

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
April 8, 2021**

Scheduled Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting April 8, 2021 at the WJCUD general office building, 7200 McCann Road, Biloxi, MS. The meeting was called to order by Mr. Mike Montgomery, Chairman of the Board at 9:00 A.M., and it was determined that a quorum was present. A notice was posted informing the public of the meeting time. The following individuals were present:

Mr. Mike Montgomery	Chairman, WJCUD
Mr. Curtis Spiers	Vice-Chairman, WJCUD
Mr. Joe Bannister	Secretary/Treasurer, WJCUD
Mr. Andy Westfall	Commissioner, WJCUD
Mr. John Hannah	General Manager, WJCUD
Mr. Scott Ramsay	Operations Manager, WJCUD
Ms. Lori Goforth	HR Manager/Exec Admin Asst.
Ms. Tracy Reed	Accountant, WJCUD
Mr. Brian Bennett	New Construction & Compliance Manager, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano
Mr. Kevin Yates	Ward Engineering

Members of the Public:

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None.

4.0 Community Input

None.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims Lines 1 – 48 / \$278,086.75**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

Mr. Spiers made a motion, seconded by Mr. Westfall, approving the claims docket as presented. Motion passed unanimously.

6.0 Old Business

6.1 Cook Road Corridor Sewer Extension (Schedule 2 - Van Eaton)

Mr. Spiers made a motion, seconded by Mr. Bannister approving DNA Pay Application 2 in the amount of \$62,881.92 and DNA Summary Change Order 1 in the deduct amount of <\$37,185.28>) as recommended by Ward Engineering. Motion passed unanimously.

6.2 Water Facilities Plan, Phase 4

Mr. Spiers made a motion, seconded by Mr. Westfall, authorizing the termination of the professional services agreement with Compton Engineering for work associated with the Water Facilities Plan, Phase IV and authorizing the General Manager to execute any and all documents necessary for this purpose. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. Bannister, authorizing the District to enter into a professional services agreement with Machado Patano for work associated with the Water Facilities Plan, Phase IV contingent upon MDOH approval and authorizing the General Manager to execute any and all documents necessary for this purpose. Motion passed unanimously.

7.0 New Business

7.1 MS RESTORE Act Grant Project

The General Manager reported that the District was one of 2 finalists for a RESTORE Act Grant Project. The sewer replacement project has a great chance of receiving the grant due to the fact of the area's proximity to waterways.

Mr. Bannister made a motion, seconded by Mr. Spiers, authorizing the District to submit the application for a RESTORE Act Grant and authorizing the General Manager to act as the authorized agent for the process and to execute any and all documents necessary for this purpose. Motion passed unanimously.

7.2 Surplus Property & Equipment Disposal

Mr. Westfall made a motion, seconded by Mr. Bannister, authorizing the sale and/or disposal of the surplus property list as presented. Motion passed unanimously.

7.3 WJCUD Developer Policy

Mr. Spiers made a motion, seconded by Mr. Bannister, approving and adopting the Developer's Manual as presented. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- MDOH letter (2021 03 10) to WJCUD regarding approval of SRF Phase IV's Construction Contract A and Contract B
- Ward Engineering letter (2021 03 17) to WJCUD regarding review comments for First Assembly of God to be located on Old Fort Bayou Road
- Ward Engineering letter (2021 03 24) to WJCUD regarding review comments for Emersyn Estates Subdivision on Daisy Vestry Road
- Crown Castle letter (2021 03 24) to WJCUD regarding lease amendment proposal for WJCUD's Walker Road Well/Tank site
- Jim Young email (2021 03 25) to WJCUD regarding anticipated bond refinance savings
- 2021 03 26 Escrow Agent Fee Schedule
- 2021 03 26 Blanket Issue Letter of Representation to DTCC Underwriting Department
- 2021 03 31 Final Closing Flow of Funds Memorandum
- Jim Young email (2021 03 25) to WJCUD regarding two options – Taxable Option and Cinderella Option
- 2021 03 31 Certificate of No Default and Debt Service Coverage

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- None

9.2 Manager Report

Updates were given on the following:

- Emergency Repair & Construction Services Contract
 - Bids to be opened 4-15-2021
- St. Martin High School Tank repainting is complete
- Water Production - March 2021
 - 52.76 MG Production
 - 44.90 MG metered water sold
 - 3.50 MG estimated water to maintain water quality via flushing
 - 3.28 MG unaccounted for water losses
- Water Main breaks
- Test Well – pilot holes drilled
- Meter Register replacements
- Acquisition of pre-cast concrete poles negotiated with Singing River Electric to be used with new meter reading system
- Quotes to be received for Portable By-Pass Pump
- FEMA training courses being completed by several employees
- Grease Trap inspections underway
- Fire Hydrant testing and maintenance underway
- Protection from EMP/Solar Flair – used military surplus vehicle is an affordable option
- Billing Summary attached for March 2021:
 - \$722,807.40 (compared to \$674,766.46 in March 2020)
 - 8,097 customers (compared to 7,862 in March 2020)
- Commercial account trends

10.0 Executive Session – If So Move

None.

11.0 Other Business

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Mr. Spiers, to adjourn the meeting at 9:55 A.M., April 8, 2021. Motion passed unanimously.



Joe Bannister
SECRETARY/TREASURER, WJCUD

ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered a contract with DNA Underground, LLC relating to the Van Eaton Circle. gravity sewer project; and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 2** for the amount of **\$62,881.92** as recommended by Ward Engineering, project engineer; and

WHEREAS, Staff also requests Board consideration and approval of Summary Change Order 1, to decrease the Final Contract amount by \$37,185.28 as recommended by Ward Engineering; and

WHEREAS, the Board of Commissioners hereby finds that approval of these requests is in the best interests of the District;

IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 2 is hereby approved and authorized.

IT IS FURTHER ORDERED that Summary Change Order 1 is hereby approved and authorized.

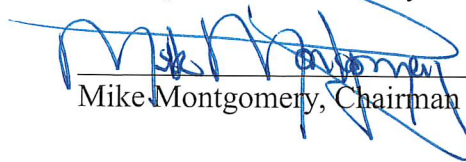
IT IS FURTHER ORDERED that the close-out documentation is hereby approved.

IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by Spiers, seconded by Bannister, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Bannister Yes
Commissioner Westfall Yes
Commissioner David Absent

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 8th day of April, 2021.


Mike Montgomery, Chairman

ATTEST:





ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) has been proceeding with the Water Facilities Plan, Phase IV, as more fully defined in the attached documentation; and

WHEREAS, to date, the District has been utilizing the engineering services of Compton Engineering; and

WHEREAS, Staff requests that the District terminate the engineering contract with Compton Engineering pursuant to Section VI (2) of that agreement; and

WHEREAS, the Board of Commissioners hereby finds that terminating the professional services agreement with Compton Engineering in relation to the Water Facilities Plan, Phase IV is in the best interests of the District;

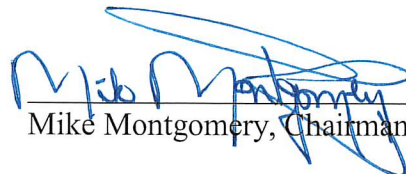
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that termination of the professional services agreement with Compton Engineering, for work associated with the Water Facilities Plan, Phase IV is hereby approved and authorized.

IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by Spiers, seconded by Westfall, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Bannister Yes
Commissioner Westfall
Commissioner David Absent

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 8th day of April, 2021.


Mike Montgomery, Chairman

ATTEST:


Amanda M. Parisi



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) intends to proceed with the Water Facilities Plan, Phase IV (“the Project”), as more fully defined in the attached documentation; and

WHEREAS, Machado Patano has proposed a professional services agreement to provide engineering services as required in connection with the Project, as outlined in the attached contract; and

WHEREAS, the Board of Commissioners hereby finds that entering this professional services agreement is in the best interests of the District;

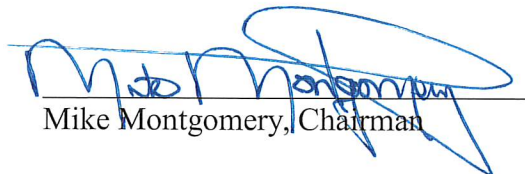
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the professional services agreement with Machado Patano for work associated with the Water Facilities Plan, Phase IV is hereby approved and authorized. *Contingent upon MDH approval.*

IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by *Spiers*, seconded by *Bannister*, and the following vote was recorded:

Chairman Montgomery *YES*
Commissioner Spiers *YES*
Commissioner Bannister *YES*
Commissioner Westfall *YES*
Commissioner David *Absent*

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 8th day of April, 2021.


Mike Montgomery, Chairman

ATTEST:





ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) desires to perform certain improvements within the District, specifically the Old Fort Bayou Sewer Replacement (hereinafter, “the Project”) as described more fully in the relevant application; and

WHEREAS, the Project qualifies for certain assistance through the Mississippi RESTORE Act Grant process; and

WHEREAS, Staff requests authorization to submit the attached application in relation to that assistance; and

WHEREAS, Staff also requests that the General Manager be designated as the authorized agent for the District throughout this process; and

WHEREAS, the Board of Commissioners hereby finds that authorization of the attached application is in the best interests of the District;

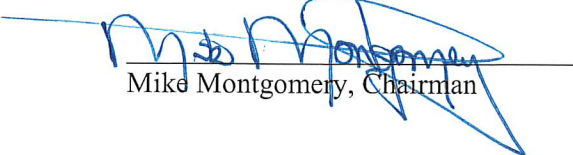
IT IS THEREFORE ORDERED by the Board of Commissioners of the West Jackson County Utility District, that the District is authorized to submit the attached application for a RESTORE Act grant.

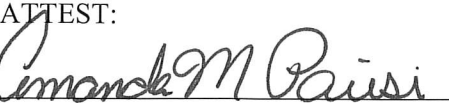
IT IS FURTHER ORDERED that the General Manager is identified as the authorized agent for this process, and is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by Bannister, seconded by Spiers, and the following vote was recorded:

- Chairman Montgomery Yes
- Commissioner Spiers Yes
- Commissioner Bannister Yes
- Commissioner Westfall Yes
- Commissioner David Absent

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 8th day of April, 2021.


Mike Montgomery, Chairman

ATTEST:




ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) desires to dispose of certain personal property (identified on the attached documentation) which has no further District use; and

WHEREAS, the District hereby finds that sale and/or disposal of such property is in the best interest of the District; and

WHEREAS, the District finds that all personal property identified as “Trash” on the attached documentation has no value, and that it may therefore be disposed of through the local garbage collection system; and

WHEREAS, the District finds that all personal property identified as “Surplus” on the attached documentation may be disposed of by public sale or by auction, as defined in Miss. Code Ann. § 17-25-25; and

IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the personal property identified as “Trash” on the attached documentation has no value, and the General Manager is directed to dispose of it through the local garbage collection system.

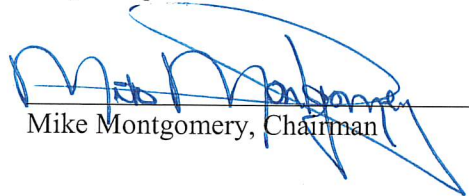
IT IS FURTHER ORDERED that the General Manager is directed to dispose of all personal property identified as “Surplus” on the attached documentation by public sale or by auction, as defined in Miss. Code Ann. § 17-25-25.

IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by Westfall, seconded by Bannister, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Bannister Yes
Commissioner Westfall Yes
Commissioner David Absent

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 8th day of April, 2021.


Mike Montgomery, Chairman

ATTEST:

Amanda M Parisi



ORDER NUMBER _____

WHEREAS, the Board of Commissioners of the West Jackson County Utility District (hereinafter, "the District") desires to approve a Developer's Manual to govern all new development within the District; and

WHEREAS, the Board of Commissioners hereby finds that adoption and approval of the attached Developer's Manual is in the best interest of the District; and

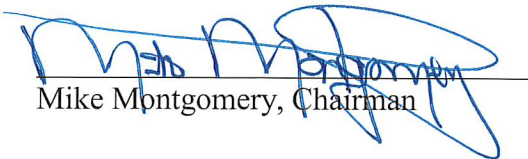
IT IS THEREFORE ORDERED by the Board of Commissioners of the West Jackson County Utility District, that the Developer's Manual is adopted and approved as presented.

IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by Piers, seconded by Bannister, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Bannister Yes
Commissioner Westfall Yes
Commissioner David Absent

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 8th day April, 2021.


Mike Montgomery, Chairman

ATTEST:



