

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
May 19, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting May 19, 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 (by tele-conference)
Mr. Josh Danos	Board Attorney, 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

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 – 72 / \$734,738.45

5.5 Leak Credits

5.6 Grinder Station Approvals

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

6.0 Old Business

6.1 Water Well Project

Mr. Spiers made a motion, seconded by Mr. David, approving DNP, Inc. Pay Application 12 in the amount of \$60,918.75 as recommended by Machado Patano. Motion passed unanimously.

6.2 Water Facilities Plan, Phase 4, Contract A

Mr. David made a motion, seconded by Mr. Spiers, approving CB Developers, Inc. Contract A Pay Application 13 in the amount of \$58,833.85 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

6.3 Water Facilities Plan, Phase 4, Contract B

Mr. Spiers made a motion, seconded by Mr. David, approving CB Developers, Inc. Contract B Pay Application 13 in the amount of \$318,182.42 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

7.0 New Business

7.1 Approval of Annual Newsletter & CCR

Mr. David made a motion, seconded by Mr. Spiers, approving 2022 WJCUD Annual Newsletter & 2021 CCR Water Quality Report as presented by staff. Motion passed unanimously.

7.2 Draft Employee Handbook 05-14-22

Mr. Spiers made a motion, seconded by Mr. David, approving amendment to WJCUD Employee Handbook as presented by staff. Motion passed unanimously.

7.3 Discontinuation of Special COVID-19 Sick Leave Policies

Mr. David made a motion, seconded by Mr. Spiers, authorizing discontinuation of WJCUD Special COVID-19 Sick Leave Policies. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- WJCUD letter (2022 04 08) to Ty Adams Lam and Thu Kim Tran regarding Offer to Purchase Easement PIDN 0364031.000 (possible eminent domain)
- MDOH letter (2022 04 26) to Borrower (WJCUD) regarding SFY-2022 pay requests deadline

9.0 District Operations

9.1 Attorney Report

None.

9.2 Manager Report

Updates were given on the following:

- ❖ Auditor presentation delayed until June meeting
- ❖ Billing Summary attached for April 2022
 - \$800,880.42 (compared to \$764,129.48 in April 2021) – 4.8% increase (growth & rates)
 - 8,275 active customers (compared to 8,096 in April 2021) – 2.2% growth
- ❖ Water Production – April 2022
 - 58.2 MG - Total Production
 - 48.5 MG – Water Sold
 - 4.6 MG – Flushing
 - 5.1 MG – Unaccounted For (leaks, theft), Approx 9%
- ❖ Trend – Grinder replacements – Jan 2015 to Apr 2022
 - Approx. 22 per Qtr (7 grinders per month) from Jan 15 thru Dec 16
 - Approx. 27 per Qtr (9 grinders per month) from Jan 17 thru Dec 17
 - Approx. 34 per Qtr (11 grinders per month) from Jan 18 thru Dec 20
 - Approx. 48 per Qtr (16 grinders per month) from Jan 21 thru Apr 22
 - CUMULATIVE approaching 1,000 over the time span (approx. ¼ of our system)

- ❖ Income Statement – 7 months ending April 30
- ❖ Trend – Liquid Assets from Oct 1st to May 9th
- ❖ Tech Topics for Field Technicians
- ❖ Mr. Spiers made a motion, seconded by Mr. David, authorizing the District to advertise for bids for the Phase IV Wastewater Sewer Project

10.0 Executive Session – If So Move

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

Mr. David made a motion, seconded by Mr. Spiers, to stay in executive session to discuss: personnel matters. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. David, to amend the Employee Handbook, Work Conduct and Rules, Section 18, to remove the word “Unauthorized”. Motion passed unanimously.


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

11.0 Other Business

None

12.0 Adjournment

A motion was made by Mr. David, seconded by Mr. Spiers, to adjourn the meeting at 10:51 A.M., May 19, 2022. Motion passed unanimously.

 Mike Montgomery
~~Bryan David~~ ~~Curtis Spiers~~ Chairman, WJCUD
 SECRETARY/TREASURER, WJCUD
~~Vice Chairman~~

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. 12** for the amount of **\$60,918.75** 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;

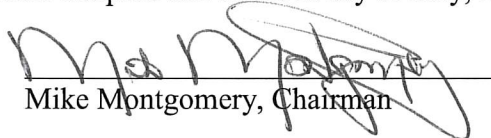
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 12 is hereby approved and authorized.

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 David, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers Yes
Commissioner Strayham Absent
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 19th day of May, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



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. 13** in the amount of **\$58,833.85** 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;

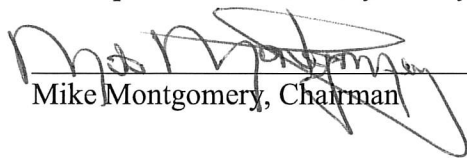
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 13 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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 Spiers, and the following vote was recorded:

- Chairman Montgomery Yes
- Commissioner Spiers Yes
- Commissioner Strayham Absent
- 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 19th day of May, 2022.


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. 13** in the amount of **\$318,182.42** 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;

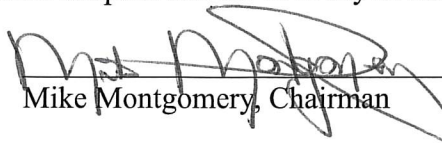
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 13 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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

- Chairman Montgomery Yes
- Commissioner Spiers Yes
- Commissioner Strayham Absent
- 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 19th day of May, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) provides its customers with an Annual Newsletter and Consumer Confidence Report; and

WHEREAS, the General Manager has requested approval of the attached Annual Newsletter and Consumer Confidence Report; and

WHEREAS, the Board of Commissioners hereby finds that approval of the Annual Newsletter and Consumer Confidence Report is in the best interests of the District;

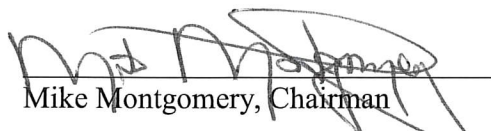
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the attached Annual Newsletter and Consumer Confidence Report are hereby approved and authorized.

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 Absent
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 19th day of May, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



West Jackson County Utility District
Docket of Claim
As of May 19, 2022

	Vendor			
1	Ace Data Storage, Inc.	30.00		30.00
2	AnSer	1,257.23		1,257.23
3	Benvenuti Electric, Inc.	405.00		405.00
4	BlueCross BlueShield	17,938.67	Auto Draft	17,938.67
5	Bordis & Danos, PLLC	5,152.00		5,152.00
6	Bottom 2 top Construction	2,169.50		2,169.50
7	Byrd's Refrigeration & HVAC	223.00		223.00
8	Center Point Energy (2 invoice)	93.19	Auto Draft	93.19
9	Cintas Corp (3 invoices)	1,479.59		1,479.59
10	Coast Chlorinator & Pump Co (2 invoices)	818.00		818.00
11	Consolidated Pipe & Supply (7 invoices)	114,726.00		114,726.00
12	CUSI	103.50		103.50
13	D&H Auto Repair and Wrecker	125.00		125.00
14	David, Bryan	40.00		40.00
15	Delta World Tire (GB Auto Service) (4 invoices)	547.68		547.68
16	DMS Mail Management	3,550.55	Auto Draft	3,550.55
17	FedEx	404.80	Paid Online	404.80
18	First Advantage Background Svc	90.17		90.17
19	Fuelman (2 weeks / invoices)	2,811.50	Paid Online	2,811.50
20	Galloway, Johnson, Tompkins, Burr & Smith	2,443.50		2,443.50
21	Gulf Breeze Landscaping LLC	2,280.00		2,280.00
22	Gulf Coast Pump (3 invoices)	33,300.00		33,300.00
23	Gulf Hydraulics & Pneumatics Inc.	110.98		110.98
24	Gulf South Janitorial	950.00		950.00
25	IBS of South MS	134.95		134.95
26	IVR Technology Group	236.43		236.43
27	Jackson County School District	650.00		650.00
28	Jackson County Utility Authority	178,507.00		178,507.00
29	Jay Lee Company (2 invoices)	750.00		750.00
30	Kloud 7 LLC	253.02		253.02
31	Lee Tractor Co. Inc.	128.56		128.56
32	Machado/Patano, PLLC (7 invoices)	31,462.50		31,462.50
33	Magnolia Consultants, LLC	2,423.24		2,423.24
34	Masset Supply (NAPA)	86.58		86.58
35	Micro-Methods, Inc. (2 invoices)	120.00		120.00
36	Mission Communications	3,618.40		3,618.40
37	Mississippi Power	135.01	Auto Draft	135.01
38	Mississippi Rural Water Association	970.00		970.00
39	Mississippi Utilities (Ferguson) 18 invoices	8,885.19		8,885.19
40	Mobile Solvent and Supply, Inc. (2 invoices)	8,022.00		8,022.00
41	Mongomery, Michael	80.00		80.00
42	Mr. Lenny's Technet Automotive (2 invoices)	1,129.53		1,129.53
43	MS Coast Supply Co, Inc.	242.08		242.08
44	Office Depot (2 invoices)	479.65		479.65
45	Petty Cash	68.08		68.08
46	Pittman Howdeshell, PLLC (3 invoices)	1,833.11		1,833.11

West Jackson County Utility District

Docket of Claim

As of May 19, 2022

	Vendor			
47	Pro-Lock Locksmith Service	30.00		30.00
48	Regions Bank	2,500.00		2,500.00
49	Sam's Club / SYNCB	278.57	Paid Online	278.57
50	South MS Business Machines	288.97		288.97
51	Southern Pipe & Supply	490.00		490.00
52	Southern Pro Truck	365.00		365.00
53	Spiers, Curtis	40.00		40.00
54	SYNCB / Lowes CC	182.70	Paid Online	182.70
55	United Laboratories, Inc.	1,966.06		1,966.06
56	Uniti Fiber (Southern Light LLC)	525.00		525.00
57	Verizon Connect Fleet	39.75		39.75
58	Westfall, Andrew	80.00		80.00
59	Wright (J.H.) & Assoc., Inc.	26,400.00		26,400.00
60	Deposit Refunds	\$4,324.16		4,324.16
TOTAL ACCOUNTS PAYABLE		\$468,775.40		\$468,775.40
Notes Payable, P/R, Taxes				
61	Payroll period paid 05/09/22 Net	\$38,058.43	DD	\$38,058.43
62	Payroll Period paid 05/12/22 Net Vaca Payout	\$4,099.90	DD	\$4,099.90
63	Payroll taxes for 05/09/2022 pr Form 941	\$12,663.65	Paid Online	\$12,663.65
64	PERS contributions APRIL 2022 (3 weeks)	\$41,431.17	Paid Online	\$41,431.17
65	MS Dept of Revenue-APR 2022 PR Tax Whldg	\$3,598.00	Paid Online	\$3,598.00
66	MS Dept of Revenue APR 2022 SALES TAX	\$6,484.57	Paid Online	\$6,484.57
67	AFLAC (Employee Funded)	\$900.44	Paid Online	\$900.44
68	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
69	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
70	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
71	MSDEQ C280870-01-02	\$21,397.96		\$21,397.96
72	MSDH Loans -03,04, 05, 06 & 07	\$66,403.48		\$66,403.48
Total N/P, P/R & Taxes		\$265,963.05		\$265,963.05
TOTAL OPERATING FUNDS DOCKET		\$734,738.45		\$734,738.45
Construction Payments				
<u>APPROVED-BOARD MEETING:</u>				
TOTAL CONSTRUCTION PAYMENTS		\$0.00		\$0.00
MISC				
				\$0.00
TOTAL SIGNED/PAID		\$0.00		\$0.00
TOTAL DOCKET				\$734,738.45