

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
February 10, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting February 10, 2022, 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. Bryan David,	Secretary/Treasurer, WJCUD
Mr. Andy Westfall	Commissioner, WJCUD
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD (by tele-conference)
Mr. John Hannah	General Manager, WJCUD
Mr. Scott Ramsay	Operations Manager, WJCUD
Mr. Brian Bennett	New Connections & Compliance Manager, WJCUD
Ms. Lori Goforth	HR Manager – Exec Admin. Asst., WJCUD
Ms. Laura Davis	Accountant, WJCUD
Ms. Amanda Parisi	Assets Manager, WJCUD
Ms. Whitney McCarra	Bookkeeper, WJCUD
Ms. Donna Catalanatto	Administrative Assistant, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Add 7.2 Consideration of Indemnity and Owner Warranty and Bond

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 – 68 / \$755,301.44

5.5 Leak Credits

5.6 Grinder Station Approvals

Mr. David made a motion, seconded by Ms. Strayham, approving the Consent Agenda as presented. Motion passed unanimously.

6.0 Old Business

6.1 Water Facilities Plan, Phase 4, Contract A

Mr. David made a motion, seconded by Mr. Spiers, approving CB Developers, Inc. Change Order 1 in the amount of \$0.00 and adding 81 calendar days due to weather delays having determined the following is true:

- The change order is made in a commercially reasonable manner and is not being made to circumvent the public purchasing statutes.
- The proposed change is necessary or incidental to the completion of the work as originally bid, is not outside the scope of the original contract, is commercially reasonable, and any increase in cost reasonable.

Motion passed unanimously.

6.2 Water Facilities Plan, Phase 4, Contract B

Mr. Spiers made a motion, seconded by Mr. Westfall, approving CB Developers, Inc. Change Order 1 in the amount of \$0.00 and adding 96 calendar days due to weather delays having determined the following is true:

- The change order is made in a commercially reasonable manner and is not being made to circumvent the public purchasing statutes.
- The proposed change is necessary or incidental to the completion of the work as originally bid, is not outside the scope of the original contract, is commercially reasonable, and any increase in cost reasonable.

Motion passed unanimously.

6.3 Water Well Project

Mr. Westfall made a motion, seconded by Mr. David, approving DNP, Inc. Pay Application 10 in the amount of \$270,483.06 as recommended by Machado Patano. Motion passed unanimously.

7.0 New Business

7.1 Amendment of Employee Handbook

Mr. David made a motion, seconded by Mr. Spiers, approving the amendments to the employee handbook as presented. Motion passed unanimously.

7.2 Consideration of Indemnity and Owner Warranty and Bond

Mr. Spiers made a motion, seconded by Mr. David, approving the documents for Talla Point, Phase 2 water and sewer infrastructure dedicated to the District contingent upon legal approval by District Council. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- MDOH letter (2022 01 24) to WJCUD regarding contract dates established in loan DWI-L300156-08
- MS. State Auditor letter (2022 01 11) to WJCUD regarding review and approval of Fletcher & Co. professional services
- MEMA letter (2022 01 13) to WJCUD regarding FEMA 4567-DR-MS (Zeta) disaster closeout documents
- 2022 01 19 Minutes of the Jackson County Planning Commission

9.0 District Operations

9.1 Attorney Report

Items will be discussed in executive session

9.2 Manager Report

Updates were given on the following:

- ❖ Billing Summary attached for January 2022 (adjusted)
 - \$795,511.21 (compared to \$760,111.37 in January 2021)
 - 8,242 active customers (compared to 8,031 in January 2021)
- ❖ Water Production – January 2022
 - 55.0 MG – Total Production
 - 47.3 MG – Water Sold
 - 4.6 MG – Flushing
 - 3.1 MG – Unaccounted for (leaks, theft), Approx. 6%
- ❖ I & I in Windsor Park caused a great deal by service lines

- ❖ WWFP Phase 3:
 - All easements in hand
 - Receive bids hopefully in June 2022
- ❖ WWFP Phase 4:
 - Contract A: North of I-10
 - All easements in hand
 - Legal opinion of ROW required
 - Bond for sewage lift station construction by Back Bay RV Resorts is expiring on March 19, 2022
 - Contract B: South of I-10
 - One outstanding easement to require eminent domain (Seymour)
 - Bid date tentative April 6, 2022
- ❖ Staffing History since May, 2018 compared with total revenue (\$/YR)
- ❖ Walker Road Tank Inspection Report
- ❖ Waycross Drive Tank Inspection Report
- ❖ MOA regarding Alexis Crossing Subdivision
- ❖ Old Fort Bayou Road widening
 - Conflicts with existing 12' force main
 - New 12' FM from Moreton Place along WJCUD easement across Moran Timber properties
 - Unloads 12' FM for possibly lowering it with near-zero flow
 - Design and permits for alternative route -\$300K
- ❖ AMI Poles/Towers
 - Issues with single pre-cast 110' pole delivery
 - Looking at 2-piece steel pole
 - Last resort option will be more expensive erected tower
- ❖ 1st Qtr FY 2022 Income Statements compared with Budget

10.0 Executive Session – If So Move

Mr. Westfall made a motion, seconded by Mr. David, to go into closed session to determine whether executive session is necessary and proper. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Ms. Strayham, to stay in executive session to discuss: land acquisition involving Jackson County and Singing River Hospital. Motion passed unanimously.


No action was taken in executive session.

Mr. Spiers made a motion, seconded by Mr. David, to return to open session. Motion passed unanimously.

11.0 Other Business

12.0 Adjournment

A motion was made by Mr. Spiers, seconded by Mr. David to adjourn the meeting at 10:05 A.M., February 10, 2022. Motion passed unanimously.



Bryan David
SECRETARY/TREASURER, WJCUD

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 **Contract A Change Order #1** as recommended by Machado Patano, contingent upon MDEQ approval; 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 Contract A Change Order #1 is hereby approved and authorized, contingent upon MDEQ 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 David Spiers, seconded by Spiers, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Strayham 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 10th day of February, 2022.

Mike Montgomery
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



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 **Contract A Change Order #1** as recommended by Machado Patano, contingent upon MDEQ approval; and

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

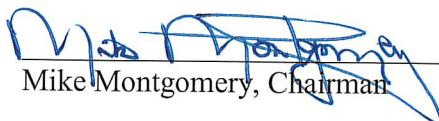
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Contract B Change Order #1 is hereby approved and authorized, contingent upon MDEQ approval.

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 Westfall, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Strayham 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 10th day of February, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered a contract with DNP, Inc. relating to the construction of water wells within the District boundaries; and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 10** for the amount of **\$270,483.06** as recommended by Machado Patano; and

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

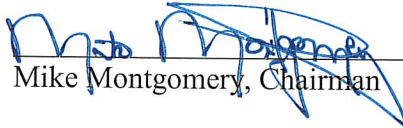
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 10 is hereby approved and authorized.

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

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Strayham 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 10th day of February, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has previously approved an Employee Handbook; and

WHEREAS, the General Manager has requested Board approval of certain revisions to the Handbook, including provisions relating to use of marijuana and telephone usage;

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

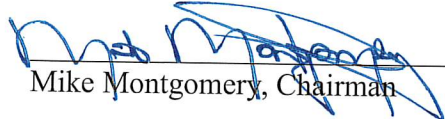
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the requested revisions are hereby approved and authorized.

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

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Strayham 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 10th day of February, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto

