

Jackson County Utility Authority  
Regular Meeting  
Board of Directors  
September 27, 2011  
1225 Jackson Avenue  
Pascagoula, MS 39567

MINUTES

1. Call to Order

The regular scheduled meeting of the Board of Directors convened at 4:00 p.m., September 27, 2011, at 1225 Jackson Avenue, Pascagoula, MS. Board members present were: Brad Bradford, President; Wayne Adams, Vice-President; Jackie Elly, Secretary-Treasurer; Doug Shore, Vice-Secretary-Treasurer; and Directors; Bob Stephens Jim Blevins, and Randy Bosarge. It was determined there was a quorum.

Also present were: Tommy Fairfield, Executive Director; Edna Lott, Accountant; Randall Coleman, Compliance Official; Ruby Blaze, Administrative Assistant; Jimmy Heidelberg and Jessica Dupont, Authority Counsel; Sarah Colmer, Neel-Schaffer, Inc.; Bill Rackley and John Schell, Alan Plummer and Associates; Greg Brown, MSEG; Frank Burandt, All South Engineers; and Jack Powell, Utility Service Company, Inc.

2. Changes to Agenda

Mr. Bradford asked if there were any changes to the Agenda. Mr. Fairfield requested the addition of 5.E. Purchase Orders and 5.F. FY-12 Budget.

3. Public Recognition

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

4. Consent Agenda

A. Expenditures

(attached Exhibit "A")

B. Revision to Employee Handbook

Pulled from Consent Agenda for discussion.

C. SRF (New Laboratory)

(attached Exhibit "B")

D. Affirm PPA with ACE-Mobile for Section 22 Project

(attached Exhibit "C")

Mr. Bosarge made the motion to approve the Consent Agenda items A, C, and D, as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board.

Ms. Dupont discussed the updates to the Personnel Manual (attached Exhibit "D"). After some discussion, Mr. Blevins made the motion to approve the Personnel Manual as presented. Mr. Bosarge seconded the motion and it was unanimously approved by the Board.

## 5. Reports (Information) and Discussion Items

### A. Executive Director - Update/Discussion on Projects

Mr. Fairfield updated the Board on the MEMA Hurricane projects status. He stated that the Authority has closed out all but two of the Hurricane Katrina projects and that Hurricane Gustov has been completed. He also updated the Board on the USDA Big Hill Acres project. No Board action was taken.

### B. Compliance Report - Update/Discussion

Mr. Coleman informed the Board on compliance issues and discussed the different tests and procedures taken to keep the Authority in compliance. No Board action was taken.

### C. CDBG Project Reports and Change Orders

Mr. Fairfield presented the CDBG Project S-23 Phase II Contract Change Order 11 (attached Exhibit "E") for approval from the Board. Mr. Adams made the motion to approve the Contract Change Order 11 as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board.

Mr. Fairfield then presented the CDBG Project S-23 Phase I Contract Change Order 10 (attached Exhibit "F") for approval from the Board. Mr. Blevins made the motion to approve the Contract Change Order 10 as presented. Mr. Shore seconded the motion and it was unanimously.

He also presented the CDBG Project S-25 Phase II Contract Change Order 4-3 (attached Exhibit "G") for approval from the Board. Mr. Bosarge made the motion to approve the Contract Change Order 4-3 as presented. Mr. Adams seconded the motion and it was unanimously approved by the Board.

Mr. Fairfield then presented the CDBG Project W-20 Contract Change Order 09; CDBG Project W-20 Contract Change Order 12; and CDBG Project W-23 Contract Change Order 06 (attached Exhibit "H") for approval from the Board. Mr. Blevins made the motion to approve the Contract Change Order 09; CDBG Project W-20 Contract Change Order 12; and CDBG Project W-23 Contract Change Order 06 as presented. Mr. Elly seconded the motion and it was unanimously approved by the Board.

The Board noted the CDBG Project Status Report (attached Exhibit "I"). No Board action was taken.

**D. Attorney Report**

Mr. Heidelberg updated the Board on Attorney matters. No Board action was taken.

**E. Purchase Orders**

**1. DLT Solutions**

Price quotation for AutoCAD Map and AutoCAD Civil subscription renewals for 1 year at a cost of \$1,558.06.

2. Eagle Technology Proteus V upgrade and Data Conversion at a cost of \$10,410.00.

3. Fletcher Construction a proposal to remove and replace three (3) exterior doors and frame units of the 1235 Jackson Avenue building at a cost of \$3,798.00.

Mr. Fairfield requested approval to purchase office furniture and the Purchase Orders (attached Exhibit "J") presented to the Board. After some discussion, Mr. Blevins made the motion to approve the three (3) Purchase Orders and the request to purchase office furniture as presented. Mr. Adams seconded the motion and it was unanimously approved by the Board.

**F. FY-12 Budget**

Mr. Fairfield informed the Board that the FY2012 Draft Budget had been discussed at prior meetings but that the Board had not officially adopted the FY-12 Budget. Mr. Elly made the motion to approve the FY-12 Budget. Mr. Shore seconded the motion and it was unanimously approved by the Board.

**6. Other Business – Director Items**

Mr. Fairfield informed the Board at the next scheduled meeting will be the Election of Officers.

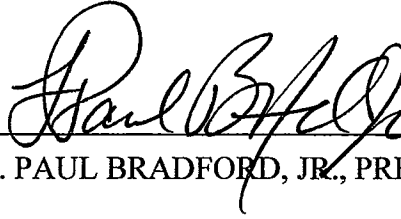
**7. Executive Session, if so moved**

Executive Session was not requested.

**8. Adjourn**

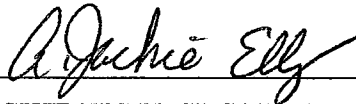
There being no further business to come before the Board, Mr. Stephens made the motion to adjourn. Mr. Elly seconded the motion and it was unanimously approved by the Board. The meeting was adjourned at 5:00 p.m.

WITNESS OUR SIGNATURES as approval of these Minutes on this 11<sup>th</sup> day of October, 2011.



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L. PAUL BRADFORD, JR., PRESIDENT



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A. JACKIE ELLY, SECRETARY-TREASURER