

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
February 24, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting February 24, 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 (joined at (9:20 A.M.))
Mr. Bryan David,	Secretary/Treasurer, WJCUD
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
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. Donna Catalanatto	Administrative Assistant, WJCUD
Ms. Laura Davis	Accountant, WJCUD
Ms. Whitney McCarra	Bookkeeper, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Chris Ryan – 14922 Masterson Ave

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None

4.0 Community Input

Chris Ryan – 14922 Masterson Ave addressed the Board regarding compliance notices he has received. Mr. Ryan stated he is not opposed to connecting but cannot afford it. The Board directed the General Manager to meet with Mr. Ryan and see what options he has.

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 / \$553,055.40**
- 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

Ms. Strayham made a motion, seconded by Mr. David, approving CB Developers, Inc. Contract A Pay Application 10 in the amount of \$105,417.88 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

6.2 Water Facilities Plan, Phase 4, Contract B

Mr. David made a motion, seconded by Ms. Strayham, approving CB Developers, Inc. Contract B Pay Application 10 in the amount of \$102,237.30 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

7.0 New Business

7.1 Acquisition of Easement – PIDN 03614031.000

Mr. David made a motion, seconded by Ms. Strayham, authorizing the General Manager to proceed with negotiations towards acquisition of PIDN 03614031.000. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- Machado Patano letter (2022 01 27) to WJCUD regarding CB Developers, Inc., Contract A Change Order 1
- Machado Patano letter (2022001 27) to WJCUD regarding CB Developers, Inc., Contract B Change Order 1
- WJCUD Ordinance Compliance (2022 02 14) to 9516 Nevada Ave

- MDOH letter (2022 02 03) to WJCUD regarding Unregulated Containment Monitoring Rule (UCMR5) reminder (PFAS)
- PFAS Information

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:

- ❖ Historical Graph of # of Employees by Department
- ❖ Operations Weekly Report
- ❖ Graph of Chlorine Cost Increases
- ❖ Employee Survey

10.0 Executive Session – If So Move

Mr. Spiers 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 Mr. David, to stay in executive session to discuss: personnel matters. Motion passed unanimously.


No action was taken in Executive Session.

Mr. David made a motion, seconded by Mr. Spiers, 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 10:03 A.M., February 24, 2022. Motion passed unanimously.


~~Bryan David~~ **Curtis Spiers**
SECRETARY/TREASURER, WJCUD
Vice Chairmen

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. 10** in the amount of **\$105,417.88** 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 10 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 24th 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 **Pay Application No. 10** in the amount of **\$102,237.30** 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 10 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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 Strayham, and the following vote was recorded:

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 24th day of February, 2022.

Mike Montgomery
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto





West Jackson County Utility District

Physical Address:
7200 McCann Road
Biloxi, MS 39532

Mailing Address:
P.O. Box 1230
Ocean Springs, MS 39566-1230

Phone (228) 872-3898

www.wjcupd.com

Fax (228) 872-3861

BOARD MEETING SIGN IN SHEET

DATE 2/24/2022

1: Chris Ryan 14922 Masterson Ave

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

West Jackson County Utility District

Docket of Claims

As of February 24, 2022

1	All Occasions Flags	160.80		160.80
2	AnSer	900.00		900.00
3	Auto Zone	81.54		81.54
4	Bay Pest Control	75.00		75.00
5	Blossman Gas, Inc.	250.00		250.00
6	Cardmember Services (ELAN CC)	1,463.81	Paid Online	1,463.81
7	Cintas Uniforms (2 invoices)	745.02		745.02
8	Courtesy Motors, Inc.	33,513.00		33,513.00
9	C-Spire	409.86	Auto Draft	409.86
10	Diberville St. Martin Chamber of Commerce	275.00		275.00
11	Environmental Systems Research	1,426.00		1,426.00
12	Fuelman (2 invoices/weeks)	2,243.28	Paid Online	2,243.28
13	Galloway, Johnson, Tompkins, Burr & Smith (2)	1,624.50		1,624.50
14	Guardian Insurance	2,341.36	Auto Draft	2,341.36
15	Gulf Coast Pump (2 invoices)	17,556.49		17,556.49
16	IBS of South MS	1,279.80		1,279.80
17	Jack Henry	317.15	Auto Draft	317.15
18	Machado/Patano, PLLC (4 invoices)	18,190.00		18,190.00
19	Masset Supply (NAPA)	9.79		9.79
20	Micro-Methods, Inc.	60.00		60.00
21	Mississippi Utilities (6 invoices) Fergusons	1,650.61		1,650.61
22	Office Depot (2 invoices)	146.72		146.72
23	Singing River Electric (3 invoices)	17,273.21	Auto Draft	17,273.21
24	Southern Earth Science (3 invoices)	20,430.00		20,430.00
25	Southern Linc	647.34		647.34
26	Southern Pipe & Supply	842.84		842.84
27	Sport About	1,130.00		1,130.00
28	SYNCB/ Amazon CC	423.81	Paid Online	423.81
29	The Lilly Company	600.12		600.12
30	Verizon Connect Fleet	39.75		39.75
31	Wright & Assoc. J.H. (2 invoices)	36,217.00		36,217.00
32	Deposit Refunds	\$3,861.66		3,861.66
	TOTAL ACCOUNTS PAYABLE	\$166,185.46		\$166,185.46
	Notes Payable, P/R, Taxes			
33	Payroll period paid 02/14/22 net	\$34,860.79	DD	\$34,860.79
34	Payroll taxes for 02/14/22 pr Form 941	\$10,600.64	Paid Online	\$10,600.64
35	MSDEQ SRF C280870-04-2 (CK)	\$18,783.65		\$18,783.65
36	MS. DEQ SCP Payment	\$12,245.38		\$12,245.38
37	MSDEQ SRF C280870-03-02 (New)	\$39,896.42		\$39,896.42
	Total N/P, P/R & Taxes	\$116,386.88		\$116,386.88
	TOTAL OPERATING FUNDS DOCKET	\$282,572.34		\$282,572.34
	Construction Payments			
	<u>APPROVED-BOARD MEETING: 02/10/22</u>			
38	DNP - Pay App #10 Water Well Project	\$270,483.06		\$270,483.06
				\$0.00
	TOTAL CONSTRUCTION PAYMENTS	\$270,483.06		\$270,483.06
	TOTAL DOCKET			\$553,055.40