

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
April 28, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting April 28, 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. Andy Westfall	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
Ms. Amanda Parisi	Assets Manager
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

None

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None

4.0 Community Input

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 – 39 / \$456,618.07

5.5 Leak Credits

5.6 Grinder Station Approvals

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

6.0 Old Business

6.1 Water Facilities Plan, Phase 4, Contract A

Mr. Spiers made a motion, seconded by Mr. Westfall, approving CB Developers, Inc. Change Order #2 adding 64 contract days contingent upon MDEQ approval 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 statues.
- 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 #2 in the amount of \$122,013.40 plus 104 contract days contingent upon MDEQ approval 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 statues.
- 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.

7.0 New Business

7.1 WJCUD Leak Credit Policy

Mr. Spiers made a motion, seconded by Mr. Westfall, approving an amendment to WJCUD Leak Credit Policy as presented by staff. Motion passed unanimously.

7.2 WJCUD Pool Credit Policy

Mr. Westfall made a motion, seconded by Mr. Spiers, approving amendment to WJCUD Pool Credit Policy as presented by staff. Motion passed unanimously.

7.3 Emergency Purchase – Supply Chain Shortage

Mr. Spiers made a motion, seconded by Mr. Westfall, authorizing emergency purchases of certain equipment under Miss. Code Ann. 31-7-13 due to the emergency associated with the global supply chain crisis. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- Pittman Howdeshell, PLLC letter (2022 04 18) to WJCUD regarding Agreed Final Judgment PIDN 07155014.000 (Towerbridge – Nguyen)
- Pittman Howdeshell, PLLC letter (2022 04 19) to WJCUD regarding Agreed Order of Dismissal PIDN 06110023.000 (Rose Farm Rd - Payton)
- M&M Line of Credit – renewal for \$3.0 MM @ 3.5%

9.0 District Operations

9.1 Attorney Report

None.

9.2 Manager Report

Updates were given on the following:

- ❖ Waiting on response from Troy Ross regarding property adjacent to McCann
- ❖ Accounts: (2 locations reduced to 1" meters, one account being offered payment plan)
- ❖ Developments – contemplate increase in capacity fees
 - Subdivisions – 1570 units since 2021
 - Commercial – Back Bay Resort & Moran Parkway update
- ❖ Washout Inspection Report for Walker Tank
- ❖ Six-month income statement **CPI now @ 8.5%
- ❖ Organizational Chart
- ❖ Draft of 2022 Newsletter for review and comments

10.0 Executive Session – If So Move


None

11.0 Other Business

None

12.0 Adjournment

A motion was made by Mr. Spiers, seconded by Mr. Westfall, to adjourn the meeting at 9:51 A.M., April 28, 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 #2** 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 #2 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 Absent
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 28th day of April, 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 #2** 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 #2 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 absent
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 28th day of April, 2022.

Mike Montgomery
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



**ORDER APPROVING AND AUTHORIZING
EMERGENCY PURCHASE OF CERTAIN EQUIPMENT ASSOCIATED WITH
CONTINUITY OF SYSTEM OPERATIONS**

WHEREAS, on or about April, 2022, the General Manager was put on notice of a potential emergency situation relating to a severe global supply chain crisis; and

WHEREAS, certain critical items such as grinder pumps will likely be unavailable in the immediate future due to this crisis; and

WHEREAS, Section 31-7-13(k) of the Mississippi Code allows a governing authority to waive bid requirements where, as here, it is faced with emergency situations that are injurious to the citizens or their property due to the impending failure of public infrastructure; and

WHEREAS, the General Manager solicited written quotes from suppliers (See Exhibit "A"); and

WHEREAS, the General Manager has issued purchase orders for such equipment; and

WHEREAS, the Board of Commissioners finds that, due to the critical nature of the equipment which will soon become unavailable, the delay incident to giving opportunity for competitive bidding would have been detrimental to the interests of the District.

IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the emergency purchases described herein are hereby approved and authorized.

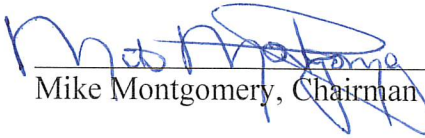
IT IS FURTHER ORDERED that the General Manager is authorized to execute any and all documents necessary for this purpose.

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

Chairman Montgomery Yes
Commissioner Spiers Yes

Commissioner Strayham Abisent
Commissioner Westfall Yes
Commissioner David Abisent

WHEREUPON, the Board of Commissioners of West Jackson County Utility District,
declared the motion carried and the Order adopted this the 28th day of April, 2022.


Mike Montgomery, Chairman

ATTEST:


Donna Catalanatto



West Jackson County Utility District

Docket of Claims

As of April 28, 2022

1	AGJ Systems & Network (2 invoices)	3,242.25		3,242.25
2	Allied Universal Corporation	1,400.00		1,400.00
3	AnSer	1,191.18		1,191.18
4	Bay Pest Control, Inc.	75.00		75.00
5	C spire	409.86	Auto Draft	409.86
6	Cardmember Service (Elan Company CC)	1,258.42	Paid Online	1,258.42
7	Chancery Clerk, Josh Eldridge	215.00		215.00
8	Cintas Corporation (2 invoices)	1,007.81		1,007.81
9	Consolidated Pipe & Supply Co	1,028.90		1,028.90
10	DMS Mail Management	1,630.10	Auto Draft	1,630.10
11	Dunaway Signs, Inc.	1,040.00		1,040.00
12	Fuelman (2 weeks / 2 invoices)	2,624.08	Paid Online	2,624.08
13	Galloway, Johnson, Tompkins, Burr & Smith	7,080.50		7,080.50
14	Guardian	1,927.78	Auto Draft	1,927.78
15	Gulf Coast Pump	2,888.75		2,888.75
16	J.H. Wright & Assoc., Inc.	1,670.00		1,670.00
17	Jack Henry	265.80	Auto Draft	265.80
18	Jay Lee Company LLC (2 invoices)	2,250.00		2,250.00
19	Machado/Patano, PLLC (4 invoices)	16,415.00		16,415.00
20	Micro-Methods, Inc. (2 invoices)	120.00		120.00
21	Mississippi Rural Water Association	120.00		120.00
22	Mississippi Utilities -Fergusons (18 invoices)	9,293.80		9,293.80
23	Mr. Lenny's Technet Automative (2 invoices)	1,155.55		1,155.55
24	Office Depot (1 invoices/ 1 credit memo)	636.95		636.95
25	Peters Embroidery LLC	469.00		469.00
26	Power Systems of MS, LLC (3 invoices)	3,025.00		3,025.00
27	Reliable Transmission Service	639.20		639.20
28	Singing River Electric (3 invoices)	17,428.82	Auto Draft	17,428.82
29	Southern Linc	646.20		646.20
30	SYNCB/ Amazon Credit Card	2,534.61	Paid Online	2,534.61
31	Verizon Connect Fleet USA	39.75		39.75
32	Waste Pro	270.84	Auto Draft	270.84
33	Deposit Refunds	\$2,299.77		2,299.77
	TOTAL ACCOUNTS PAYABLE	\$86,299.92		\$86,299.92
	Notes Payable, P/R, Taxes			
34	Payroll period paid 04/25/22 net	\$37,639.40	DD	\$37,639.40
35	Payroll taxes for 04/25/22 pr Form 941	\$11,273.33	Paid Online	\$11,273.33
36	MSDEQ SRF C280870-04-2 (CK)	\$18,783.65		\$18,783.65
37	MS. DEQ SCP Payment	\$12,245.38		\$12,245.38
38	MSDEQ SRF C280870-03-02 (New)	\$39,896.42		\$39,896.42
	Total N/P, P/R & Taxes	\$119,838.18		\$119,838.18
	TOTAL OPERATING FUNDS DOCKET	\$206,138.10		\$206,138.10
	Construction Payments			
	APPROVED-BOARD MEETING: 04/14/22			
39	C.B. Developers Pay App #12 A & B	\$250,479.97		\$250,479.97
	TOTAL CONSTRUCTION PAYMENTS	\$250,479.97		\$250,479.97
	TOTAL DOCKET			\$456,618.07