

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
August 18, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting August 18, 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
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	General Manager, WJCUD
Mr. Jay Ruffin	Deputy Manager, WJCUD
Mr. Brian Bennett	New Connections & Compliance Manager, WJCUD
Ms. Donna Catalanatto	Human Resources, WJCUD
Ms. Whitney McCarra	Accountant II, WJCUD
Ms. Amanda Parisi	Assets Manager
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Mr. Mike Keleher, 9617 Jean Street
Ms. Shellie Carter, 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 continued dispute with the billing office over his meter readings and bill. The General Manager recommended changing out the meter at this residence. The Board Chairman requested to be updated on Mr. Keleher's progress at next month's board meeting.

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 – 80 / \$932,673.34

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. Westfall made a motion, seconded by Mr. Spiers, approving CB Developers, Inc. Contract A Pay Application 16 in the amount of \$5,648.83 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. Spiers made a motion, seconded by Mr. Westfall, approving CB Developers, Inc. Contract B Pay Application 16 in the amount of \$68,008.81 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. Westfall, approving CB Developers, Inc. Change Order #3 adding 90 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 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.

6.3 Alexis Crossing – Memorandum of Agreement

Mr. Spiers made a motion, seconded by Mr. Westfall, approving Alexis Crossing Memorandum of Agreement, with revisions requiring the Developer to convey easements within Alexis Crossing Subdivision in order to construct additional utility infrastructure which will allow the District to connect to District Infrastructure to the north of the Subdivision. Motion passed unanimously.

7.0 New Business

7.1 FY 2023 Budget - Draft

Proposed budget was presented. The Board would like to have a work session meeting scheduled to discuss the proposed budget. No motion was made.

7.2 Rate Study

Rate study was presented by Jay Ruffin. No motion was made.

7.2 Draft Employee Handbook 08/18/2022

Mr. Spiers made a motion, seconded by Ms. Strayham, approving certain revisions to WJCUD Employee Handbook, including provisions relating to workers compensation. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- MDEQ letter (2022 07 25) to WJCUD General Manager regarding Approval of Wastewater Plan Phase IV Addendum No. 1 and Machado Patano letter (2022 06 16) to All Prospective Bidders regarding WJCUD Wastewater Facility Improvement – Phase 4
- WJCUD letter (2022 07 28) to Mr. Josh Eldridge regarding Request for Jackson County FY 2023 ad valorem taxes
- WJCUD letter (2022 07 31) to Mr. Bradley R. Crain, PE regarding Engineer Certification to MDEQ renew 12” force main
- MDOH Letter (2022 08 01) to WJCUD General Manager regarding Notification of Construction Dates
- Indemnity and Owner’s Warranty of Completion – Talla Pointe Subdivision Phase 2
- Mississippi Public Service Commission email (2022 08 10) to WJCUD regarding WJCUD not regulated by the Public Service Commission, only Certificated
- Minutes of Jackson County Planning Commission (2022 07 20)

9.0 District Operations

9.1 Attorney Report

None.

9.2 Manager Report

Updates were given on the following:

- ❖ Met with County Manager on Monday, Aug 8th
 - ARPA, COVID, MDEQ, MDOH Rural Water
- ❖ Data Logs for Michael Keleher at 9617 Jean St and at 14901 Althea Street
 - Technicians Readings were transcribed incorrectly when re- reads for high reads
 - June: 19,124 gallons should have 25,020 gallons
 - July: 9,276 gallons billed should have been 3,380 gallons
 - Error effects two bills

- ❖ Pressed charges for meter tampering at 14004 Briarwood Drive
- ❖ Billing Summary attached for July 2022
 - \$870,465.01 (compared to \$758,260.54 in July 2021) – 14.7% increase
 - 8,332 active customers (compared to 8,147 in July 2021) – 2.2% growth
- ❖ Water Production – July 2022
 - 70.4 MG - Total Production
 - 56.9 MG – Water Sold
 - 5.1 MG – Flushing
 - 0.0 MG – Unaccounted For Water
- ❖ FY 2022 Income Statement – 10 months ending July 31, 2022
- ❖ Liquid Assets
 - Beginning of FY 2022 (Oct 2021) compared to present, July 31, 2022
- ❖ Chlorine Cost
 - Trends (Jan 2016 - July 2022)
 - Stable, Jan 2016 - Jan 2021
 - Inflationary, Jan 2021 - July 2022
- ❖ Grinder Pump & Parts
 - Trends (Jan 2019 - April 2022)
 - Entire Grinder Package (new customers with new grinder station)
 - Stable, Jan 2019-April 2021
 - Inflationary, April 2021 – April 2022
 - June 2022 - we changed manufacturer & vendor
 - Grinder Replacement Parts
 - Stable, Jan 2019 - Oct 2021
 - Inflationary, Jan 2022 - April 2022
 - June 2022- we changed manufacturer & vendor

10.0 Executive Session – If So Move

None

11.0 Other Business

The Chairman of the Board discussed attending the JCUA Regional Master Planning Meeting and responding to the invitation.

The Chairman of the Board commended Brian Bennett for investigating a water leak in the middle of Knollwood Drive at his request over the weekend. Brian contacted the contractor to repair the leak, and this will be repaired as soon as the parts are delivered.

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Mr. Spiers, to adjourn the meeting at 11:25 A.M., August 18, 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 **Pay Application No. 16** in the amount of **\$5,648.83** as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Health for currently reimbursable items; and

WHEREAS, additionally, the engineer has determined that the project is substantially complete; 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 16 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

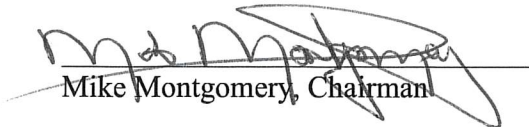
IT IS FURTHER ORDERED that the Board accepts and approves the engineer’s certificate of substantial completion.

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

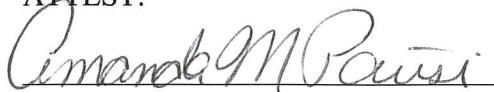
The motion to approve the foregoing Order was made by Westfall, seconded by Spiers, and the following vote was recorded:

- Chairman Montgomery yes
- Commissioner Spiers yes
- 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 18th day of August, 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. 16** in the amount of **\$68,008.81** 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;

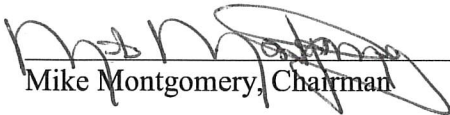
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 16 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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

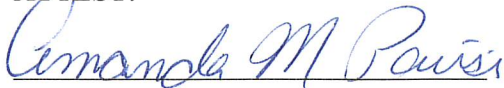
The motion to approve the foregoing Order was made by Spiers, seconded by Westfall, and the following vote was recorded:

Chairman Montgomery yes
Commissioner Spiers yes
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 18th day of August, 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 **Contract B Change Order #3** 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;

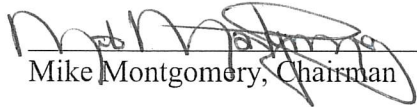
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Contract B Change Order #3 is hereby approved and authorized, contingent upon MDEQ approval.

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 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 18th day of August, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the Coastal Constructors, LLC (hereinafter, "Owner/Developer") owns certain real property located within the District (also known as "Alexis Crossing Subdivision"), which it intends to subdivide and develop; and

WHEREAS, prior to construction, the Owner/Developer requires approval of plans and a final plat by the Jackson County, Mississippi Board of Supervisors (hereinafter, "Board of Supervisors"); and

WHEREAS, prior to approval, the Board of Supervisors requires assurance that the West Jackson County Utility District (hereinafter, "the District") will provide wastewater service and transportation for Alexis Crossing Subdivision; and

WHEREAS, such assurance will require off-site improvements which are detailed on "Exhibit A" to the attached Agreement; and

WHEREAS, the Owner/Developer and the District are required to enter into a written agreement specifying the terms and conditions of the relationship between the parties for the above purposes; and

WHEREAS, the Board of Commissioners hereby finds it is in the best interests of the District to enter into the attached Memorandum of Agreement to memorialize these obligations;

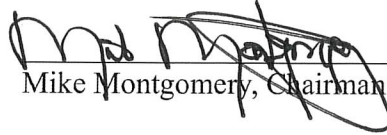
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the attached Memorandum of Agreement between the District and Coastal Constructors, LLC is hereby approved and authorized.

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 Westfall, and the following vote was recorded:

Chairman Montgomery yes
Commissioner Spiers yes
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 18th day of August, 2022.


Mike Montgomery, Chairman

ATTEST:





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 workers compensation;

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

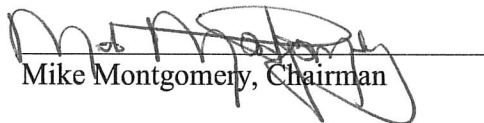
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the requested revisions are hereby approved and authorized.

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

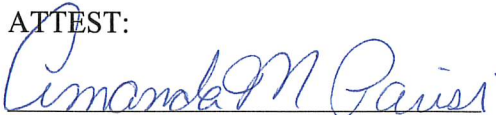
The motion to approve the foregoing Order was made by Spiers, seconded by Strayham, and the following vote was recorded:

Chairman Montgomery yes
Commissioner Spiers yes
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 18th day of August, 2022.


Mike Montgomery, Chairman

ATTEST:







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 08/18/2022

1: Michael Kelker

2: Shellie Carter

3: _____

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

West Jackson County Utility District
Docket of Claim
As of AUGUST 18, 2022

	Vendor			
1	Ace Data Storage, Inc.	30.00		30.00
2	Advance Auto Parts (3 invoices)	28.03		28.03
3	AGJ Systems & Networks (3 invoices)	3,345.42		3,345.42
4	AnSer	1,752.85		1,752.85
5	Auto Zone (2 invoices)	35.43		35.43
6	Bay Pest Control	75.00		75.00
7	Benvenuti Electric, Inc. (2 invoices)	3,248.00		3,248.00
8	Blue Cross Blue Shield	23,241.08	Auto Draft	23,241.08
9	Boot Outlet, LLC	203.25		203.25
10	Bordis & Danos, PLLC	5,390.00		5,390.00
11	Bottom 2 Top Construction, LLC (2 Invoices)	120,900.76		120,900.76
12	Broussard Services	1,330.60		1,330.60
13	C Spire	409.91	Auto Draft	409.91
14	Capital One / Walmart	26.40	Paid Online	26.40
15	Center Point Energy (3 invoices)	331.24	Auto Draft	331.24
16	Cintas Corp (4 invoices)	1,370.17		1,370.17
17	Coast Chlorinator & Pump (2 invoices)	1,050.00		1,050.00
18	Consoliated Pipe & Supply (7 invoices)	6,611.40		6,611.40
19	CUSI (3 invoices)	26,292.20		26,292.20
20	Delta World (GB Auto Svr) 4 invoices	584.81		584.81
21	DMS Mail Management (2 invoices)	5,371.81	Auto Draft	5,371.81
22	Elan Credit Card	1,076.06	Paid Online	1,076.06
23	First Advantage Background	90.17		90.17
24	Fletcher & Company	16,560.00		16,560.00
25	Fuelman (4 invoices)	5,438.10	Paid Online	5,438.10
26	Galloway,Johnson,Tompkins,Burr & Smith	152.00		152.00
27	Graybar	500.00		500.00
28	Guardian	2,507.88	Auto Draft	2,507.88
29	Gulf Breeze Landscaping LLC	2,030.00		2,030.00
30	Gulf Coast Pump (3 invoices)	12,720.00		12,720.00
31	Gulf Hydraulics & Pneumatics Inc.	64.99		64.99
32	Gulf South Janitorial	950.00		950.00
33	Hometown Lumber (3 invoices)	244.99		244.99
34	IVR Technology Group	275.74		275.74
35	Jack Henry & Associates	133.50	Auto Draft	133.50
36	Jackson County Utility	178,507.00		178,507.00
37	Jay Lee Company LLC (4 invoices)	1,687.50		1,687.50
38	Kloud 7 LLC	253.02		253.02
39	Lee Tractor Co., Inc.	3,785.15		3,785.15
40	Lyman Well Company	4,800.00		4,800.00
41	Machado/Patano, PLLC (5 invoices)	9,265.00		9,265.00
42	Magnolia Consultants	1,750.00		1,750.00
43	Matt's Tractor & Lawn Service	4,800.00		4,800.00
44	Mechanical Services, LLC	529.65		529.65
45	Micro-Methods, Inc. (4 invoices)	240.00		240.00
46	Mississippi Power	129.11	Auto Draft	129.11
47	Mississippi Utilities-Fergusons (38 invoices)	15,918.10		15,918.10
48	Mobile Solvent and Supply, Inc.	4,912.50		4,912.50

West Jackson County Utility District
Docket of Claim
As of AUGUST 18, 2022

	Vendor			
49	Montgomery, Mike	40.00		40.00
50	Office Depot (4 invoices)	343.14		343.14
51	Petty Cash	157.93		157.93
52	Siemens Industry (2 invoices)	2,102.17		2,102.17
53	Singing River Electric (3 invoices)	17,941.46	Auto Draft	17,941.46
54	Singing River Health System	804.00		804.00
55	Sorg Printing	264.00		264.00
56	Southern Light LLC (UNITI)	525.00		525.00
57	South Ms. Business Machine	285.26		285.26
58	Southern Pipe & Supply Co, Inc. (3 invoice)	3,123.80		3,123.80
59	Southern Pro Truck	349.00		349.00
60	Strayham, Joan	40.00		40.00
61	Stribling Equipment, LLC	736.35		736.35
62	SYNCB / Amazon Credit Card	187.25	Paid Online	187.25
63	The Lilly Company	403.18		403.18
64	Verizon Connect Fleet (2 invoices)	210.30		210.30
65	Waste Pro	303.75	Auto Draft	303.75
66	Westfall, Andrew	40.00		40.00
67	Wright & Assoc. J.H. Inc. (7 invoices)	33,510.00		33,510.00
68	Deposit Refunds	\$5,478.93		5,478.93
TOTAL ACCOUNTS PAYABLE		\$537,794.34		\$537,794.34
Notes Payable, P/R, Taxes				
69	Payroll period paid 8/1/22 & 8/15/22 Net	\$75,146.05	DD	\$75,146.05
70	Payroll 941 taxes for 8/1/22 & 8/15/22	\$22,216.06	Paid Online	\$22,216.06
71	PERS contributions JULY 2022	\$27,806.99	Paid Online	\$27,806.99
72	MS Dept of Revenue-JULY 2022 PR Tax Whldg	\$3,951.00	Paid Online	\$3,951.00
73	MS Dept of Revenue JULY 2022 SALES TAX	\$6,099.28	Paid Online	\$6,099.28
74	AFLAC (Employee Funded)	\$782.12	Paid Online	\$782.12
75	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
76	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
77	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
78	MSDEQ C280870-01-02	\$21,397.96		\$21,397.96
79	MSDH Loans -03,04, 05, 06 & 07	\$66,403.48		\$66,403.48
Total N/P, P/R & Taxes		\$294,728.39		\$294,728.39
TOTAL OPERATING FUNDS DOCKET		\$832,522.73		\$832,522.73
Construction Payments				
APPROVED-BOARD MEETING: 7/21/22				
80	CB Deveropers Pay App #15 Contracts A & B	\$100,150.61		\$100,150.61
TOTAL CONSTRUCTION PAYMENTS				\$100,150.61
MISC				
				\$0.00
TOTAL SIGNED/PAID		\$0.00		\$0.00
TOTAL DOCKET				\$932,673.34