken Papania. Mr. Coggin was unable to attend. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Johnny Groue, Deputy Director; Linda Gasaway, Administrative Assistant; Edna Lott, Principal of Accounting; Tara Sistrunk, HR Manager; Chase Glisson, Engineering Manager; Ryan Dunlap, Mechanical Systems Superintendent; Morgan Pitts, Environment Compliance Officer; Christian Nevarez, Lab Manager; Lindsey Lower, HR Administrative Assistant; Carrie Dennis, Operations Manager; Chuck Redmond, PMP Supervisor; Curtis Hartzog, PMP Lead Operator; Curtis Evans, PMP Lead Operator; Billy Scara, GTP Lead Operator; James Jones, Collection Systems Operator; Lauren Smith, PMP Operator; Richard Weathers, PMP Operator; William Brown, PMP Operator; James Heidelberg and April McDonald, Authority Counsel; Eric Page, Neel-Schaffer; Greg Brown, Pickering; David Compton, Compton Engineering; Mike Mangum, Waggoner Engineering, and Chuck Starling, Arcadis.

2. Devotion

Tommy Fairfield, Executive Director, presented the invocation.

3. Pledge of Allegiance

Mr. Kevin Miller, Secretary/Treasurer, lead the Pledge of Allegiance.

4. Changes to Agenda

Mr. Smith asked if there were any changes to the Agenda. Mr. Fairfield requested the following item be added to the Agenda: 7.G. – MOA Regional Wastewater Pump Station.

## 5. Recognition

### A. Public Recognition

Mr. Smith asked if there were any public to be recognized. There were none.

### B. Staff Recognition

PMP Wastewater Treatment Plant recently received the Plant of the Year Award and the following employees were recognized: Carrie Dennis, Operations Manager; Chuck Redmond, PMP Supervisor; Curtis Hartzog, PMP Lead Operator; Curtis Evans, PMP Lead Operator; Billy Scara, GTP Lead Operator; James Jones, Collection Systems Operator; Lauren Smith, PMP Operator; Richard Weathers, PMP Operator; William Brown, PMP Operator, and Brian Davis, Lead Operator – Not Present.

## 6. Consent Agenda (Non Discussion Items)

A. Adopt Minutes – Regular Meeting of May 8, 2017, **Exhibit “A”**

B. Approve Record of Workshop of May 15, 2017, **Exhibit “B”**

C. Adopt Minutes – Regular Meeting of May 22, 2017, **Exhibit “C”**

D. For Information – Find Copies of CCR Reports Enclosed for System 0300033, 0300164, and 0300166, **Exhibit “D”**

E. Request to Advertise Miscellaneous Service Repair Contract

Mr. Murphy made a motion to approve Items 6.A. – 6.E. as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

## 7. Discussion Agenda

A. Expenditures, **Exhibit “E”**

Mr. Murphy made a motion to approve the Expenditures as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

B. Bond Project Actions

1. Payments, **Exhibit “F”**

2. Change order (No Cost/No Time), **Exhibit “G”**

3. Authorization to Advertise Only, Year 2 Work Scope for PMP and ETP WWTPs, **Exhibit “H”**

4. Pump Station 4 – Update, **Exhibit “I”**

Mr. Miller made a motion to approve Items 7.B.1. – 7.B.4. as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

C. HWY 57 Project Actions, **Exhibit “J”**

1. Request Approval of Water Payment Application 10 for \$176,837.29 and Sewer Payment Application for \$254,817.17 (MDOT Reimbursable)

2. Request Approval to Surrender the Credit Instrument in Place for this effort as Phase 2 has not yet be authorized by MDOT  
Mr. Murphy made a motion to approve Hwy. 57 Project Action Items 7.C.1 and 7.C.2. as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

D. US Army COE Project Actions, **Exhibit “K”**

1. Final Deliverables and Project Status Statement for US Army COE – Vicksburg District

2. Update on Vicksburg and Mobile District Meetings with the Executive Director  
Mr. Eldridge made a motion to approve COE Project Actions as presented. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

E. CDBG Project Actions, **Exhibit “L”**

1. Request Approval for Final Invoices for CDBG Settlement Work \$84,312.00 and \$62,185.00.

Mr. Murphy made a motion to approve CDBG Project Actions as presented. Mr. Eldridge seconded the motion and it was unanimously approved by the Board Members present.

F. Insurance Action

Update Only, No Action Required.

G. MOA – Regional Wastewater PS

Update Only, No Action Required



H. Other Updates, if any

Mr. Smith asked if there were any other Discussion Items. There were none.

8. Board Attorney

A. Delinquent Accounts / Bad Debts Write-Off List, **Exhibit “M”**  
Information Only.

B. Resolution – Request Approval to Write-Off Delinquent  
Accounts/Bad Debts, **Exhibit “N”**

Mr. Miller made a motion to approve the Resolution, Requesting Approval to Write-Off Delinquent Accounts/Bad Debts, per the List provided in Item 8.A. (Exhibit N). Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

C. Report

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

9. Director Items

A. Mr. Eldridge/Executive Director Report on Community Meeting in  
Helena Park on May 28, 2017.  
Update Only, No Action Required.

B. Consider Holiday Declaration by Governor Bryant.

Mr. Eldridge made a motion to Accept the Governor’s Amended Proclamation – Day before Independence Day as a holiday, Monday, 07/03/2017. Mr. Miller seconded the motion and it was unanimously approved by the Board Members present.

C. Schedule Budget Cycle Workshops with Committees.

Mr. Smith announced the Benefit and Compensation Committees will meet Monday, June 26, 2017 at 2:00 P.M. in the JCUA Conference Room.

10. Executive Session, Requested for Property Acquisition Discussion and  
Personnel Matters

At 4:50 P.M. Mr. Murphy made a motion to go into Closed Session to discuss issues for possible Executive Session. Mr. Eldridge seconded the motion and it was unanimously approved 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 property acquisition and personnel matters.

At 4:53 P.M., Mr. Murphy made the motion to come out of Closed Session. The motion was seconded by Mr. Eldridge and it was unanimously approved by the Board members present.

At 4:55 P.M., Mr. Murphy made a motion to go into Executive Session. Mr. Miller seconded the motion and it was unanimously approved by the Board members present. This was announced to the public.

In attendance were: Mr. Smith; Mr. Miller; Mr. Eldridge; Mr. Elly; Mr. Murphy; Mr. Papania; Mr. Fairfield; Mr. Heidelberg and Ms. McDonald. At 5:30 P.M. Ms. Tara Sistrunk was asked to join the Executive Session and remained until close.

At 5:50 P.M., Mr. Elly made a motion that the Board come out of Executive Session, resume Regular Session. Mr. Murphy seconded the motion and it was unanimously approved by the Board members present.

No business was undertaken in Executive Session.

At 5:52 P.M., the meeting was re-opened to the public and regular session resumed.

#### 11. Property Acquisition, **Exhibit “O”**

Mr. Murphy made a motion to authorize the Executive Director to initiate a response to Ms. Pierce with a beginning value of \$418,000.00 (4 Parcels), not to exceed \$444,000.00. Mr. Miller seconded the motion. After discussion and conclusion the motion offered is within values established by the Jackson County Board of Supervisors, a vote was called. The motion passed unanimously.

#### 12. Human Resources and Information Technology Items

- A. The Wastewater Operations Manager requests to offer the position of Supervisor for the West Jackson County POTW Plant to Mr. Brian Davis at \$53,140.00 (annual). Mr. Davis was selected following JCUA selection procedures, **Exhibit “P”**
  
- B. Organization Changes proposed for Water Operations Manager, Compliance Manager, Records Technician, and IT Technician, **Exhibit “Q”**

- C. New Job Description for IT Technician, Salary Range \$17.20 - \$ 25.84, and request to post and fill, **Exhibit “R”**
- D. Request Approval to begin close-out of Teklinks, **Exhibit “S”**
- E. Request Approval to purchase existing equipment from Teklinks (hardware) as the in place equipment is an overall best value when considering the set-up cost to procure from the lower bid at only a \$605.97 savings on hardware itself, **Exhibit “T”**  
Staff presented Exhibits “P – T”; which included proposed changes to the Organization, Plant Supervisor Action, and changes with the JCUA Information Technology Department. Mr. Miller made a motion to accept the proposed items, provided the Information Technology Technician job description is revised to acknowledge six (6) to eight (8) years of experience may be recognized as an equivalent for the “Required” Associates Degree. Mr. Murphy seconded the motion and it was unanimously approved by the Board Members present.

### 13. Adjourn

There being no further business to come before the Board, Mr. Murphy made the motion to adjourn. Mr. Miller seconded the motion and it was unanimously approved by the Board members present. The meeting was adjourned at 6:01 P.M.

WITNESS OUR SIGNATURES as approval of these Minutes on this 10<sup>th</sup> day of July, 2017.

  
MARSHALL SMITH, PRESIDENT

  
KEVIN MILLER, SECRETARY-TREASURER