

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
June 24, 2021**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting June 24, 2021, at the WJCUD general office building, 7200 McCann Road, Biloxi, MS. The meeting was called to order by Mr. Curtis Spiers, Vice-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, WJCUD
Mr. Bryan David	Commissioner, WJCUD (left the meeting at 10:55 A.M.)
Mr. Andy Westfall	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	General Manager, WJCUD
Mr. Scott Ramsay	Operations Manager, WJCUD
Ms. Lori Goforth	HR Manager – Exec Admin. Asst., WJCUD
Mr. Brian Bennett	New Connections & Compliance Manager, WJCUD
Ms. Laura Davis	Accountant, WJCUD
Ms. Virginie Triplett	Bookkeeper, WJCUD
Ms. Amanda Parisi	GIS Lead Technician, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Melvin Chipley, Randall Ladner – AGJ Systems
Beaux Yancey – Summer Law Clerk with Bordis and Danos, PLLC
Marty McGrath – Biloxi Bay Resort & Marina

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Community Input

Marty McGrath addressed the Board regarding the large billing they received for Biloxi Bay Resort & Marina. He explained that they have had some leaks and that they frequently have to empty and refill the pool due to the pool's design which allows salt water to infiltrate it. The General Manager stated he would meet with Mr. McGrath and see if he could come up with some solutions.

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 – 38 / \$247,596.47**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

Mr. Spiers made a motion, seconded by Mr. David, approving the consent agenda. Motion passed unanimously.

6.0 Old Business

6.1 Emergency Repairs < \$50K Contract

Mr. Westfall made a motion, seconded by Mr. Spiers, to approve the revised contract with Bottom 2 Top Construction, LLC., for emergency repairs less than \$50K. Motion passed unanimously.

6.2 Misc. Utility Construction & Emergency Repairs > \$50K Contract

Mr. Spiers made a motion, seconded by Br. Bannister, to approve the revised contract with Bottom 2 Top Construction, LLC., for miscellaneous utility construction and emergency repairs greater than \$50K. Motion passed unanimously.

6.3 Water Facilities Plan, Phase 4

The General Manager and the Board Attorney advised the Board that the Mississippi Department of Health will not reimburse stored material fees. As a result, the District will be responsible for the associated storage fees on this project. Future contracts will be written to exclude payment for stored materials.

Mr. David made a motion, seconded by Mr. Bannister, approving CB Developers, Inc., Pay Application 1 under Contract A for the Water Facilities Plan, Phase 4 in the amount of \$54,462.27 contingent upon approval by the Mississippi Department of Health for currently reimbursable items. Motion passed unanimously.

Mr. David made a motion, seconded by Mr. Spiers, approving CB Developers, Inc., Pay Application 1 under Contract B for the Water Facilities Plan, Phase 4 in the amount of \$367,847.65 contingent upon approval by the Mississippi Department of Health for currently reimbursable items. Motion passed unanimously.

6.4 Water Well Project

The General Manager provided an update on the project.

7.0 New Business

7.1 Cybersecurity and IT Support

AGJ Systems representatives Melvin Chipley and Randall Ladner presented a detailed history of cybersecurity concerns as they have developed over the last 25 years. The presentation included AGJ's protection that the District is currently utilizing as well as some recommendations for more protection that the District can employ. The Board advised that all employees and Board Members should undergo annual security training.

7.2 User Charges

Tabled until 7/8/2021 Board Meeting. The Board directed the General Manager to talk with a rate expert and to get a recommendation on any needed rate adjustment.

8.0 Correspondence

Included for the Board's review was the following:

- WJCUD letter (2021 06 14) to Planning Commission regarding Sewer Use Ordinance
- Jackson County Planning Commission agenda (2021 06 16)
- Complaint to Condemn (WJCUD versus Mitchell & Associates)
- Complaint to Condemn (WJCUD versus Ryzannara Hy, Vannak Yu, Samreath Ung, Thyra Seng Tea, Vuthy Chann and Sotheary Chann)

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- PSC Order - Sewer, Supplemental Certificate of Public Convenience was received.

9.2 Manager Report

Updates were given on the following:

- 2" Residential Water Meters
- Fire Hydrant Testing and Maintenance

- Washout Inspection Report – Bonanza Tank
- Visual Inspection Report – Tucker Tank
- MS PSC Recommended Order – Sewer, Supplemental certificate of Public Convenience
- JCUA Meeting 6-23-2021 regarding Pretreatment Program and Notice of Violation
- Resolution of Customer Complaint

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 11:16 A.M., June 24, 2021. Motion passed unanimously.



Joe Bannister
SECRETARY/TREASURER, WJCUD

ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") previously solicited competitive bids relating to the provision of Emergency Services and Equipment for Miscellaneous Utility Repairs less than \$50,000.00; and

WHEREAS, two submissions were received for these services; and

WHEREAS, the low bidder was Bottom 2 Top Construction, LLC, as indicated on the attached bid tabulation; and

WHEREAS, Staff reviewed the relevant qualifications and bids, and recommended awarding this contract to Bottom 2 Top Construction, LLC as the lowest and best bid; and

WHEREAS, the Board of Commissioners found that Bottom 2 Top Construction, LLC submitted the lowest and best bid, and awarded the contract to that entity; and

WHEREAS, a contract was prepared and approved by the Board, however a revised contract is required to conform the agreement with the bid documents;

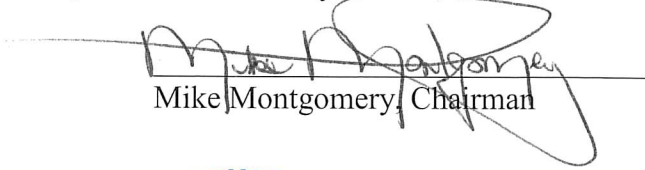
IT IS HEREBY ORDERED by the Board of Commissioners, that the attached revised contract with Bottom 2 Top Construction, LLC for Emergency Services and Equipment for Miscellaneous Utility Repairs less than \$50,000.00 is hereby authorized and approved.

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 Westfall, seconded by Spiers, and the following vote was recorded:

Chairman Montgomery YOS
Commissioner Spiers YOS
Commissioner Bannister YOS
Commissioner Westfall YOS
Commissioner David YOS

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 23rd day of June, 2021.


Mike Montgomery, Chairman

ATTEST:


Amanda M. Parisi



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") previously solicited competitive bids relating to the provision of Services and Equipment for Miscellaneous Utility Repairs exceeding \$50,000.00; and

WHEREAS, two submissions were received for these services; and

WHEREAS, the low bidder was Bottom 2 Top Construction, LLC, as indicated on the attached bid tabulation; and

WHEREAS, Staff reviewed the relevant qualifications and bids, and recommended awarding this contract to Bottom 2 Top Construction, LLC as the lowest and best bid; and

WHEREAS, the Board of Commissioners found that Bottom 2 Top Construction, LLC submitted the lowest and best bid, and awarded the contract to that entity; and

WHEREAS, a contract was prepared and approved by the Board, however a revised contract is required to conform the agreement with the bid documents;

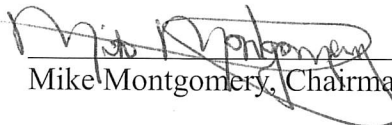
IT IS HEREBY ORDERED by the Board of Commissioners, that the attached revised contract with Bottom 2 Top Construction, LLC for Services and Equipment for Miscellaneous Utility Repairs exceeding \$50,000.00 is hereby authorized and approved.

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 Yes

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 23rd day of June, 2021.


Mike Montgomery, Chairman

ATTEST:





ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered Contract A with CB Developers, Inc. (hereinafter, "CBD") relating to Water Facilities Plans, Phase 4; and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 1** for the amount of **\$54,462.27** as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Health for currently reimbursable items; and

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

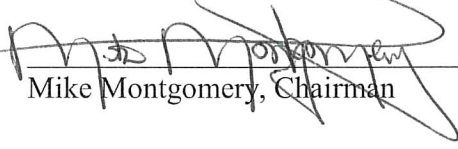
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 1 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health.

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

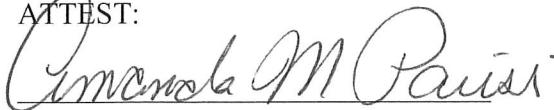
The motion to approve the foregoing Order was made by David, seconded by Bannister, and the following vote was recorded:

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 23rd day of June, 2021.


Mike Montgomery, Chairman

ATTEST:





ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered Contract B with CB Developers, Inc. (hereinafter, "CBD") relating to Water Facilities Plans, Phase 4; and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 1** for the amount of **\$367,847.65** as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Health for currently reimbursable items; and

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

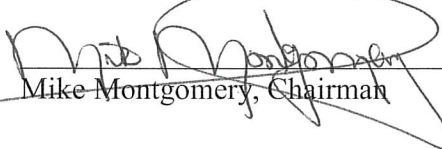
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 1 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health.

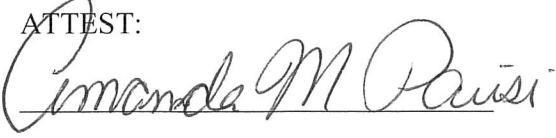
IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

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

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 23rd day of June, 2021.


Mike Montgomery, Chairman

ATTEST:






West Jackson County Utility District

7312 Rose Farm Road
Ocean Springs, MS 39564

P.O. Box 1230
Ocean Springs, MS 39566-1230

Phone (228) 872-3898

Fax (228) 872-3861

BOARD MEETING SIGN IN SHEET

DATE 6 / 24 / 2021

1: Beaux Yancy Josh's Summer law clerk

2: MARTY McGRATH BDR ✓

3: MELVIN CHIPLEY AGJ

4: Randall Ladner AGJ

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____