

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
September 21, 2023**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting September 21, 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. Curtis Spiers	Commissioner, WJCUD
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. Brian Bennett	Interim/Deputy Director, 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
Ms. Tasha Brown	Billing & Customer Service Manager, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Noel Aucoin, 15020 Cook 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

Based on a finding of fact that the multiple high billings at 15020 Cook Road resulted from one leak issue, that said leak has been resolved by the homeowner, and that the owner did not benefit from the excess of water resulting in the high billing, Mr. Spiers made a motion to grant a leak credit to all high billings collectively. The motion was seconded by Ms. Strayham and passed unanimously.

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 – 90 / \$1,901,117.64

5.5. Leak Credits

5.6. Grinder Station Approvals

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 4, Pay App. No. 09

Mr. Spiers made a motion, seconded by Ms. Strayham, approving Wastewater Facility Improvement Project, Phase 4, Pay Application No. 9 to CB Developers, Inc. in the amount of \$569,886.90 as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Motion passed unanimously.

6.2 Quail Creek Interceptor, Phase 2B – Pay App. No. 03

Ms. Strayham made a motion, seconded by Mr. Spiers, approving Quail Creek Interceptor Project Pay Application No. 3 to LJ Construction, Inc. in the amount of \$68,480.71 as recommended by Machado Patano. Motion passed unanimously.

6.3 Wastewater Facilities Plan, Phase 3, Amendment No. 1

Mr. Spiers made a motion, seconded by Ms. Strayham, approving the Bid Package and Loan Amendment presented for Wastewater Facilities Plan Project, Phase 3 and authorizing the Interim/Deputy Director to execute any and all documents necessary for this purpose. Motion passed unanimously.

6.4 Wastewater Facilities Plan, Phases 4A & 4B, Addendum No. 1

Mr. Spiers made a motion, seconded by Ms. Strayham, approving the Bid Package and Loan Amendment for Wastewater Facilities Plan, Phase 4A and Phase 4B Projects and authorizing the Interim/Deputy Director to execute any and all documents necessary for this purpose. Motion passed unanimously.

7.0 New Business

7.1 Election of Officers FYE 09-30-2024

Mr. Spiers made a motion, seconded by Ms. Strayham, appointing Commissioner Joan Strayham as Vice-Chairman of the West Jackson County Utility District Board of Commissioners. Motion passed unanimously.

Ms. Strayham made a motion, seconded by Mr. Spiers, appointing Commissioner Mike Montgomery as Chairman of the West Jackson County Utility District Board of Commissioners. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Ms. Strayham, appointing Commissioner Andrew Westfall as Secretary/Treasurer of the West Jackson County Utility District Board of Commissioners. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- Customer thank you letter (2023 04 17) – to WJCUD regarding Appreciation for fast response to overflowing manhole
- JCPC Minutes (2023 08 16) – regarding Jackson County Planning / Zoning Meeting Minutes
- WJCUD Updated Loan Application (2023 09 20) regarding Water Facilities Plan, Phase 5

Mr. Spiers made a motion, seconded by Ms. Strayham, authorizing, and approving the Updated Loan Application for Water Facilities Plan, Phase 5 Project and authorizing the Interim/Deputy Director to execute any and all documents necessary for this purpose. Motion passed unanimously.

9.0 District Operations

9.1 Attorney Report

9.2 Director Report

Billing Summary attached for August 2023

- \$991,984.73 (compared to \$847,486.87 in August 2022) 17.1 % increase
- 8,592 active customers (compared to 8,366 in August 2022) 2.7 % increase

Water Production – August 2023

- 77.6 MG - Total Production
- 61.1 MG – Water Sold
- 5.9 MG – Flushing (8%)
- 12.4 MG – Unaccounted For (16%)

Income Statement – FY 2023 eleven months ending August 31, 2023

Liquid Assets – as of August 31, 2023

10.0 Executive Session – If So Move

11.0 Other Business

12.0 Adjournment

A motion was made by Ms. Strayham, seconded by Mr. Spiers, to adjourn the meeting at 9:47 A.M., September 21, 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. 9** for the amount of **\$569,886.90** 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;

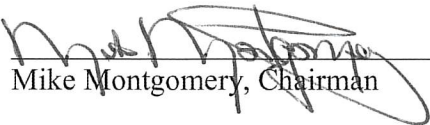
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 9 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Environmental Quality.

IT IS FURTHER ORDERED that the Interim 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 Strayham, and the following vote was recorded:

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 20th day of September, 2023.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered into a loan agreement as indicated in the attached information for partial funding of Wastewater Facility Improvement Project, Phase 3; and

WHEREAS, Staff requests Board consideration and approval of the attached Bid Package and Loan Amendment Request; and

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

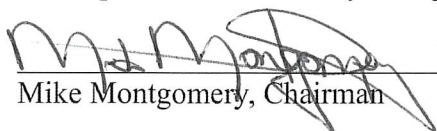
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the attached Bid Package and Loan Amendment Request is hereby approved and authorized.

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

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 20th day of September, 2023.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, "the District") has entered into a contract with L-J Construction, Inc. (hereinafter, "L-J") relating to the Quail Creek Interceptor Project; and

WHEREAS, Staff requests Board consideration and approval of **Pay Application No. 3** for the amount of **\$68,480.71** as recommended by Machado Patano; and

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

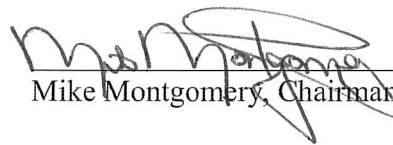
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that Pay Application 3 is hereby approved and authorized.

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 Strayham, and the following vote was recorded:

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 20th day of September, 2023.


Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



ORDER NUMBER _____

WHEREAS, the West Jackson County Utility District (hereinafter, “the District”) has entered into a loan agreement as indicated in the attached information for partial funding of Wastewater Facility Improvement Project, Phase 4A and 4B; and

WHEREAS, Staff requests Board consideration and approval of the attached Bid Package and Loan Amendment Request; and

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

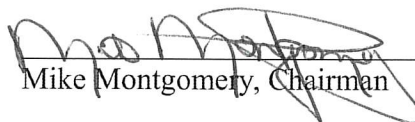
IT IS THEREFORE ORDERED by the Board of Commissioners of West Jackson County Utility District, that the attached Bid Package and Loan Amendment Request is hereby approved and authorized.

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 Strayham, and the following vote was recorded:

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

WHEREUPON, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 20th day of September, 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 09 / 21 / 2023

1: NOEL AUCCOIN

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

West Jackson County Utility District
Docket of Claim
As of September 21, 2023

	Vendor			
1	Ace Storage	30.00		\$30.00
2	AGJ Systems & Networks (3 invoices)	3,949.50		\$3,949.50
3	All American Towing	316.00		\$316.00
4	Amazon CC	291.34	Paid Online	\$291.34
5	American Public Works Association	970.00		\$970.00
6	AnSer	1,742.50		\$1,742.50
7	Auto Air of Diberville	215.00		\$215.00
8	AutoZone	84.75		\$84.75
9	Bay Motor Winding (3 invoices)	26,508.00		\$26,508.00
10	Bay Pest Control	75.00		\$75.00
11	BCBS Insurance	22,219.06	Auto Draft	\$22,219.06
12	Bordis & Danos	5,000.00		\$5,000.00
13	Broussard Services	215.00		\$215.00
14	Cadence Insurance Inc. (6 invoices)	1,741.00		\$1,741.00
15	Capital One / Walmart CC	13.32	Paid Online	\$13.32
16	Cardmember Svc / Elan CC	1,494.60	Paid Online	\$1,494.60
17	Centerpoint Energy (3 invoices)	98.67	Auto Draft	\$98.67
18	Cintas Corporation (6 invoices)	2,514.28		\$2,514.28
19	Coast Chlorinator & Pump (5 invoices)	6,311.50		\$6,311.50
20	Consolidated Pipe & Supply (2 invoices)	30,814.00		\$30,814.00
21	C-Spire	443.10	Auto Draft	\$443.10
22	CUSI	62.70		\$62.70
23	David, Bryan	40.00	DD	\$40.00
24	Delta World / GB Auto Svc (2 invoices)	115.19		\$115.19
25	Diligent Corporation	1,791.72		\$1,791.72
26	DMS Mail Management (3 invoices)	10,270.51	Auto Draft	\$10,270.51
27	Dunaway Signs	230.00		\$230.00
28	Dunn Utility Products	3,408.00		\$3,408.00
29	First Advantage Background Service	41.46		\$41.46
30	Fuelman (5 weeks)	7,473.79	Paid Online	\$7,473.79
31	Galloway, Johnson, Tompkins Burr (2 invoice)	425.50		\$425.50
32	Grease Monkey / Wisconsin Quick Lube	71.78		\$71.78
33	Guardian Insurance	2,762.83	Auto Draft	\$2,762.83
34	Gulf Breeze Landscaping	2,380.00		\$2,380.00
35	Gulf Coast Pump (2 invoices)	4,925.00		\$4,925.00
36	Gulf Hydraulics & Pneumatics	210.15		\$210.15
37	Gulf South Janitorial	950.00		\$950.00
38	IBS of South Mississippi (2 invoices)	293.90		\$293.90
39	Immense Impact, LLC	558.00		\$558.00
40	IVR Technology Group	278.10		\$278.10
41	Jack Henry	106.20	Auto Draft	\$106.20
42	Jackson County Utility Authority	201,210.00		\$201,210.00
43	Jay Lee Company LLC (4 invoices)	4,187.50		\$4,187.50
44	Johnson Tire Service (2 invoices)	4,054.18		\$4,054.18

West Jackson County Utility District
Docket of Claim
As of September 21, 2023

	Vendor			
45	Kloud 7 LLC	253.02		\$253.02
46	Lenny's Technet (2 invoices)	350.00		\$350.00
47	Lowes CC	457.25	Paid Online	\$457.25
48	Machado Patano (4 invoices)	45,160.00		\$45,160.00
49	Magnolia Consultants LLC	1,750.00		\$1,750.00
50	Mallette Brothers Construction (2 invoices)	7,200.00		\$7,200.00
51	Master Meter Inc.	2,150.00		\$2,150.00
52	Micro-Methods, Inc.	60.00		\$60.00
53	Mississippi Power	109.84	Auto Draft	\$109.84
54	Mississippi Utilities/Fergusons (18 invoices)	10,640.39		\$10,640.39
55	Mobile Solvent	4,341.00		\$4,341.00
56	MS State Department of Health	31,245.00		\$31,245.00
57	Office Depot/ODP (2 invoices)	196.50		\$196.50
58	PDQ Printing, Inc. (2 invoices)	74.00		\$74.00
59	Petty Cash	187.50		\$187.50
60	Pittman Howdeshell (3 invoices)	3,263.47		\$3,263.47
61	Power Systems of MS	750.00		\$750.00
62	Protect Your Assets (2 invoices)	384.00		\$384.00
63	Puckett Machinery	67,100.00		\$67,100.00
64	Puckett Rents	146.80		\$146.80
65	Seymour Engineering	10,250.00		\$10,250.00
66	Singing River Electric (3 invoices)	18,760.61	Auto Draft	\$18,760.61
67	Sorg Printing (3 invoices)	704.00		\$704.00
68	South Ms. Business Machines	334.05		\$334.05
69	Southern LINC	546.28		\$546.28
70	Southern Pipe & Supply (9 invoices)	20,014.29		\$20,014.29
71	Southern Tire Mart (3 invoices)	1,269.52		\$1,269.52
72	Spiers, Curtis	40.00	DD	\$40.00
73	Unity Fiber / Southern Light	50.00		\$50.00
74	Verizon Connect Fleet	119.25		\$119.25
75	Waste Pro	400.99	Auto Draft	\$400.99
76	Westfall, Andrew	40.00	DD	\$40.00
77	Deposit Refunds	\$6,087.73		\$6,087.73
	TOTAL ACCOUNTS PAYABLE	\$585,328.62		\$585,328.62
	Notes Payable, P/R, Taxes			
78	Payrolls 08/28/23 & 09/11/23 NET	\$75,210.45	DD	\$75,210.45
79	Payroll 941 taxes 08/28/23 & 09/11/23	\$21,235.40	Paid Online	\$21,235.40
80	PERS contributions AUGUST 2023	\$46,047.93	Paid Online	\$46,047.93
81	MS Dept of Revenue-AUG 2023 PR Tax Whldg	\$3,907.00	Paid Online	\$3,907.00
82	MS Dept of Revenue AUG 2023 SALES TAX	\$12,830.33	Paid Online	\$12,830.33
83	AFLAC (Employee Funded)	\$1,335.84	Paid Online	\$1,335.84
84	Bond Series 2021 Conversion Interest Payment	\$37,334.36	Auto Draft	\$37,334.36
85	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
86	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38

West Jackson County Utility District
Docket of Claim
As of September 21, 2023

	Vendor			
87	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
88	MSDH Loans -03,04, 05, 06 & 07 & 08	\$89,337.43		\$89,337.43
	Total N/P, P/R & Taxes	\$358,164.19		\$358,164.19
TOTAL OPERATING FUNDS DOCKET		\$943,492.81		\$943,492.81
CONSTRUCTION PAYMENTS				
<u>APPROVED BY BOARD: 8/17/2023</u>				
89	CB Developers SWR PH 4A - Pay App #8	\$910,044.58		\$910,044.58
90	L-J Contruction QC PH II - Pay App #2	\$47,580.25		\$47,580.25
				\$0.00
TOTAL CONSTRUCTION PAYMENTS				\$957,624.83
MISCELLANEOUS				
<u>APPROVED BY BOARD</u>				
				\$0.00
TOTAL MISC		\$0.00		\$0.00
TOTAL DOCKET				\$1,901,117.64