

**West Jackson County Utility District  
7200 McCann Road  
Biloxi, Mississippi 39532  
July 21, 2022**

**Regular Meeting**

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**MINUTES**

**1.0 Call Meeting to Order:**

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting July 21, 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. Donna Catalanatto | Human Resources, 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:

Mr. Marty McGrath, Biloxi Bay RV Resort  
Mr. Mike Nunmaker, Biloxi Bay RV Resort  
Ms. Shellie Carter, 9617 Jean Street  
Mr. Mike Keleher, 9617 Jean Street

**2.0 Pledge of Allegiance**

**3.0 Change to Meeting Agenda**

None

**4.0 Community Input**

Mr. Mike Keleher, - 9617 Jean Street, addressed the Board regarding his high usage water bill. Mr. Keleher disputed the billing dates and gallons used. The Board directed staff to physically look at the meter and recheck the information.

Mr. Marty McGrath and Mr. Mike Nunmaker, representing Biloxi Bay RV Resort, addressed the Board requesting revisions to the MOA.

## **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 / \$1,111,905.41**

### **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 15 in the amount of \$53,303.40 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 15 in the amount of \$46,847.21 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

### **6.3 FYE 09 30 2021 Audit – Financial Statement**

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

## **7.0 New Business**

### **7.1 Alexis Crossing – Memorandum of Agreement**

Memorandum of Agreement between the District and Coastal Constructors, LLC was discussed with the Board. No action was taken.

### **7.2 Draft Employee Handbook Revision**

Ms. Strayham made a motion, seconded by Mr. Westfall, approving amendment to WJCUD Employee Handbook as presented, including provisions relating to insurance. Motion passed unanimously.

### **7.3 Customer Non-Compliance Legal Filing**

Mr. Westfall made a motion, seconded by Ms. Strayham, authorizing action to file a lien on the real property and any necessary filings within the estate regarding Michael Keaton and the service address of 15812 Van Eaton Circle. Motion passed unanimously.

### **7.4 Wastewater Facilities Plan, Phase 4**

Ms. Strayham made a motion, seconded by Mr. Westfall, approving the award and execution of a contract with CBD for Wastewater Facilities Plans, Phase 4 for base bid only contingent upon approval by the Mississippi Department of Environmental Quality. Motion passed unanimously.

## **8.0 Correspondence**

Included for the Board's review was the following:

- MDOH letter (2022 07 05) to WJCUD General Manager regarding notification of upcoming SRF Phase 4 – Contract A dates
- Pittman Howdeshell, PLLC fax (2022 06 13) to WJCUD regarding Agreed Final Judgement Civil Action No. 2022-20,365 (Utility Easement)
- June 15, 2022 Minutes of Jackson County Planning Commission

## **9.0 District Operations**

### **9.1 Attorney Report**

None.

### **9.2 Manager Report**

Updates were given on the following:

- FY 2021 Budget preparation is underway
  - Anticipate presentation of draft at August meeting
- Rate study is underway
  - Anticipate presentation of options at August meeting
- Billing Summary attached for June 2022
  - \$907,909.80 (compared to \$818,137.76 in June 2021) – 11% increase
  - 8,339 active customers (compared to 8,159 in June 2021) – 2.2% growth
- ❖ Water Production – June 2022
  - 72.35 MG – Total Production

- 60.94 MG – Water Sold
- 5.08 MG – Flushing
- 6.32 MG - Unaccounted for water (9%)
  
- ❖ FY 2022 Income Statement – 9 months ending June 30, 2022
  
- ❖ Liquid Assets
  - Beginning of FY 2022 (Oct 2021) compared to June 30, 2022

**10.0 Executive Session – If So Move**


None

**11.0 Other Business**

None

**12.0 Adjournment**

A motion was made by Mr. Westfall, seconded by Ms. Strayham, to adjourn the meeting at 10:53 A.M., July 21, 2022. Motion passed unanimously.

  
~~Bryan David~~ **Mike Montgomery**  
~~SECRETARY/TREASURER, WJCUD~~  
**Chairman, 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 **Pay Application No. 15** in the amount of **\$53,303.40** 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;

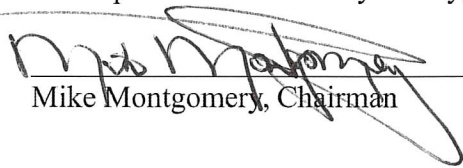
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that Pay Application 15 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

**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 21st day of July, 2022.

  
Mike Montgomery, Chairman

ATTEST:





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. 15** in the amount of **\$46,847.21** 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 15 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 21st day of July, 2022.

Mike Montgomery  
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;

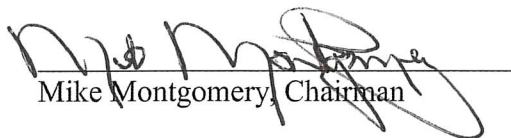
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that the Revised Audited Financial Statements for the year ended September 30, 2021 is hereby received and accepted.

**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 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 21st day of July, 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 insurance;

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

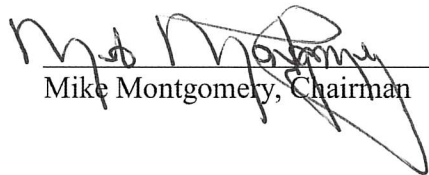
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that the requested revisions are hereby approved and authorized.

**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 21<sup>st</sup> day of July, 2022.

  
Mike Montgomery, Chairman

ATTEST:







ORDER NUMBER \_\_\_\_\_

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has submitted a request for bids relating to Wastewater Facilities Plans, Phase 4; and

WHEREAS, one bid was received for these services; and

WHEREAS, the low (and only) bidder was CB Developers, Inc. (hereinafter, "CBD"), as indicated on the attached documentation; and

WHEREAS, the Project Engineer has reviewed the relevant qualifications and bid, and recommends awarding this contract to CBD as the lowest and best bid; and

WHEREAS, the Board of Commissioners hereby find that CBD has submitted the lowest and best bid; and

IT IS HEREBY ORDERED by the Board of Commissioners, that the award and execution of a contract with CBD for Wastewater Facilities Plans, Phase 4 for base bid only, is hereby authorized and approved, contingent upon approval by the Mississippi Department of Environmental Quality.

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 21st day of July, 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](http://www.wjcupd.com)

Fax (228) 872-3861

## BOARD MEETING SIGN IN SHEET

DATE 7/21/2022

- 1: MARTY McGNATH BELOXT BAY RV
- 2: Mike Nunnaker BELOXT BAY RV
- 3: SHELLIE CARTER 9617 JEAN ST.
- 4: Mike Keleher 9617 JEAN ST O.S.
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_
- 7: \_\_\_\_\_
- 8: \_\_\_\_\_
- 9: \_\_\_\_\_
- 10: \_\_\_\_\_

**West Jackson County Utility District**  
**Docket of Claim**  
**As of JULY 21, 2022**

|    | <b>Vendor</b>                                |            |                    |            |
|----|--|------------|--------------------|------------|
| 1  | Ace Data Storage                             | 30.00      |                    | 30.00      |
| 2  | Advance Auto Parts (2 invoices)              | 13.99      |                    | 13.99      |
| 3  | AGJ Systems & Newworks (3 invoices)          | 3,354.75   |                    | 3,354.75   |
| 4  | Allied Universal Corp (3 invoices)           | 6,475.00   |                    | 6,475.00   |
| 5  | Amazon CC                                    | 313.78     | <b>Paid Online</b> | 313.78     |
| 6  | AnSer  | 1,350.10   |                    | 1,350.10   |
| 7  | Bay Motor Winding, Inc. (2 invoices)         | 31,840.00  |                    | 31,840.00  |
| 8  | Bay Pest Control                             | 75.00      |                    | 75.00      |
| 9  | BEEBE'S Pest & Terminite Control             | 385.00     |                    | 385.00     |
| 10 | Best Buy - CC                                | 799.99     | <b>Paid Online</b> | 799.99     |
| 11 | Blue Cross Blue Shield                       | 18,675.37  | <b>Auto Draft</b>  | 18,675.37  |
| 12 | Bordis & Danos, PLLC                         | 5,000.00   |                    | 5,000.00   |
| 13 | Broussard Services                           | 215.00     |                    | 215.00     |
| 14 | Byrd's Refrigeration & HVAC                  | 630.00     |                    | 630.00     |
| 15 | C Spire                                      | 409.82     | <b>Auto Draft</b>  | 409.82     |
| 16 | Cardmember Service / Elan CC                 | 5,401.73   | <b>Paid Online</b> | 5,401.73   |
| 17 | Center Point Energy (2 invoices)             | 67.12      | <b>Auto Draft</b>  | 67.12      |
| 18 | Cintas Corporation (6 invoices)              | 2,391.36   |                    | 2,391.36   |
| 19 | Coast Chlorinator & Pump (6 invoices)        | 12,535.75  |                    | 12,535.75  |
| 20 | Consolidated Pipe & Supply (5 invoices)      | 10,533.60  |                    | 10,533.60  |
| 21 | CUSI (2 invoices)                            | 225.80     |                    | 225.80     |
| 22 | Deville Camera and Video Inc.                | 2,499.99   |                    | 2,499.99   |
| 23 | Diligent Corporation                         | 1,625.40   |                    | 1,625.40   |
| 24 | DMS Mail Management (2 Invoices)             | 7,122.65   | <b>Auto Draft</b>  | 7,122.65   |
| 25 | Dunaway Glass Inc.                           | 297.89     |                    | 297.89     |
| 26 | Dunaway Small Engine Repair, LLC             | 150.00     |                    | 150.00     |
| 27 | First Advantage Background Services          | 160.58     |                    | 160.58     |
| 28 | Fuelman (6 invoices)                         | 8,868.43   | <b>Paid Online</b> | 8,868.43   |
| 29 | Galloway, Johnson, Tompkins, Burr & Smith    | 1,894.00   |                    | 1,894.00   |
| 30 | Guardian                                     | 2,115.58   | <b>Auto Draft</b>  | 2,115.58   |
| 31 | Gulf Breeze Landscaping                      | 2,530.00   |                    | 2,530.00   |
| 32 | Gulf Coast Pump (5 invoices)                 | 24,195.00  |                    | 24,195.00  |
| 33 | Gulf Hydraulics & Pneumatics Inc.            | 770.10     |                    | 770.10     |
| 34 | Gulf South Janitorial (Nicole Reagan)        | 950.00     |                    | 950.00     |
| 35 | IBS of South Mississippi                     | 129.95     |                    | 129.95     |
| 36 | IVR Technology Group, LLC                    | 251.23     |                    | 251.23     |
| 37 | Jack Henry                                   | 131.35     | <b>Auto Draft</b>  | 131.35     |
| 38 | Jackson County Utility Authority             | 178,507.00 |                    | 178,507.00 |
| 39 | Jay Lee Company LLC                          | 375.00     |                    | 375.00     |
| 40 | Kloud 7 LLC                                  | 253.02     |                    | 253.02     |
| 41 | Lenny's Technet Automotive                   | 799.20     |                    | 799.20     |
| 42 | Machado/Patano, PLLC (5 invoices)            | 10,805.00  |                    | 10,805.00  |
| 43 | Magnolia Consultants, LLC                    | 1,750.00   |                    | 1,750.00   |
| 44 | Merchants & Marine Bank (Dep Slips Reorder)  | 48.88      | <b>Auto Draft</b>  | 48.88      |
| 45 | Micro-Methods, Inc. (6 invoices)             | 360.00     |                    | 360.00     |
| 46 | Mississippi Power                            | 128.88     | <b>Auto Draft</b>  | 128.88     |
| 47 | Mississippi Utilities-Ferguson (20 Invoices) | 12,499.42  |                    | 12,499.42  |
| 48 | Mobile Solvent and Supply (2 invoices)       | 11,349.00  |                    | 11,349.00  |
| 49 | Montgomery, Michael                          | 40.00      |                    | 40.00      |

West Jackson County Utility District  
Docket of Claim  
As of JULY 21, 2022

|  | Vendor  |                     |                    |                       |
|--|---|---------------------|--------------------|-----------------------|
| 50                                     | MS DEQ Office of Land & Water (permit)          | 10.00               |                    | 10.00                 |
| 51                                     | Office Depot (6 invoices)                       | 928.26              |                    | 928.26                |
| 52                                     | Petty Cash                                      | 24.66               |                    | 24.66                 |
| 53                                     | Pittman Howdeshell, PLLC (2 invoices)           | 21,548.69           |                    | 21,548.69             |
| 54                                     | Power Systems of MS, LLC (3 invoices)           | 10,426.00           |                    | 10,426.00             |
| 55                                     | Raymond James & Associates, Inc.                | 2,550.00            |                    | 2,550.00              |
| 56                                     | Sams Club - CC                                  | 101.16              | <b>Paid Online</b> | 101.16                |
| 57                                     | Singing River Electric (3 invoices)             | 18,200.06           | <b>Auto Draft</b>  | 18,200.06             |
| 58                                     | Singing River Health System                     | 25.00               |                    | 25.00                 |
| 59                                     | Sorg Prinint                                    | 126.00              |                    | 126.00                |
| 60                                     | South Ms. Business Machines                     | 320.99              |                    | 320.99                |
| 61                                     | Southern LINC (2 invoices)                      | 1,196.63            |                    | 1,196.63              |
| 62                                     | Southern Pipe & Supply Co, Inc. (3 invoices)    | 2,012.38            |                    | 2,012.38              |
| 63                                     | Staples, Inc.                                   | 35.54               |                    | 35.54                 |
| 64                                     | Strayham, Joan                                  | 40.00               |                    | 40.00                 |
| 65                                     | Tapper Security, Inc.                           | 98.97               |                    | 98.97                 |
| 66                                     | Uniti Fiber- Southern Lights                    | 525.00              |                    | 525.00                |
| 67                                     | Wate Pro  | 306.18              | <b>Auto Draft</b>  | 306.18                |
| 68                                     | Westfall, Andrew                                | 40.00               |                    | 40.00                 |
| 69                                     | Wright & Assoc., J.H. (3 invoices)              | 26,400.00           |                    | 26,400.00             |
| 70                                     | Deposit Refunds                                 | \$7,618.83          |                    | 7,618.83              |
| <b>TOTAL ACCOUNTS PAYABLE</b>          |   | <b>\$463,865.06</b> |                    | <b>\$463,865.06</b>   |
| <b>Notes Payable, P/R, Taxes</b>       |   |                     |                    |                       |
| 71                                     | Payroll period paid 06/17/22 & 07/01 & 7/18 Net | \$111,871.74        | <b>DD</b>          | \$111,871.74          |
| 72                                     | Payroll 941 taxes for 06/17/22 & 07/01 & 7/18   | \$34,245.24         | <b>Paid Online</b> | \$34,245.24           |
| 73                                     | PERS contributions JUNE 2022                    | \$28,719.36         | <b>Paid Online</b> | \$28,719.36           |
| 74                                     | MS Dept of Revenue-JUNE 2022 PR Tax Whldg       | \$3,871.00          | <b>Paid Online</b> | \$3,871.00            |
| 75                                     | MS Dept of Revenue JUNE 2022 SALES TAX          | \$6,564.57          | <b>Paid Online</b> | \$6,564.57            |
| 76                                     | MS SUTA 2nd Qtr 2022                            | \$1,106.42          | <b>Paid Online</b> | \$1,106.42            |
| 77                                     | AFLAC (Employee Funded)                         | \$845.48            | <b>Paid Online</b> | \$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                 |   | <b>\$345,950.70</b> |                    | <b>\$345,950.70</b>   |
| <b>TOTAL OPERATING FUNDS DOCKET</b>    |   | <b>\$809,815.76</b> |                    | <b>\$809,815.76</b>   |
| <b>Construction Payments</b>           |   |                     |                    |                       |
| <b>APPROVED-BOARD MEETING: 6/16/22</b> |   |                     |                    |                       |
| 83                                     | CB Deveropers Pay App #13 Contracts A & B       | \$292,444.49        |                    | \$292,444.49          |
| 84                                     | Bottom 2 Top Construction Pay App#3             | \$9,645.16          |                    | \$9,645.16            |
| <b>TOTAL CONSTRUCTION PAYMENTS</b>     |   |                     |                    | <b>\$302,089.65</b>   |
| <b>MISC</b>                            |   |                     |                    |                       |
|  |   |                     |                    | \$0.00                |
| <b>TOTAL SIGNED/PAID</b>               |   | <b>\$0.00</b>       |                    | <b>\$0.00</b>         |
| <b>TOTAL DOCKET</b>                    |   |                     |                    | <b>\$1,111,905.41</b> |