

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
June 15, 2023**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting June 15, 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 9:05 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. 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
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

H. L. Callender, 6556 Balboa Circle
Marty McGrath, Biloxi Bay RV Resort
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. H. L. Callender, resident of 6556 Balboa Circle, addressed the Board regarding his high usage water bill. Mr. Callender stated that the high usage of water continued for 21 days, but then the usage returned to normal without knowledge of the cause. Chairman of the Board will call Mr. Callender this afternoon to set up a time to meet with him. The Chairman of the Board suggested changing the meter out if no leaks are found at this meeting. Regarding the bill, the Board Attorney referred to our policy which states that the only way an adjustment can be made to a bill is if we find the meter to be deficient.

Mr. Marty McGrath, Biloxi Bay RV Resort, addressed the Board regarding expansion to the resort. Mr. McGrath stated that he has recently been awarded Gulf Coast Recovery Funding which will aid in the expansion of 64 additional sites. Mr. McGrath would like to pay the proper sewer and water tap fees for this expansion. The Board Attorney recommends a meeting with Mr. McGrath and the Director to discuss a memorandum of agreement for this new phase. The Director would like to meet next week.

Mr. Jason Fayard, resident of 9112 Daisy Vestry Road, addressed the Board regarding two of his duplex rental properties located within the District. At the last board meeting, Mr. Fayard requested two water meters at each duplex to monitor each unit's water usage. Mr. Fayard is also asked that the billing accounts be coded residential to allow the accounts to be put into the tenants' names.

Upon a motion by Mr. David and a second by Mrs. Strayham, the Board unanimously voted, based on a finding of fact that in 2006 the District erroneously permitted a single grinder to service two duplexes, that in order to resolve a doubtful and disputed claim made by Jason Fayard, the following action will be taken:

1. The District will provide and install a grinder system at 8200 Cimarron Ave., and waive inspection fees associated with same;
2. Mr. Fayard will be responsible for running electrical to the new grinder system;
3. Mr. Fayard will execute a hold harmless with respect to all the District activities in this regard;
4. Mr. Fayard will be responsible for any revisions to water services at his properties in accordance with the District's standard fee schedule; and
5. The District will convert the relevant accounts to residential.

Mr. Fayard expressed his agreement with this arrangement.

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 – 83 / \$1,402,622.30

5.5. Leak Credits

5.6. Grinder Station Approvals

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase IV

Mr. Westfall made a motion, seconded by Ms. Strayham, approving Wastewater Facility Improvement Project Pay Application No. 6 to CB Developers, Inc. in the amount of \$243,527.52 as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Motion passed unanimously.

7.0 New Business

7.1 FEMA-MEMA Designated Applicant's Agent for COVID-19 Relief Event No. DR4528

Ms. Strayham made a motion, seconded by Mr. David, approving the authorization of Amanda Parisi as designated applicant agent for Fema-4528-DR-MS emergency preparedness and aftermath for Covid-19 Relief Event No. DR4528 discussions. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- EJCDC letter (2023 06 05) regarding Notice to Proceed Quail Creek Interceptor Project, Phase II
- EJCDC Notice (2023 05 03 Bid Date) regarding WWFP Phase 4B Notice of Award
- MDEQ letter (2023 05 22) to WJCUD regarding Approval of WWFP Phase 3 Plans, Specs & Contract Documents
- JCUA letter (2023 03 29) to WJCUD regarding Settlement Agreement w/JCUA re surcharges
- Local Govts. & Rural Water Systems Improvements Board letter (2023 05 22) to WJCUD regarding Final Determination of Allowable Costs for DWI L300156-08-2.

- JCPC Minutes (2023 05 17) – 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:

MOA with Dennis Lamey, recommending a Surety Bond before proceeding w/construction

MOA with Eglin Road developers to be presented to Board at the next meeting (Tim Henning, Huger)

Sketch of property being considered for Elevated Tank

Billing Summary for May 2023

- \$908,956.60 (compared to \$818,779.59 in May 2022) (11.0% increase)
- 8,568 active customers (compared to 8,332 in May 2022) (2.8% growth)

Water Production – May 2023

- 56.65 MG - Total Production
- 49.98 MG – Water Sold
- 4.1 MG – Flushing
- 4.6 MG – Unaccounted For (8%)

Income Statement – FY 2023 eight months ending May 31, 2023

Liquid Assets – as of May 31, 2023

10.0 Executive Session – If So Move

11.0 Other Business

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Ms. Strayham, to adjourn the meeting at 10:41 A.M., June 15, 2023. Motion passed unanimously.



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. 6** for the amount of **\$243,527.52** 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;

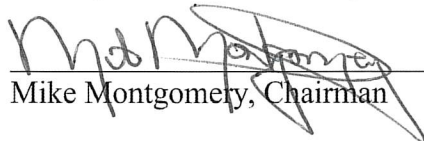
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 6 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Environmental Quality.

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 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 15th day of June, 2023.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) is required by FEMA and MEMA to designate certain individuals as the District’s agents for emergency preparedness and aftermath related to the COVID-19 pandemic; and

WHEREAS, Staff requests Board consideration and approval of Amanda Parisi as primary agent, and Donna Catalanatto as secondary agent for these purposes; and

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

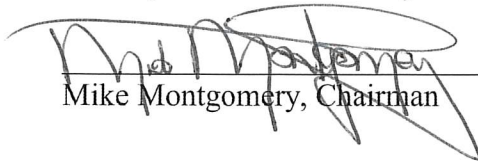
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Amanda Parisi is designated as primary agent for FEMA/MEMA matters, and Donna Catalanatto is designated as secondary agent for emergency preparedness and aftermath related to the COVID-19 pandemic.

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 Strayham, 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 15th day of June, 2023.


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 06/15/2023

1: H.L. GALLONER 6556 BALKFACR. O.S.

2: MARTY MCGLATH Biloxi Bay RV

3: Jason Kayard

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

West Jackson County Utility District
Docket of Claim
As of June 15, 2023

	Vendor			
1	Ace Data Storage, Inc.	30.00		30.00
2	Ace Hardware / Paris Ace Hardware	252.60		252.60
3	AGJ Systems & Network (3 invoices)	3,986.50		3,986.50
4	Amazon Business	1,476.46	Paid Online	1,476.46
5	AnSer	1,804.38		1,804.38
6	Auto Air of Diberville	1,095.00		1,095.00
7	Bay Pest Control, Inc.	75.00		75.00
8	Best Buy	19.25		19.25
9	Blue Cross Blue Shield	23,137.16	Auto Draft	23,137.16
10	Bordis & Danos	5,370.00		5,370.00
11	Bottom 2 Top Const. (2 invoices)	31,203.50		31,203.50
12	Broussard Services	482.82		482.82
13	Brown, Mitchell & Alexander Inc.	4,588.50		4,588.50
14	Capital One / Walmart	68.44	Paid Online	68.44
15	CenterPoint Energy (3 invoices)	90.39	Auto Draft	90.39
16	Cintas Corporation (4 invoices)	1,212.66		1,212.66
17	Clisby, Mary Ann / REMAX	2,250.00		2,250.00
18	Coast Chlorinator & Pump (3 invoices)	6,151.00		6,151.00
19	Consolidated Pipe & Supply	282.80		282.80
20	C-Spire	410.27	Auto Draft	410.27
21	CUSI	38.80		38.80
22	David, Brian	40.00	DD	40.00
23	Dibs Chemical Company, Inc.	779.45		779.45
24	DMS Mail Management (2 invoices)	5,870.80	Auto Draft	5,870.80
25	Elan Financial Services	460.90	Paid Online	460.90
26	First Advantage Background	41.46		41.46
27	Fuelman (4 wks invoices)	4,703.22	Paid Online	4,703.22
28	Galloway Johnson Tompkins Burr & Smith	1,498.50		1,498.50
29	Guardian	2,855.80	Auto Draft	2,855.80
30	Gulf Breeze Landscaping	2,345.00		2,345.00
31	Gulf Coast Pump (3 invoices)	14,735.70		14,735.70
32	Gulf Hydraulics & Pneumatics	251.67		251.67
33	Gulf South Janitorial	950.00		950.00
34	IBS of South Mississippi	126.95		126.95
35	IVR Technology Group, LLC	273.42		273.42
36	Jack Henry	84.35	Auto Draft	84.35
37	Jackson County School District	650.00		650.00
38	Jackson County Utility Authority	201,210.00		201,210.00
39	Kloud 7 LLC	253.02		253.02
40	Lowe's	532.02	Paid Online	532.02

West Jackson County Utility District
Docket of Claim
As of June 15, 2023

	Vendor			
41	Lyman Well Company (2 invoices)	8,450.00		8,450.00
42	Machado Patano, PLLC (6 invoices)	189,750.00		189,750.00
43	Magnolia Consultants LLC	1,750.00		1,750.00
44	Micro-Methods, Inc.	60.00		60.00
45	Mississippi Power	118.89	Auto Draft	118.89
46	Mobile Solvent and Supply (2 invoices)	6,351.00		6,351.00
47	Montgomery, Michael	40.00	DD	40.00
48	MUSCO/ Fergusons (15 invoices)	13,914.89		13,914.89
49	NAPA/Massett Supply (2 invoices)	155.88		155.88
50	ODP/Office Depot (2 invoices)	244.72		244.72
51	Petty Cash	51.05		51.05
52	Pittman Howdeshell	1,147.69		1,147.69
53	Sam's Club	258.06	Paid Online	258.06
54	Sherwin Williams Co.	378.72		378.72
55	Singing River Electric (3 invoices)	17,749.85	Auto Draft	17,749.85
56	Singing River Health System (2 invoices)	343.50		343.50
57	South Ms. Business Machines	265.94		265.94
58	Southern Pipe & Supply (2 invoices)	73,000.00		73,000.00
59	Spiers, Curtis	40.00	DD	40.00
60	Staples, Inc.	265.81		265.81
61	Strait, Harry	1,395.01		1,395.01
62	U.S. Postal Service	945.00		945.00
63	Uniti Fiber/ Southern Light LLC	447.50		447.50
64	Verizon Connect Fleet	119.25		119.25
65	Waste Pro	389.42	Auto Draft	389.42
66	Westfall, Andrew	40.00	DD	40.00
67	Wright, J.H & Assoc. Inc.	43,200.00		43,200.00
68	Deposit Refunds	\$6,881.92		6,881.92
	TOTAL ACCOUNTS PAYABLE	\$689,441.89		\$689,441.89
	Notes Payable, P/R, Taxes			
69	Payrolls 05/22/23 & 06/05/23 NET	\$83,959.08	DD	\$83,959.08
70	Payroll 941 taxes 05/22/23	\$24,252.86	Paid Online	\$24,252.86
71	PERS contributions MAY 2023	\$31,268.00	Paid Online	\$31,268.00
72	MS Dept of Revenue-MAY 2023 PR Tax Whldg	\$3,680.00	Paid Online	\$3,680.00
73	MS Dept of Revenue MAY 2023 SALES TAX	\$6,461.02	Paid Online	\$6,461.02
74	Webster Bank - Bond 2020 Interest Payment	\$91,600.00	Auto Draft	\$91,600.00
75	Citizens Bank - Bond 2021 Interest Payment	\$79,527.10	Auto Draft	\$79,527.10
76	Regions Bank - Bond 2013 Interest Payment	\$14,500.00	Auto Draft	\$14,500.00
77	MSDH- Garnishment	\$344.34	Paid Online	\$344.34

West Jackson County Utility District
Docket of Claim
As of June 15, 2023

	Vendor			
78	AFLAC (Employee Funded)	\$1,500.08	Paid Online	\$1,500.08
79	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
80	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
81	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
82	MSDH Loans -03,04, 05, 06 & 07 & 08	\$89,337.43		\$89,337.43
	Total N/P, P/R & Taxes	\$497,355.36		\$497,355.36
TOTAL OPERATING FUNDS DOCKET		\$1,186,797.25		\$1,186,797.25
CONSTRUCTION PAYMENTS				
<u>APPROVED BY BOARD: 5/18/2023</u>				
83	CB Developers SWR PH 4A - Pay App #5	\$215,825.05		\$215,825.05
				\$0.00
TOTAL CONSTRUCTION PAYMENTS				\$215,825.05
MISCELLANEOUS				
<u>APPROVED BY BOARD</u>				
				\$0.00
TOTAL MISC		\$0.00		\$0.00
TOTAL DOCKET				\$1,402,622.30