

**West Jackson County Utility District  
7200 McCann Road  
Biloxi, Mississippi 39532  
May 18, 2023**

**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 May 18, 2023, 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 9:02 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
Mr. Curtis Spiers	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	Director, WJCUD
Mr. Brian Bennett	Construction Manager, WJCUD
Ms. Laura Davis	Financial Controller, WJCUD
Ms. Donna Catalanatto	Human Resources Manager, WJCUD
Ms. Amanda Parisi	Assets Manager / Grants Administrator, WJCUD
Ms. Whitney McCarra	Accountant II, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Mr. Tommy Brodnax, 15624 Ramsay Lane  
Mrs. Penny Groves & Mr. Ronnie Groves, 15501 Orleans Drive  
Mr. Jason Fayard, 9112 Daisy Vestry Road

**2.0 Invocation / Pledge of Allegiance**

Opening prayer was given by Laura Davis – Wells of Southgate Ministries / Sound House Church.

**3.0 Change to Meeting Agenda**

#### **4.0 Community Input**

Mr. Tommy Brodnax, residing at 15624 Ramsay Lane, addressed the Board regarding concerns with the Tucker Road Sewer Project. The construction on Tucker Road has left no shoulder to allow a vehicle to pull off the side of the road and Mr. Brodnax would like something to be done to restore the shoulder for this purpose. WJCUD's Construction Manager will communicate this need to the construction company, CB Developers, Inc. and will contact Mr. Brodnax to follow up with his request.

Mr. Jason Fayard, resident of 9112 Daisy Vestry Road, addressed the Board regarding two of his duplex rental properties located within the District. Mr. Fayard is requesting two water meters at each duplex to monitor each unit's water usage. Mr. Fayard is also asking that the billing accounts be coded residential to allow the billing to be put into the tenants' names. The Director and the Board Attorney will discuss this matter further and let Mr. Fayard know what legal options are available for this situation at the next board meeting on June 15, 2023.

Mrs. Groves, resident of 15501 Orleans Drive, addressed the Board regarding an ongoing water leak on the corner of her property and Lemoyne Blvd. Mrs. Groves is requesting a board member to view the leak on the street and help resolve this issue. Mrs. Groves sincerely expressed her anguish in dealing with this matter. The Chairman of the Board will go with WJCUD's Construction Manager to view the leak and determine a plan of action to resolve Mrs. Grove's complaint.

#### **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 – 89 / \$1,284,733.81**

**5.5 Leak Credits**

**5.6 Grinder Station Approvals**

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

#### **6.0 Old Business**

##### **6.1 Wastewater Facilities Plan, Phase IV**

Mr. Spiers made a motion, seconded by Mr. Westfall, approving Wastewater Facility Improvement Project Pay Application No. 5 to CB Developers, Inc. in the amount of \$215,825.05 as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Motion passed unanimously.

## **6.2 Gravity Sewer Along Old Fort Bayou Road**

Mr. David made a motion, seconded by Mr. Spiers, approving authorizing the acceptance of the waiver valuation at 7716 Old Fort Bayou Road under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and as later amended, under the procedure described as "waiver valuation." Motion passed unanimously.

Mr. David made a motion, seconded by Mr. Spiers, authorizing entering into a contract with Machado Patano for the engineering design and construct contract administration for the 10-inch SDR 26 PVD Gravity Sewer services generally in accordance with the terms outlined in the attached proposal and for the Director to execute the document for the District. Motion passed unanimously.

## **7.0 New Business**

### **7.1 Approval of Annual Newsletter & CCR Water Quality Report**

Mr. Spiers made a motion, seconded by Mr. David, approving the content of the Annual Newsletter and authorization to publish and distribute with the inclusion of the EPA-required annual Consumer Confidence Report (CCR). Motion passed unanimously.

### **7.2 Wastewater Facilities Plan, Phase IV-B**

Mr. Westfall made a motion, seconded by Mr. David, approving awarding and executing a contract with C.B. Developers, Inc. for the amount of \$5,162,826.00 for Wastewater Facilities Plan, Phase IV-B, contingent upon approval by the Mississippi Department of Environmental Quality and ordering that the Director is authorized to execute any and all documents necessary for this purpose. Motion passed unanimously.

### **7.3 Quail Creek Interceptor**

Mr. Westfall made a motion, seconded by Mr. Spiers, approving the award and execution of a contract with LJ Construction in the amount of \$553,179.11 for construction of the Quail Creek Gravity Interceptor and further ordered that the Director is authorized to execute any and all documents necessary for this purpose. Motion passed unanimously.

### **7.4 Engineer Selection for Grant #GNTSP18MS0058-01-05**

Mr. David made a motion, seconded by Mr. Westfall, approving the recommendation of the selection committee to select Machado Patano as the project engineer on the Old Fort Bayou (David Davis basin) Project. Motion passed unanimously.

## **8.0 Correspondence**

Included for the Board's review was the following:

- Customer phone record (2023 04 18) – to WJCUD regarding Exemplary service from Carl Denton.
- MDEQ letter (2023 04 17) – to WJCUD regarding Approval Phase 3 (SRF C280-870-05) Wastewater Facilities Plan
- Ward Engineering letter (2023 05 10) – to WJCUD regarding Greens at Gulf Hills, Phase 2
- Machado Patano letter (2023 05 15) – to MDEQ regarding Response to MDEQ review comments Phase 3 Wastewater Facilities Plan
- Bordis & Danos letter (2023 05 04) – to WJCUD regarding Easement from Back Bay RV Resort, LLC d/b/a Biloxi Bay RV Resort
- USA Today newspaper article – regarding US environmental advocacy groups warning about PVC pipe
- JCPC Minutes (2023 04 19) – regarding Jackson County Planning / Zoning Meeting Minutes

## **9.0 District Operations**

### **9.1 Attorney Report**

### **9.2 Director Report**

Updates were given on the following:

- Miscellaneous construction contracts, Bottom 2 Top Construction, LLC
  - Phase 1 –recent meeting with Developer re balances due to WJCUD and Contractor
  - Phase 2 – Bids rec'd and award made in Item 7.3
  - Phase 3 – Pipelaying anticipated to be complete today, or tomorrow.
- BBRV Resort discussions re development plans and a subsequent new MOA
- MOA with Mr. Dennis Lamey, recommending a Surety Bond before proceeding w/construction

Mr. Spiers made a motion, seconded by Mr. David, directing WJCUD not to enter into any agreement with Mr. Dennis Lamey until there is a memorandum of agreement or bond established. Motion passed unanimously.

- MOA with Eglin Road developers to be presented to Board at June meeting (Tim Henning, Huger)
- Billing Summary for APR 2023
  - \$881,600.09 (compared to \$800,880.42 in APR 2022) (10% increase)
  - 8,523 active customers (compared to 8,275 in APR 2022) (3% growth)
- Water Production – APR 2023
  - 58.2 MG - Total Production
  - 50.0 MG – Water Sold
  - 4.1 MG – Flushing
  - 4.1 MG – Unaccounted For
- Income Statement – FY 2023 seven months ending April 30, 2023
- Current Liquid Assets - FY 2023 seven months ending April 30, 2023
- Updated WJCUD Organizational Chart
  - Amanda Parisi job description now includes title of Grants Administrator
  - Utility Locator services - under David Conway on May 29, 2023

#### **10.0 Executive Session – If So Move**

#### **11.0 Other Business**

#### **12.0 Adjournment**

A motion was made by Mr. Westfall, seconded by Mr. David, to adjourn the meeting at 10:16 A.M., May 18, 2023. Motion passed unanimously.



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Andrew Westfall  
SECRETARY/TREASURER, WJCUD

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

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered into a contract with CB Developers, Inc. (hereinafter, "CBD") relating to Wastewater Facility Improvement Project, Phase 4; and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 5** for the amount of **\$215,825.05** as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Environmental Quality 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;

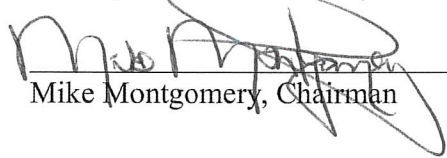
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that Pay Application 5 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Environmental Quality.

**IT IS FURTHER ORDERED** that the Director 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 absent  
Commissioner Westfall yes  
Commissioner David yes

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 18th day of May, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



JACKSON COUNTY, MISSISSIPPI  
WEST JACKSON COUNTY UTILITY DISTRICT

**RESOLUTION ADOPTING WAIVER VALUATION  
OLD FORT BAYOU ROAD PROJECT**

Pursuant to the Waiver Valuation procedures previously adopted, the following acquisition has been submitted to the District for approval: 7716 Old Fort Bayou Road, Joe Strait Estate, c/o Harry Strait for the amount of \$1,395.01.

The District, having had the opportunity to review the Waiver Valuation prepared by Ms. Mary Ann Clisby, a local realtor familiar with real estate values in the area of the project, and determining that the acquisition is uncomplicated, hereby accepts and approves the above-referenced valuation, and authorizes its employees, agents, or attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

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

Yeas: Montgomery  
David  
Westfall  
Spiers

Nays:

Absent: Strayham

The Chairman hereby declared the Motion carried, and the Resolution was adopted, this the 18<sup>th</sup> day of May, A.D., 2023.

Miss Montgomery  
Chairman

Donna Catalanatto  
Notary Public

{SEAL}





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

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

**WHEREAS**, the Director has requested approval of the attached Annual Newsletter and Consumer Confidence Report; and

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

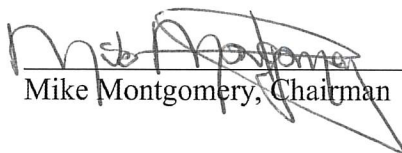
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that the attached Annual Newsletter and Consumer Confidence Report are hereby approved and authorized.

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

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

Chairman Montgomery yes  
Commissioner Spiers yes  
Commissioner Strayham absent  
Commissioner Westfall yes  
Commissioner David yes

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 18th day of May, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto





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

**WHEREAS**, the West Jackson County Utility District (hereinafter, “the District”) has submitted a request for bids relating to Wastewater Facilities Plans, Phase IV-B; and

**WHEREAS**, several bids were received for these services; and

**WHEREAS**, the low bidder was CB Developers, Inc. (hereinafter, “CBD”), as indicated on the attached bid tabulation; and

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

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

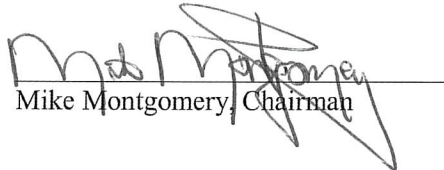
**IT IS HEREBY ORDERED** by the Board of Commissioners, that the award and execution of a contract with CBD for Wastewater Facilities Plans, Phase IV-B is hereby authorized and approved, contingent upon approval by the Mississippi Department of Environmental Quality.

**IT IS FURTHER ORDERED** that the Director 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 yes  
Commissioner Strayham absent  
Commissioner Westfall yes  
Commissioner David yes

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 18th day of May, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



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

**WHEREAS**, the West Jackson County Utility District (hereinafter, "the District") has submitted a request for bids relating to constructing the Quail Creek Gravity Interceptor; and

**WHEREAS**, several bids were received for these services; and

**WHEREAS**, the low bidder was LJ Construction (hereinafter, "LJC"), as indicated on the attached bid tabulation; and

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

**WHEREAS**, the Board of Commissioners hereby finds that LJC has submitted the lowest and best bid; and

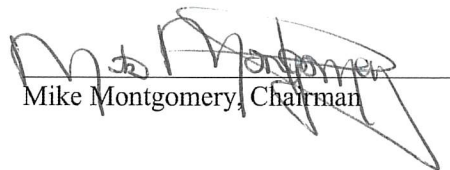
**IT IS HEREBY ORDERED** by the Board of Commissioners, that the award and execution of a contract with LJC for construction of the Quail Creek Gravity Interceptor is hereby authorized and approved.

**IT IS FURTHER ORDERED** that the Director 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 absent  
Commissioner Westfall yes  
Commissioner David yes

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 18th day of May, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



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

**WHEREAS**, the West Jackson County Utility District (hereinafter, "the District") intends to move forward with the previously approved Old Fort Bayou Project (David Davis basin); and

**WHEREAS**, the Director desires to move forward with the project, and seeks selection of an engineer; and

**WHEREAS**, the selection committee has completed interviews associated with the selection process, and has submitted the attached scoring sheet;

**WHEREAS**, the Board of Commissioners hereby finds that, based on the scoring from the selection process, selecting Machado Patano as the project engineer is in the best interests of the District;

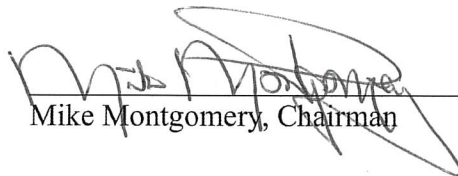
**IT IS THEREFORE ORDERED** by the Board of Commissioners of the West Jackson County Utility District that the Machado Patano is selected as the project engineer, and the Director is directed to enter contract negotiations with that firm.

**IT IS FURTHER ORDERED** that the Director 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 yes  
Commissioner Strayham absent  
Commissioner Westfall yes  
Commissioner David yes

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 18th day of May, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



**West Jackson County Utility District  
Docket of Claim  
As of May 18, 2023**

	<b>Vendor</b>			
1	Ace Data Storage	30.00		30.00
2	Advance Auto Parts	9.45		9.45
3	AGJ Systems & Networks (4 invoices)	15,486.29		15,486.29
4	Allied Universal Corp (2 invoices)	4,800.00		4,800.00
5	Amazon Business	1,360.71	<b>Paid Online</b>	1,360.71
6	AnSer	1,012.00		1,012.00
7	Astro Ford	195.49		195.49
8	Bay Motor Winding	1,820.00		1,820.00
9	Bay Pest Control, Inc.	75.00		75.00
10	Blue Cross Blue Shield	23,137.16	<b>Auto Draft</b>	23,137.16
11	Bordis & Danos	5,323.00		5,323.00
12	Bottom 2 Top Constuction	85,309.60		85,309.60
13	C Spire	410.27	<b>Auto Draft</b>	410.27
14	Centerpoint Energy (3 invoices)	96.12	<b>Auto Draft</b>	96.12
15	Cintas Corporation (5 invoices)	1,411.48		1,411.48
16	Coast Chlorinator & Pump	2,180.00		2,180.00
17	Consolidated Pipe & Supply (3 invoices)	4,988.70		4,988.70
18	David, Bryan	40.00	<b>DD</b>	40.00
19	Delta World / GB Auto (2 invoices)	859.69		859.69
20	DMS Mail Management (2 invoices)	5,845.70	<b>Auto Draft</b>	5,845.70
21	Elan CC	1,070.73	<b>Paid Online</b>	1,070.73
22	EMP Shield, Inc.	6,081.60		6,081.60
23	ESRI / Environmental Systems Research	577.50		577.50
24	First Advantage Background Svc	41.46		41.46
25	Fuelman (4 invoices)	4,598.19	<b>Paid Online</b>	4,598.19
26	Grease Monkey / Wisconsin Quick Lube	157.37		157.37
27	Guardian	2,855.80	<b>Auto Draft</b>	2,855.80
28	Gulf Breeze Landscaping	2,310.00		2,310.00
29	Gulf Coast Pump (2 invoices)	2,050.00		2,050.00
30	Gulf Hydraulics & Pneumatics Inc.	1,062.43		1,062.43
31	Gulf South Janitorial	950.00		950.00
32	Gulf States Engineering Co. (2 invoices)	9,978.36		9,978.36
33	IBS of South Mississippi	156.95		156.95
34	IVR Technology	272.44		272.44
35	Jack Henry	89.30	<b>Auto Draft</b>	89.30
36	Jackson County Utility Authority	201,210.00		201,210.00
37	Jay Lee Company (2 invoices)	750.00		750.00
38	Joe Hudson's Collision / JHCC Holdings	502.89		502.89
39	Josh Eldridge, Chancery Clerk	254.00		254.00
40	King, Cynthia	947.12		947.12
41	King, David	947.12		947.12
42	Kloud 7 LLC	253.02		253.02
43	Lenny's Automotive	322.00		322.00
44	Lowes CC	681.26	<b>Paid Online</b>	681.26
45	Lyman Well Company (4 invoices)	69,230.00		69,230.00
46	Machado Patano, PLLC (9 invoices)	103,335.00		103,335.00



West Jackson County Utility District  
Docket of Claim  
As of May 18, 2023

	Vendor			
47	Magnolia Consultants LLC	1,750.00		1,750.00
48	Mallette Brothers Construction (2 invoices)	8,330.00		8,330.00
49	Mathers, Jarrid	1,914.07		1,914.07
50	McClatchy Company LLC (2 invoices)	295.08		295.08
51	Micro-Methods, Inc. (4 invoices)	360.00		360.00
52	Mission Communications LLC (3 invoices)	2,617.40		2,617.40
53	Mississippi Power	124.14	<b>Auto Draft</b>	124.14
54	Mississippi Rural Water Association	250.00		250.00
55	Mississippi Utilities/Fergusons (10 invoices)	10,127.20		10,127.20
56	Montgomery, Michael	40.00	<b>DD</b>	40.00
57	Navigation Electronics, Inc.	4,577.00		4,577.00
58	O'Briens Diesel & Performance	1,872.86		1,872.86
59	Petty Cash	179.53		179.53
60	Pittman Howdeshell	1,806.50		1,806.50
61	Pro-Lock Locksmith Service	45.00		45.00
62	Pucket Rents	18.95		18.95
63	Richards & Sons Hauling, Inc. (8 invoices)	15,445.24		15,445.24
64	Singing River Electric (3 invoices)	17,553.67	<b>Auto Draft</b>	17,553.67
65	South MS. Business Machines	367.62		367.62
66	Southern Linc	656.07		656.07
67	Southern Pipe and Supply Co., Inc.	1,059.68		1,059.68
68	Southern Tire Mart	572.92		572.92
69	Spiers, Curtis	40.00	<b>DD</b>	40.00
70	Strayham, Joan	40.00	<b>DD</b>	40.00
71	Uniti Fiber / Southern Lights LLC	525.00		525.00
72	Verizon Connect Fleet (2 invoices)	79.50		79.50
73	Waste Pro	396.01	<b>Auto Draft</b>	396.01
74	Westfall, Andrew	40.00	<b>DD</b>	40.00
75	Wright, J.H. & Associates (3 invoices)	21,365.00		21,365.00
76	Deposit Refunds	\$5,377.91		5,377.91
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$662,901.55</b>		<b>\$662,901.55</b>
	<b>Notes Payable, P/R, Taxes</b>			
77	Payrolls 04/24/23 & 05/08/23 NET	\$83,487.78	<b>DD</b>	\$83,487.78
78	Payroll 941 taxes 04/24/23 & 05/08/23	\$24,188.15	<b>Paid Online</b>	\$24,188.15
79	PERS contributions APR 2023	\$31,164.36	<b>Paid Online</b>	\$31,164.36
80	MS Dept of Revenue-APR 2023 PR Tax Whldg	\$3,675.00	<b>Paid Online</b>	\$3,675.00
81	MS Dept of Revenue APR 2023 SALES TAX	\$4,931.90	<b>Paid Online</b>	\$4,931.90
82	MSDH- Garnishment	\$344.34	<b>Paid Online</b>	\$344.34
83	AFLAC (Employee Funded)	\$1,500.08	<b>Paid Online</b>	\$1,500.08
84	Merchants Bank - Deposit Slips Re-Order	\$128.12	<b>Auto Draft</b>	\$128.12
85	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
86	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
87	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
88	MSDH Loans -03,04, 05, 06 & 07	\$66,403.48		\$66,403.48
	Total N/P, P/R & Taxes	<b>\$286,748.66</b>		<b>\$286,748.66</b>
	<b>TOTAL OPERATING FUNDS DOCKET</b>	<b>\$949,650.21</b>		<b>\$949,650.21</b>

West Jackson County Utility District  
Docket of Claim  
As of May 18, 2023

	Vendor			
<b>CONSTRUCTION PAYMENTS</b>				
<b><u>APPROVED BY BOARD: 4/20/2023</u></b>				
89	CB Developers SWR PH 4A - Pay App #4	\$335,083.60		\$335,083.60
				\$0.00
<b>TOTAL CONSTRUCTION PAYMENTS</b>				<b>\$335,083.60</b>
<b>MISCELLANEOUS</b>				
<b><u>APPROVED BY BOARD</u></b>				
				\$0.00
<b>TOTAL MISC</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>TOTAL DOCKET</b>				<b>\$1,284,733.81</b>