

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
June 16, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting June 16, 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. Andy Westfall	Commissioner, WJCUD
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	General Manager, WJCUD
Mr. Brian Bennett	Construction Manager, WJCUD
Ms. Lori Goforth	HR Manager – Exec Admin. Asst., WJCUD
Ms. Donna Catalanatto	Human Resources, WJCUD
Ms. Laura Davis	Accountant, WJCUD
Ms. Amanda Parisi	Assets Manager
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Mr. Dean Fletcher, Fletcher & Company
Mr. Joe Bannister, 16068 Brooklyn Drive

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 – 84 / \$1,345,512.58**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

Mr. Westfall 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. Westfall made a motion, seconded by Ms. Strayham, approving CB Developers, Inc. Contract A Pay Application 14 in the amount of \$117,494.88 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. Westfall made a motion, seconded by Ms. Strayham, approving CB Developers, Inc. Contract B Pay Application 14 in the amount of \$174,949.61 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

6.3 Cook Road Gravity Sewer (Schedule 1)

Ms. Strayham made a motion, seconded by Mr. Westfall, approving Bottom 2 Top Construction Contract B Pay Application 3 (FINAL) in the amount of \$9,645.16 as recommended by Ward Engineering for Schedule 1 of the Cook Road corridor gravity sewer project. Motion passed unanimously.

Ms. Strayham made a motion, seconded by Mr. Westfall, approving Bottom 2 Top Construction Contract Change Order #1 (FINAL) in the amount of <\$56,824.21> as recommended by Ward Engineering 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 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.

7.0 New Business

7.1 Credit Card Service Options

Alternative options were presented to The Board regarding credit card service fees. After discussion, the Board approved the proposed changes as presented by Staff.

7.2 FYE 09 30 2021 Audit

Mr. Dean Fletcher with Fletcher & Company presented the FYE 09 30 2021 Audit to the Board. He stated that he reviewed internal controls in detail since there had been major changes in the accounting department. No findings were found, and he feels the Board has no reason for concern.

Mr. Westfall made a motion, seconded by Ms. Strayham, receiving and accepting the Audited Financial Statements for the year ending September 30, 2021. Motion passed unanimously.

7.3 Draft Employee Handbook 06-16-2022

Ms. Strayham made a motion, seconded by Mr. Westfall, approving revisions to the Handbook as presented. Motion passed unanimously.

7.4 Easement – PIDN 0364031.000

Mr. Westfall made a motion, seconded by Ms. Strayham, approving a Resolution and Order to Condemn an easement across property described as PIDN 03614031.000 from Ty Adams Lam, et al. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- Judee Fearn – 13104 Windsor Porte letter (2022 05 18) to Mr. Hannah regarding high bill
- Judee Fearn – 13104 Windsor Porte post card (2022 06 06) to David Conway regarding appreciation for help
- Brown, Mitchell & Alexander, Inc. letter (2022 05 02) to WJCUD regarding proposal for professional engineering services

Mr. Westfall made a motion, seconded by Ms. Strayham, approving agreement with Brown, Mitchell & Alexander, Inc. (BMA) to provide professional engineering services for technical assistance and possible expert witness testimony relative to a gravity sewer main in Jackson County, MS. Motion passed unanimously.

- MDOH letter (2022 06 03) to WJCUD regarding
DWI-L300156-08 SRF Loan, Contract A, Change Order No. 2 approval
letter
- MDOH letter (2022 06 03) to WJCUD regarding
DWI-L300156-09 SRF Loan, Contract B, Change Order No. 2 approval
letter

9.0 District Operations

9.1 Attorney Report

None.

9.2 Manager Report

Updates were given on the following:

- ❖ Billing Summary attached for May 2022
 - \$818,779.59 (compared to \$748,579.14 in May 2021) – 9% increase (growth, rates, dry)
 - 8,332 active customers (compared to 8,127 in May 2021) – 2.5% growth
- ❖ Water Production – April 2022
 - 61.82 MG – Total Production
 - 59.65 MG – Water Sold
 - 2.17 MG – Flushing & Unaccounted for water
- ❖ FY 2022 Income Statement – 8 months ending May 21, 2022
- ❖ Trend – Liquid Assets from Oct 01st to May 31, 2022
- ❖ WJCUD Organization Chart effective June 27, 2022
 - New Deputy Manager, Jay Ruffin
- ❖ Jackson County Planning Commission Minutes May 18, 2022

10.0 Executive Session – If So Move

None

11.0 Other Business

Ms. Strayham recently attended MS Rural Water Board Training and stated that she was grateful that the District was being managed properly. She had the opportunity to discuss concerns and procedures with numerous other water districts and was pleased with what she learned.

Mr. Montgomery presented a plaque on behalf of the Board to Lori Goforth thanking her for her 16 years of service to the District and wishing her a happy retirement.

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Ms. Strayham, to adjourn the meeting at 10:17 A.M., June 16, 2022. Motion passed unanimously.

~~Mike Montgomery~~
Bryan David ~~Mike Montgomery~~
~~SECRETARY/TREASURER, WJCU~~
Chairman, WJCU

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. 14** in the amount of **\$117,494.88** 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 14 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 Westfall, seconded by Strayham, and the following vote was recorded:

- Chairman Montgomery yes
- Commissioner Spiers absent
- Commissioner Strayham yes
- 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 16th day of June, 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. 14** in the amount of **\$174,949.61** 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;

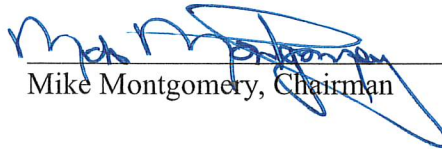
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 14 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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

Chairman Montgomery yes
Commissioner Spiers absent
Commissioner Strayham yes
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 16th day of June, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) has entered a contract with Bottom 2 Top Construction relating to the installation of gravity sewer along the Cook Road corridor (Schedule 1); and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 3 (FINAL)** for the amount of **\$9,645.16** as recommended by Ward Engineering for Schedule 1 of the Cook Road corridor gravity sewer project; and

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

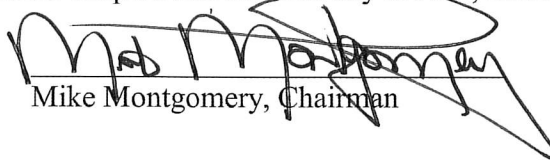
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 3 is hereby approved and authorized.

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

- Chairman Montgomery yes
- Commissioner Spiers absent
- Commissioner Strayham yes
- 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 16th day of June, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) has entered into a contract with Bottom 2 Top Construction, LLC (hereinafter, “Bottom 2 Top”) relating to the Cook Road Corridor Sewer Project; and

WHEREAS, Staff requests Board consideration and approval of **Contract Change Order #1 (FINAL)** as recommended by Ward Engineering, as presented; and

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

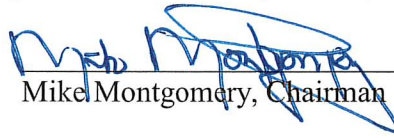
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Contract Change Order #1 is hereby approved and authorized.

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

Chairman Montgomery yes
Commissioner Spiers absent
Commissioner Strayham yes
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 16th day of June, 2022.


Mike Montgomery, Chairman

ATTEST:
Donna Catalanatto



ORDER NUMBER _____

WHEREAS, West Jackson County Utility District (hereinafter, "the District") is required to have its books audited annually;

WHEREAS, the District has retained a firm to perform such an audit, and these services are complete;

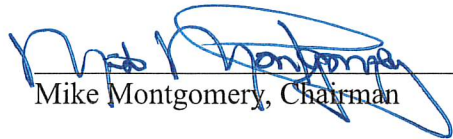
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the Audited Financial Statements for the year ended September 30, 2022 is hereby received and accepted.

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 Strayham, and the following vote was recorded:

Chairman Montgomery Yes
Commissioner Spiers absent
Commissioner Strayham Yes
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 16th day of June, 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 multiple issues;

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

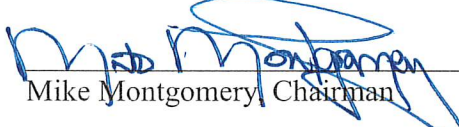
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the requested revisions are hereby approved and authorized.

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

Chairman Montgomery yes
Commissioner Spiers absent
Commissioner Strayham yes
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 16th day of June, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



JACKSON COUNTY, MISSISSIPPI
WEST JACKSON COUNTY UTILITY DISTRICT

RESOLUTION TO APPROVE SETTLEMENT

ITEM 7.4

On the 14th day of April, A.D., 2022, The West Jackson County Utility District (hereinafter "District"), acting by and through its Board, approved a Resolution and Order to Condemn an easement across property described as PIDN 03614031.000 from Ty Adams Lam, et al. The Board is now advised that a compromise settlement agreement has been proposed by the owners of said property whereby the District will pay to the Defendants a sum of Twenty Thousand and No/100 Dollars (\$20,000.00) in exchange for the easement rights.

The Board, being advised by its legal counsel that the settlement is beneficial to the District considering the time and expense for its attorneys and experts to prepare for trial; the potential of project delays; and the risk of an adverse jury verdict. The District, after solemn due consideration, accepts the terms of the settlement as stated above, and authorizes and requests its attorney and/or other necessary professionals to execute on its behalf the necessary documents to complete the settlement.

The above and foregoing Resolution was introduced by Westfall,
seconded by Strayham, and was adopted by the following vote, to-wit:

Yeas: 3

Nays: 0

Absent: 2

The Chairman hereby declared the Motion carried and the Resolution was adopted, this the 16th day of June, A.D., 2022.

[Signature]
Chairman

{SEAL}



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 6/16/2022

1: DEAN FLETCHER

2: JOE BANASSITER

3: _____

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

West Jackson County Utility District
Docket of Claim
As of JUNE 16, 2022

	Vendor			
1	Ace Data Storage	30.00		30.00
2	AGJ Systems & Networks (2 invoices)	3,242.25		3,242.25
3	Amazon Credit Card	693.16	Paid Online	693.16
4	AnSer	1,163.15		1,163.15
5	Autozone	97.12		97.12
6	Bay Pest Control	75.00		75.00
7	Blossman Gas, Inc. (2 invoices)	1,010.00		1,010.00
8	Blue Cross Blue Shield	18,254.39	Auto Draft	18,254.39
9	Bordis & Danos	5,000.00		5,000.00
10	Bottom 2 Top Construction	41,585.50		41,585.50
11	Center Point Energy (2 invoices)	62.49	Auto Draft	62.49
12	Cintas Corporation (6 invoices)	2,065.23		2,065.23
13	Coast Chlorinator & Pump (4 invoices)	5,520.50		5,520.50
14	Consolidated Pipe & Supply (5 invoices)	10,361.60		10,361.60
15	Cspire	409.82	Auto Draft	409.82
16	CUSI	186.40		186.40
17	David, Bryan	40.00		40.00
18	Delta World / GB Auto Service (2 invoices)	123.90		123.90
19	DMS Mail Management (2 invoices)	5,190.42	Auto Draft	5,190.42
20	Dunnaway Small Engine	90.00		90.00
21	Elan Credit Card	1,512.21	Paid Online	1,512.21
22	Environmental Systems Research Inst.	10,000.00		10,000.00
23	First Advantage Background Service	39.52		39.52
24	Frasier's Nursery Inc.	420.00		420.00
25	Fuelman (3 wks 4/25 & 5/2 & 5/9)	5,482.17	Paid Online	5,482.17
26	Galloway,Johnson,Tompkins,Burr & Smith	456.00		456.00
27	Guardian	2,319.32	Auto Draft	2,319.32
28	Gulf Breeze Landscaping	2,030.00		2,030.00
29	Gulf Coast Pump (6 invoices)	17,683.00		17,683.00
30	Gulf South Janitorial (Nicole Regan)	950.00		950.00
31	IBS of South Mississippi	285.90		285.90
32	IVR Technology Group, LLC	254.24		254.24
33	Jack Henry	131.15	Auto Draft	131.15
34	Jackson County Utility Authority	178,507.00		178,507.00
35	Jay Lee Company, LLC.	1,500.00		1,500.00
36	Jerry Hietala	180.83		180.83
37	Kloud 7 LLC	253.02		253.02
38	Lowes Credit Card	800.63	Paid Online	800.63
39	Lyman Well Company (3 invoices)	8,400.00		8,400.00
40	Machado/Patano, PLLC (4 invoices)	8,255.00		8,255.00
41	Magnolia Consultants, LLC	1,750.00		1,750.00
42	McClatchy Company LLC	133.90		133.90
43	Merchants & Marine Bank (Dep Slips Reorder)	48.88	Auto Draft	48.88
44	Micro-Methods, Inc. (4 invoices)	240.00		240.00
45	Mississippi Power Company	111.50	Auto Draft	111.50
46	Mississippi State Treasurer	3,776.20		3,776.20

West Jackson County Utility District
Docket of Claim
As of JUNE 16, 2022

	Vendor			
47	Mississippi Utilities/Fergusons (19 invoices)	12,224.96		12,224.96
48	Montgomery, Michael	80.00		80.00
49	MS. Coast Supply Co., Inc.	10.62		10.62
50	Office Depot	61.73		61.73
51	PDQ Printing	70.00		70.00
52	Petty Cash	144.95		144.95
53	Richards & Sons Hauling, Inc.	4,870.75		4,870.75
54	Singing River Electric (3 invoices)	17,295.65	Auto Draft	17,295.65
55	Sorg Printing	207.00		207.00
56	South Ms. Business Machines	251.46		251.46
57	Southern LINC	661.20		661.20
58	Southern Pipe & Supply Co, Inc.	178.00		178.00
59	Southern Pro Truck	419.00		419.00
60	Spiers, Curtis	80.00		80.00
61	Strayham, Joan	40.00		40.00
62	Tanya Tapper	436.28		436.28
63	Uniti Fiber / Southern Light LLC	525.00		525.00
64	Verizon Connect Fleet USA LLC	39.75		39.75
65	Waste Pro	277.32	Auto Draft	277.32
66	Westfall, Andrew	80.00		80.00
67	Wright (J.H.) & Assoc. Inc.	10,800.00		10,800.00
68	Deposit Refunds	\$5,978.14		5,978.14
	TOTAL ACCOUNTS PAYABLE	\$395,453.21		\$395,453.21
	Notes Payable, P/R, Taxes			
69	Payroll period paid 05/23/22 & 6/6/22 Net	\$79,608.94	DD	\$79,608.94
70	Payroll 941 taxes for 05/23/22 & 6/6/22	\$24,996.26	Paid Online	\$24,996.26
71	PERS contributions MAY 2022	\$30,350.95	Paid Online	\$30,350.95
72	Regions - Bond Series 2013 Interest Payment	\$28,375.00	Auto Draft	\$28,375.00
73	Citizens - Bond Series 2021 Interest Payment	\$80,997.80	Auto Draft	\$80,997.80
74	Webster- Bond Series 2020 Interest Payment	\$95,575.00	Auto Draft	\$95,575.00
75	MS Dept of Revenue-MAY 2022 PR Tax Whldg	\$3,998.00	Paid Online	\$3,998.00
76	MS Dept of Revenue MAY 2022 SALES TAX	\$8,650.03	Paid Online	\$8,650.03
77	AFLAC (Employee Funded)	\$845.48	Paid Online	\$845.48
78	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
79	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
80	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
81	MSDEQ C280870-01-02	\$21,397.96		\$21,397.96
82	MSDH Loans -03,04, 05, 06 & 07	\$66,403.48		\$66,403.48
	Total N/P, P/R & Taxes	\$512,124.35		\$512,124.35
	TOTAL OPERATING FUNDS DOCKET	\$907,577.56		\$907,577.56
	Construction Payments			
	APPROVED-BOARD MEETING: 5/19/22			
83	DNP, Inc. - Pay App #12 Water Well Project	\$60,918.75		\$60,918.75
84	CB Deveropers Pay App #13 Contracts A & B	\$377,016.27		\$377,016.27

West Jackson County Utility District
Docket of Claim
As of JUNE 16, 2022

Vendor			
TOTAL CONSTRUCTION PAYMENTS			\$437,935.02
MISC			
			\$0.00
TOTAL SIGNED/PAID		\$0.00	\$0.00
TOTAL DOCKET			\$1,345,512.58