

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
October 20, 2022**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting October 20, 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 9:11 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. Bryan David	Vice-Chairman, WJCUD
Mr. Andrew Westfall	Secretary/Treasurer, WJCUD
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	Director, WJCUD
Mr. Jay Ruffin	Deputy Director, WJCUD
Mr. Brian Bennett	Construction Manager, WJCUD
Ms. Laura Davis	Financial Controller, WJCUD
Ms. Donna Catalanatto	Human Resources, WJCUD
Ms. Amanda Parisi	Assets Manager, WJCUD
Ms. Whitney McCarra	Accountant II, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Janelle Laurent, 7101 Wayne Lane
Maelee Mills, 7633 Lexington Drive
Jarrid Mathers, 14218 Oak View Circle
Nora Foster, 15917 Big Ridge Road
Joshua Eldridge, Jackson County Chancery Clerk

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

4.0 Community Input

Janelle Laurent, residing at 7101 Wayne Lane, addressed the Board regarding her high-water bill due to a pipe leak and requested a leak credit. The Board stated that the account would need to have a six-month usage in order to get an average for the account according to WJCUD Leak Credit Policy. Further documentation from the customer was requested

by the Director to be brought in at a later date. Mr. David recused himself from these remarks.

Maelee Mills, residing at 7633 Lexington Drive, addressed the Board regarding her high usage water bill. Ms. Mills said both toilets have been replaced and that has resolved the high usage of water. She has had more than one leak issue in the past few months and asked for leniency on her bill. Mr. David stated Ms. Mills could not receive more than one leak credit in a twelve-month period according to WJCUD Leak Credit Policy. Ms. Mills also discussed a potential compliance issue with adjacent properties and her home. The General Manager said this matter would be investigated.

Jarrid Mathers, residing at 14218 Oak View Circle, addressed the Board regarding his second denial from the insurance company on a claim due to a sewer back up in September. The Board Attorney suggested he and the General Manager call the insurance company to see why the claim was denied. A date was set to contact the insurance company in hopes of a resolution. Mr. Mathers will be contacted with any further information on the claim.

Nora Foster, residing at 15917 Big Ridge Road, addressed the Board regarding an issue with our contractors that potentially caused her house to flood several months ago. Ms. Foster has contacted CB Developers several times to make an appointment to discuss this issue but has had no resolution. Ms. Foster said the service bore damaged the service tubing around her home and the run-off from rain water caused her house to flood. The flooding damaged her floors, and she would like CB Developers to take acknowledgement for the damage to her home. The boring was done by a contractor hired by CB Developers. John Hannah and Brian Bennett will contact CB Developers and ask for an appointment for Ms. Foster.

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 – 97 / \$1,338,726.22**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

6.0 Old Business

- 6.1 omitted**

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 No. 18 in the amount of \$59,136.19 as recommended by Machado Patano, contingent upon approval by MDOH for currently reimbursable items. Motion passed unanimously.

7.0 New Business

7.1 Reappointment of Board Member Andrew Westfall

Jackson County Chancery Clerk Joshua Eldridge swore in Andrew Westfall at 9:12 A.M. for reappointment of a new five-year term as Commissioner for the WJCUD Board of Commissioners.

7.2 Surplus Property and Equipment Disposal

Mr. David made a motion, seconded by Mr. Westfall, approving disposing of certain personal property which has no further District use. Motion passed unanimously.

7.3 Customer and Property Owner at 14218 Oak View Circle

Jarrid Mathers, residing at 14218 Oak View Circle, addressed the Board regarding his second denial from our insurance company on a claim due to a sewer back up in September 2021. The Board Attorney suggested he and the General Manager call the insurance company to see why the claim was denied. A date was set to contact the insurance company in hopes of a resolution. The General Manager will also look further into the details of the sewer backup before speaking to the insurance company. Mr. Mathers will be contacted with any further information on the claim.

7.4 WWFP Phase 5 Engineering Selection

Mr. Westfall made a motion, seconded by Mr. David, approving the General Manager move forward with selecting engineering services to proceed with Phase 5 of the Wastewater Facilities Plan. Motion passed unanimously.

7.5 General Manager & Deputy Manager Job Title Change Request

Mr. David made a motion, seconded by Ms. Strayham, approving a title change for certain positions within the District and approving changing corresponding job descriptions for those positions. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- JCUA letter (2022 09 16) to City Manager, City of Pascagoula regarding
2022 10 20 Minutes

New Septage Ordinance Eliminating Discharge Within the City of Pascagoula

- WJCUD letter (2022 09 20) to Jackson County Planning Commission regarding WJCUD Conditional Will Service requirements for Admiral's Landing Subdivision
- WJCUD letter (2022 10 04) to WJCUD Residents regarding Smoke testing in the Windsor Park, Espana Woods, and Spanish Trail Subdivisions to detect broken sewer clean outs and damaged manholes.
- BBB letter (2022 09 23) to WJCUD regarding Better Business Bureau Customer Complaint followed by WJCUD response.
- MDOH letter (2022 09 15) to WJCUD regarding Approval of 90-day contract extension for Contract B: Distribution Improvements with C.B. Developers, Inc.
- WJCUD Cancellation Request Form (2022 09 29) to Luba Casualty Ins. Co. regarding cancellation request for Workers Compensation Insurance.
- MDOH Score Report (2022 10 06) to Jay Ruffin regarding Passing MS Water Treatment Class D Examination.
- WJCUD Submittal (2022 09 30) to MCWI regarding WJCUD's application submission to Mississippi Municipality & County Water Infrastructure Grant program.
- Jackson County Planning Commission Minutes (2022 09 21) regarding Minutes of the Jackson County Planning Commission Meeting.
- Jackson County Board of Supervisors Agenda regarding Topics of the regularly scheduled meeting.
- Google Review for WJCUD regarding Customer service appreciation for Evan Richardson.

9.0 District Operations

9.1 Attorney Report

9.2 Management Report

Updates were given on the following:

- Presentation and Display of ARCGIS Map of all development projects in the District within the past 5 years and submitted plans for future projects.

- WJCUD notified by the Covington Group that a proposed project was approved for a Grant award. More information is expected in the next couple of weeks.

- MOA w/Biloxi Back Bay RV Resort pending
 - o Owner has requested a 4-inch water meter after Staff provided math demonstrating cost benefit
 - o Anticipate a recommended amended MOA for Board consideration at the November meeting.

- High sewer levels in the Ponce de Leon, Cortez Circle, Columbus Circle & Balboa Circle sewage collection system:
 - o Smoke testing has revealed broken MH ring and covers – most likely from County mowing operations
 - o Our engineering consultant for the Miller litigation is investigating the possibility that construction deficiencies are contributing.

- Billing Summary for September 2022
 - \$849,232.79 (compared to \$807,328.35 in September 2021) – 5.2% increase
 - 8,398 active customers (compared to 8,191 in September 2021) – 2.5% growth

- ❖ Water Production – Sept 2022
 - o 59.8 MG - Total Production
 - o 53.2 MG – Water Sold
 - o 4.1 MG – Flushing
 - o 2.5 MG – 4% Unaccounted-for water

- ❖ Water Production – YEAR TOTAL

- ❖ FY 2022 Income Statement – EOY

- ❖ Liquid Assets
 - o FY 2022 EOY compared to FY 2022 BOY

- ❖ Grading & Drainage Plan for Walker Well/Tank and Sweetbriar LS property

- ❖ Flow Test Results for two recently completed water wells
 - o Daisy Vestry Well @ 60 psi = 1302 GPM
 - o Van Eaton Well @ 60 psi = 1266 GPM

10.0 Executive Session – If So Move

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

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

Mr. David made a motion, seconded by Mr. Westfall to approve an increase in the General Manager's salary by five percent, and reassessing the salary in another three years. Motion passed unanimously.

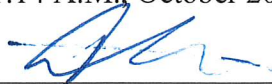
Mr. David made a motion, seconded by Ms. Strayham to return to open session. Motion passed unanimously.

Actions taken in executive session were announced to the public.

11.0 Other Business

12.0 Adjournment

A motion was made by Mr. David, seconded by Ms. Strayham to adjourn the meeting at 11:14 A.M., October 20, 2022. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD

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. 18** in the amount of **\$59,136.19** 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;

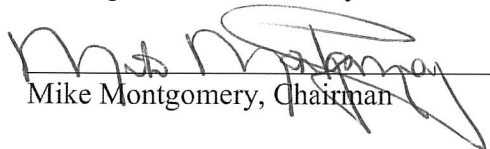
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 18 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Health for currently reimbursable items.

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 yes

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 18th day of October, 2022.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") desires to dispose of certain personal property (identified on the attached documentation) which has no further District use; and

WHEREAS, the District hereby finds that sale and/or disposal of such property is in the best interest of the District; and

WHEREAS, the District finds that all personal property identified as "Trash" on the attached documentation has no value, and that it may therefore be disposed of through the local garbage collection system; and

WHEREAS, the District finds that all personal property identified as "Auction" on the attached documentation may be disposed of by public sale or by auction, as defined in Miss. Code Ann. § 17-25-25; and

IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the personal property identified as "Trash" on the attached documentation has no value, and the General Manager is directed to dispose of it through the local garbage collection system.

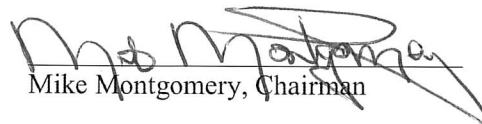
IT IS FURTHER ORDERED that the General Manager is directed to dispose of all personal property identified as "Auction" on the attached documentation by public sale or by auction, as defined in Miss. Code Ann. § 17-25-25, and if not sold, the General Manager is directed to dispose of it through the local garbage collection system as having no value.

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 Westfall, and the following vote was recorded:

Chairman Montgomery yes
Commissioner Spiers absent
Commissioner Strayham yes
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 18th day of October, 2022.


Mike Montgomery, Chairman

ATTEST:





ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) intends to move forward with the previously approved Wastewater Facilities Plan, Phase 5; and

WHEREAS, the General Manager desires to move forward with selecting engineering services to proceed with Phase 5, as outlined in the attached documentation; and

WHEREAS, the Board of Commissioners hereby finds that the attached selection process is in the best interests of the District;

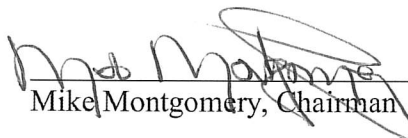
IT IS THEREFORE ORDERED by the Board of Commissioners of the West Jackson County Utility District that the General Manager is authorized to proceed with the selection of engineering services for Wastewater Facilities Plan, Phase 5, as outlined in the attached documentation.

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 David, and the following vote was recorded:

- Chairman Montgomery yes
- Commissioner Spiers absent
- Commissioner Strayham yes
- 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 18th day of October, 2022.


Mike Montgomery, Chairman

ATTEST:
Donna Catalanatto



ORDER NUMBER _____

WHEREAS, Staff recommends a title change for certain positions within the District as indicated in the attached documentation; and

WHEREAS, Staff also recommends a corresponding job description change for those positions, as indicated in the attached documentation; and

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

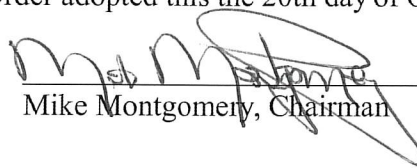
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the changes included in the attached documentation are hereby approved, authorized, and accepted.

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

Chairman Montgomery yes
Commissioner Spiers absent
Commissioner Strayham yes
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 20th day of October, 2022.


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

Fax (228) 872-3861

BOARD MEETING SIGN IN SHEET

DATE 10 / 20 / 2022

- 1: Janelle Laurent 7101 Wayne Lane Biloxi, ms. 39532
- 2: Maelee Mills 7633 Lexington Dr. Biloxi 39532
- 3: Jarrid Mathers 14218 Oak View Circle. Vancleave, ^{MS} 39565
- 4: NORA Foster 15917 Big Ridge Rd. Biloxi, MS. 39532
- 5: Joshua Eldridge 3308 Oakleigh Circle Ocean Springs, MS 39664
- 6: _____
- 7: _____
- 8: _____
- 9: _____
- 10: _____

West Jackson County Utility District
Docket of Claim
As of October 20, 2022

	Vendor			
1	Ace Data Storage, Inc.	30.00		30.00
2	Advance Auto Parts	29.46		29.46
3	AGJ Systems & Networks (3 invoices)	6,262.13		6,262.13
4	All American Towing	316.00		316.00
5	AnSer	1,442.50		1,442.50
6	Bay Motor Winding, Inc.	1,986.00		1,986.00
7	Bay Pest Control	75.00		75.00
8	Best Buy/Multi Service Technology	17.98		17.98
9	Bluecross Blueshield	20,176.42	Auto Draft	20,176.42
10	Boot Outlet, LLC (5 invoices)	887.85		887.85
11	Bordis & Danos, PLLC	5,000.00		5,000.00
12	Bottom 2 Top Construction	14,672.50		14,672.50
13	Brown, Mitchell & Alexander	5,159.00		5,159.00
14	Business Furniture Services	877.36		877.36
15	C Spire	409.91	Auto Draft	409.91
16	Cadence Insurance (4 invoices = total)	98,309.00		98,309.00
17	Capital One / Walmart	48.24	Paid Online	48.24
18	Card Member Service / Elan CC	1,451.39	Paid Online	1,451.39
19	CenterPoint Energy (3 invoices)	119.73	Auto Draft	119.73
20	Cintas Corporation (5 invoices)	2,136.69		2,136.69
21	Coast Chlorinator (6 invoices)	9,135.25		9,135.25
22	Coastal Pump & Supply	5,355.00		5,355.00
23	Consolidated Pipe & Supply (3 invoices)	5,689.50		5,689.50
24	Cooks Automatic Transmission	4,200.00		4,200.00
25	CUSI	106.90		106.90
26	David, Bryan	40.00		40.00
27	Delta World / GB Auto Service (2 invoices)	109.90		109.90
28	DMS Mail Management (2 invoices)	5,462.30	Auto Draft	5,462.30
29	First Advantage Background Service	60.03		60.03
30	Fuelman (4 invoices)	5,242.19	Paid Online	5,242.19
31	Galloway, Johnson, Tompkins, Burr (2 invoices)	536.50		536.50
32	Guardian	2,711.40	Auto Draft	2,711.40
33	Gulf Breeze Landscaping	2,590.00		2,590.00
34	Gulf Coast Pump (9 invoices)	34,656.50		34,656.50
35	Gulf South Janitorial (2 invoices)	1,335.00		1,335.00
36	Heidelberg & Associates, Inc.	950.00		950.00
37	Hometown Lumber	137.76		137.76
38	IBS of South Mississippi (3 invoices)	1,096.81		1,096.81
39	IVR Technology Group	251.33		251.33
40	Jack Henry	128.50	Auto Draft	128.50
41	Jackson County Utility Authority	201,210.00		201,210.00
42	Jackson County-Chancery Clerk, Josh Eldridge	192.00		192.00
43	Jay Lee Company (2 invoices)	1,312.50		1,312.50
44	Kloud 7 LLC	253.02		253.02
45	Lenny's Technet Automotive	169.95		169.95
46	Lowe's CC	747.64	Paid Online	747.64
47	Machado/Patano, PLLC (6 invoices)	29,550.00		29,550.00
48	Magnolia Consultants	1,750.00		1,750.00

West Jackson County Utility District
Docket of Claim
As of October 20, 2022

	Vendor			
49	McClatchy Company, LLC (2 invoices)	26.90		26.90
50	Micro-Methods, Inc. (7 invoices)	680.00		680.00
51	Mission Communications (2 invoices)	23,027.28		23,027.28
52	Mississippi Power	137.74	Auto Draft	137.74
53	Mobile Solvent & Supply	4,150.50		4,150.50
54	Montgomery, Michael	40.00		40.00
55	MS Coast Supply (2 invoices)	2,478.75		2,478.75
56	MS Rural Water Assocation (2 invoices)	50.00		50.00
57	MS State Dept of Health	30,753.00		30,753.00
58	MS Utilities/Fergusons (27 invoices)	15,699.02		15,699.02
59	Office Depot / ODP (6 invoices)	1,075.38		1,075.38
60	Petty Cash (2 invoices)	180.50		180.50
61	PJR Electric	375.00		375.00
62	Power-Tel Utility Products	720.00		720.00
63	Ranchland Tractor & ATV	1,381.60		1,381.60
64	Richards & Sons Hauling	1,359.36		1,359.36
65	Singing River Electric (3 invoices)	18,333.91	Auto Draft	18,333.91
66	South MS. Business Machine	430.95		430.95
67	Southern Exteriors Fence Co.	4,995.00		4,995.00
68	Southern Fire Sprinkler	300.00		300.00
69	Southern Linc	672.48		672.48
70	Southern MS Landscapes (2 invoices)	4,280.00		4,280.00
71	Spier, Curtis	40.00		40.00
72	SwiftComply US opco inc.	1,900.00		1,900.00
73	SYNCB / Amazon	894.04	Paid Online	894.04
74	Tank Pro (7 invoices = (2) totals)	101,052.00		101,052.00
75	Tapper Security	98.97		98.97
76	Uniti/ Southern Light LLC	525.00		525.00
77	Verizon Connect Fleet (3 invoices)	238.56		238.56
78	Waste Pro	306.98	Auto Draft	306.98
79	Westfall, Andrew	40.00		40.00
80	Wolverine, LLC	4,800.00		4,800.00
81	Wright, J.H. & Assoc.	41,400.00		41,400.00
82	Deposit Refunds	\$8,854.60		8,854.60
	TOTAL ACCOUNTS PAYABLE	\$745,684.66		\$745,684.66
	Notes Payable, P/R, Taxes			
83	Payroll period paid 9/26/22 & 10/07/22 Net	\$78,514.93	DD	\$78,514.93
84	Payroll 941 taxes for 9/26/22 & 10/07/22	\$22,776.20	Paid Online	\$22,776.20
85	PERS contributions SEPT 2022 (3 weeks)	\$43,685.27	Paid Online	\$43,685.27
86	MS Dept of Revenue-SEPT 2022 PR Tax Whldg	\$3,866.00	Paid Online	\$3,866.00
87	MS Dept of Revenue SEPT 2022 SALES TAX	\$9,647.79	Paid Online	\$9,647.79
88	State Unemployment Tax - Qtr 3	\$506.82	Paid Online	\$506.82
89	MSDH- Garnishment	\$344.34	Paid Online	\$344.34
90	MSDR- Garnishment	\$366.98	Paid Online	\$366.98
91	AFLAC (Employee Funded)	\$919.40	Paid Online	\$919.40
92	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
93	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
94	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42

West Jackson County Utility District
Docket of Claim
As of October 20, 2022

Vendor			
95	MSDH Loans -03,04, 05, 06 & 07	\$66,403.48	\$66,403.48
	Total N/P, P/R & Taxes	\$297,956.66	\$297,956.66
TOTAL OPERATING FUNDS DOCKET		\$1,043,641.32	\$1,043,641.32
CONSTRUCTION PAYMENTS			
<u>APPROVED-BOARD MEETING: 9/15/22</u>			
96	CB Deveropers Pay App #17 Contracts A & B	\$136,953.78	\$136,953.78
97	D.N.P, Inc. - Water Wells Pay App #13	\$158,131.12	\$158,131.12
TOTAL CONSTRUCTION PAYMENTS		\$295,084.90	\$295,084.90
MISCELLANEOUS			
<u>APPROVED-BOARD MEETING:</u>			
			\$0.00
TOTAL MISC		\$0.00	\$0.00
TOTAL DOCKET			\$1,338,726.22