

**West Jackson County Utility District  
7200 McCann Road  
Biloxi, Mississippi 39532  
November 16, 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 November 16, 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 9:00 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
Ms. Joan Strayham	Vice-Chairman, WJCUD
Mr. Andrew Westfall	Secretary/Treasurer, WJCUD
Mr. Curtis Spiers	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD – called in
Mr. Brian Bennett	Interim / Deputy Director, WJCUD
Ms. Whitney McCarra	Accountant II, WJCUD
Ms. Amanda Parisi	Assets Manager & Grants Administrator, WJCUD
Ms. Donna Catalanatto	Human Resources Manager, WJCUD
Mr. Kevin Milstead	Wastewater Operations Manager, WJCUD
Mr. Gerrod Kilpatrick	MP Design Group

Members of the Public:

Mr. Marty McGrath, Biloxi Bay RV Resort

**2.0 Invocation / Pledge of Allegiance**

Opening prayer was given by Donna Catalanatto.

**3.0 Change to Meeting Agenda**

- 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.

Mr. Spiers made a motion, seconded by Mr. Westfall, approving Quail Creek Gravity Interceptor Project, Phase 2, Pay Application No. 05 to L-J Construction, Inc. in the amount of \$64,757.05 as recommended by MP Design Group. Motion passed unanimously.

## **7.0 New Business**

### **7.1 Amendment of WJCUD By-Laws – Board Meeting Frequency**

A motion was made by Mr. Westfall to approve the proposed revisions to the West Jackson County Utility District By-Laws regarding board meeting frequency. The motion was seconded by Mr. Spiers and passed unanimously.

### **7.2 Proposed Southwind Subdivision**

Mr. Spiers made a motion, seconded by Ms. Strayham, to approve grinder sewer service for 10 lots in Porteaux Bay Subdivision with the exception for the remaining property to be placed in an environmental land trust and not to be developed. Motion passed unanimously.

## **8.0 Correspondence**

Included for the Board's review was the following:

- Maintenance Operations Weekly Report (2023 11 08)
- JCPC Minutes (2023 10 18) – 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:

- Billing Summary attached for October 2023
  - \$966,277.58 (compared to \$838,310.29 in October 2022) 15.3 % increase
  - 8,632 active customers (compared to 8,381 in October 2022) 3.0 % increase
- Water Production – October 2023
  - 63.0 MG - Total Production
  - 62.5 MG – Water Sold
  - 5.4 MG – Flushing (-4%)
  - 2.7 MG – Unaccounted For (-10%)
- Income Statement – FY 2024 one month ending October 31, 2023
- Liquid Assets – as of October 31, 2023
- Percentage of Payments – In Office vs. Electronically

Mr. Danos left the meeting at 9:39 AM.

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

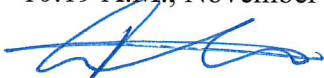
A motion was made by Mr. Westfall to enter executive session to discuss personnel matters. The motion was seconded by Ms. Strayham and passed unanimously.

A motion was made by Mr. Spiers to re-enter open session. The motion was seconded by Ms. Strayham and passed unanimously.

#### **11.0 Other Business**

#### **12.0 Adjournment**

A motion was made by Ms. Strayham, seconded by Mr. Spiers, to adjourn the meeting at 10:19 A.M., November 16, 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. 11** for the amount of **\$350,860.58** as recommended by MP Design Group, 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;

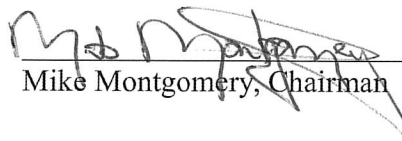
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that Pay Application 11 is hereby approved and authorized, contingent upon approval by the Mississippi Department of Environmental Quality.

**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 Strayham, seconded by Westfall, and the following vote was recorded:

Chairman Montgomery yes  
Commissioner Spiers yes  
Commissioner Strayham yes  
Commissioner Westfall yes  
~~Commissioner David~~ \_\_\_\_\_

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 16th day of November, 2023.

  
Mike Montgomery, Chairman

ATTEST:

  
\_\_\_\_\_



**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. 5** for the amount of **\$64,757.05** as recommended by MP Design; and

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

**WHEREAS**, Staff also requests Board consideration and approval of **Change Order 2 (summary change order)** which results in a net reduction of the contract in the amount of **\$341,939.18**, as recommended for approval by MP Design; 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.

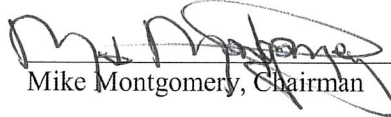
**IT IS FURTHER ORDERED** by the Board of Commissioners of West Jackson County Utility District, that Change Order 2 (summary change order) is hereby approved and authorized.

**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 Westfall, seconded by Spiers, and the following vote was recorded:

Chairman Montgomery yes  
Commissioner Spiers yes  
Commissioner Strayham yes  
Commissioner Westfall yes  
~~Commissioner David \_\_\_\_\_~~

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 16th day of November, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto



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

**WHEREAS**, the Board of Commissioners of the West Jackson County Utility District (hereinafter, "the District") has previously adopted certain By-Laws to govern Commission matters; and

**WHEREAS**, from time to time the Board, by majority vote of a duly called quorum, may amend said By-Laws; and

**WHEREAS**, the Interim Director has presented certain revisions to the By-Laws (as attached hereto), which the Board has determined are in the best interests of the District; and

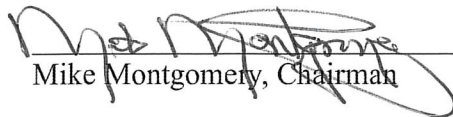
**IT IS THEREFORE ORDERED** by the Board of Commissioners of the West Jackson County Utility District, that the Commission By-Laws be amended and revised as presented.

**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 yes
- Commissioner Westfall yes
- ~~Commissioner David \_\_\_\_\_~~

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 16th day November, 2023.

  
Mike Montgomery, Chairman

ATTEST:

  
Donna Catalanatto



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

**WHEREAS**, the West Jackson County Utility District (hereinafter, "the District") has been asked to approve grinder sewer service for 10 lots in Porteaux Bay; and

**WHEREAS**, Staff requests Board consideration and approval of grinder sewer service for 10 lots in Porteaux Bay; and

**WHEREAS**, the Board finds that the proposed grinder sewer service will not result in an additional expenditure by the District in the future, and will not be detrimental to the system as a whole; and

**WHEREAS**, the Board hereby finds that additional grinder sewer service in this development beyond those currently requested may adversely affect the system, and as such, any additional grinder sewer service in this area requires Board approval in accordance with the District's policy and master plan;

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

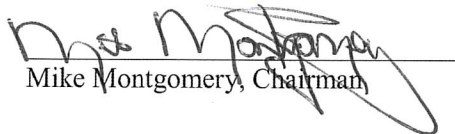
**IT IS THEREFORE ORDERED** by the Board of Commissioners of West Jackson County Utility District, that the request for grinder sewer service for 10 lots in Porteaux Bay is hereby approved and authorized, as presented.

**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 yes  
~~Commissioner David~~ \_\_\_\_\_

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 16th day of November, 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](http://www.wjcupd.com)

Fax (228) 872-3861

## BOARD MEETING SIGN IN SHEET

DATE 11 / 16 / 2023

- 1: MARTY McGRATH Biloxi Bay 11/16
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_
- 7: \_\_\_\_\_
- 8: \_\_\_\_\_
- 9: \_\_\_\_\_
- 10: \_\_\_\_\_



**West Jackson County Utility District**  
**Docket of Claim**  
**As of November 16, 2023**

	<b>Vendor</b>			
1	Ace Data Storage	30.00		\$30.00
2	AGJ Systems & Networks ( 3 invoices )	3,957.50		\$3,957.50
3	Allday Consulting Group	331.99		\$331.99
4	Amazon	505.71	<b>Paid Online</b>	\$505.71
5	AnSer	1,327.38		\$1,327.38
6	Astro Ford	2,664.49		\$2,664.49
7	AutoZone (2 invoices)	60.68		\$60.68
8	Bay Pest Control (2 invoices)	570.00		\$570.00
9	Benvenuti Electric (2 invoice)	3,085.00		\$3,085.00
10	Blue Cross Blue Shield	21,714.51	<b>Auto Draft</b>	\$21,714.51
11	Bodis & Danos	5,000.00		\$5,000.00
12	Boot Outlet (5 invoices)	1,021.54		\$1,021.54
13	Bottom 2 Top Construction	8,221.50		\$8,221.50
14	C Spire	432.70	<b>Auto Draft</b>	\$432.70
15	Cadence Insurance	160.00		\$160.00
16	Cardmember Svc/ Elan	1,966.87	<b>Paid Online</b>	\$1,966.87
17	CenterPoint Energy (3 invoices)	103.54	<b>Auto Draft</b>	\$103.54
18	Cintas Corporation (4 invoices)	1,196.57		\$1,196.57
19	Coast Chlorinator & Pump	550.00		\$550.00
20	Conferences & Seminars	495.00		\$495.00
21	CUSI (2 invoices)	1,069.20		\$1,069.20
22	Darle Ferguson	2,664.00	<b>Paid Online</b>	\$2,664.00
23	Delta World / GB Auto Service (6 invoices)	2,507.61		\$2,507.61
24	DMS Mail Management (2 invoices)	6,123.90	<b>Auto Draft</b>	\$6,123.90
25	Dunaway Signs	375.00		\$375.00
26	Dunn Utility Products (2 invoices)	3,433.00		\$3,433.00
27	Fedex	78.71	<b>Paid Online</b>	\$78.71
28	Fuelman (4 weeks)	4,907.28	<b>Paid Online</b>	\$4,907.28
29	Galloway Johnson Tompkins Burr & Smith	148.00		\$148.00
30	Guardian	2,766.26	<b>Auto Draft</b>	\$2,766.26
31	Gulf Breeze Landscaping	2,380.00		\$2,380.00
32	Gulf Coast Pump (3 invoices)	5,379.00		\$5,379.00
33	Gulf South Janitorial	950.00		\$950.00
34	IBS of South Mississippi	166.95		\$166.95
35	IVR Technology	278.17		\$278.17
36	Jack Henry	98.35	<b>Auto Draft</b>	\$98.35
37	Jackson County Utility Authority	225,335.00		\$225,335.00
38	Jay Lee Company	750.00		\$750.00
39	Kloud 7 (2 invoices)	518.70		\$518.70
40	Lennys Technet	82.00		\$82.00
41	Lowe's	949.03	<b>Paid Online</b>	\$949.03
42	Machado Patano (3 invoices)	36,000.00		\$36,000.00
43	Magnolia Consultants	1,750.00		\$1,750.00
44	Master Meter	80,350.00		\$80,350.00

**West Jackson County Utility District  
Docket of Claim  
As of November 16, 2023**

	<b>Vendor</b>			
45	Micro-Methods, Inc.	60.00		\$60.00
46	Mississippi Power Company	97.78	<b>Auto Draft</b>	\$97.78
47	Mississippi Rural Water Association	1,275.00		\$1,275.00
48	Mississippi Utilites/Fergusons (13 invoices)	7,982.96		\$7,982.96
49	Mobile Solvent and Supply	3,373.50		\$3,373.50
50	Montgomery, Michael	40.00	<b>DD</b>	\$40.00
51	MWPCOA	150.00		\$150.00
52	Navigation Electronics	2,570.00		\$2,570.00
53	Office Depot / OP	232.42		\$232.42
54	P&J Construction	2,200.00		\$2,200.00
55	Performance Tire & Wheel, Inc.	24.30		\$24.30
56	Petty Cash	24.94		\$24.94
57	PJR Electric	220.00		\$220.00
58	Richards & Sons Hauling, Inc.	2,160.12		\$2,160.12
59	Sansom Equipment Company	322.50		\$322.50
60	Singing River Electric (3 invoices)	18,604.99	<b>Auto Draft</b>	\$18,604.99
61	Sorg Printing (2 invoices)	619.00		\$619.00
62	South Ms. Business Machines	356.95		\$356.95
63	Southern Fire Sprinkler Inc.	150.00		\$150.00
64	Southern LINC (2 invoices)	659.99		\$1,319.98
65	Southern Pipe & Supply Co. (3 invoices)	9,964.24		\$9,964.24
66	Spiers, Curtis	40.00	<b>DD</b>	\$40.00
67	Staples, Inc.	269.03		\$269.03
68	Strayham, Joan	40.00	<b>DD</b>	\$40.00
69	Tapper Security, Inc.	98.97		\$98.97
70	Uniti Fiber / Southern Light (2 invoices)	900.00		\$900.00
71	Verizon Connect	198.75		\$198.75
72	Waste Pro	461.39	<b>Auto Draft</b>	\$461.39
73	Westfall, Andrew	40.00	<b>DD</b>	\$40.00
74	Wright J.H. & Assoc. Inc.	11,475.00		\$11,475.00
75	Deposit Refunds	\$7,129.27		\$7,129.27
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$504,196.24</b>		<b>\$504,856.23</b>
	<b>Notes Payable, P/R, Taxes</b>			
76	Payrolls 10/23/23 & 11/06/23 NET	\$78,429.32	<b>DD</b>	\$78,429.32
77	Payroll 941 taxes -10/23/23 & 11/06/23	\$22,408.20	<b>Paid Online</b>	\$22,408.20
78	PERS contributions OCT 2023	\$28,800.42	<b>Paid Online</b>	\$28,800.42
79	MS Dept of Revenue- OCT 2023 PR Tax Whldg	\$3,330.00	<b>Paid Online</b>	\$3,330.00
80	MS Dept of Revenue OCT 2023 SALES TAX	\$9,431.96	<b>Paid Online</b>	\$9,431.96
81	AFLAC (Employee Funded)	\$1,335.84	<b>Paid Online</b>	\$1,335.84
82	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
83	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
84	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
85	MSDH Loans -03,04, 05, 06 & 07 & 08	\$89,337.43		\$89,337.43
	<b>Total N/P, P/R &amp; Taxes</b>	<b>\$303,998.62</b>		<b>\$303,998.62</b>

West Jackson County Utility District  
Docket of Claim  
As of November 16, 2023

Vendor			
<b>TOTAL OPERATING FUNDS DOCKET</b>		<b>\$808,194.86</b>	<b>\$808,854.85</b>
<b>CONSTRUCTION PAYMENTS</b>			
<u>APPROVED BY BOARD: 10/19/2023</u>			
86	CB Developers SWR PH 4A - Pay App #10	\$292,589.79	\$292,589.79
87	L-J Contruction QC PH II - Pay App #4	\$19,224.40	\$19,224.40
			\$0.00
<b>TOTAL CONSTRUCTION PAYMENTS</b>			<b>\$311,814.19</b>
<b>TOTAL DOCKET</b>			<b>\$1,120,669.04</b>

# West Jackson County Utility District

7200 McCann Road

Biloxi, Mississippi 39532

(228) 872-3898, FAX (228) 872-3861

## AMENDED BY - LAWS

### ARTICLE I

#### THE UTILITY DISTRICT

##### *Section 1. Name of the Utility District*

The name of the Utility District is the West Jackson County Utility District (formerly the St. Martin - Gulf Hills Utility District), as authorized by Senate Bill No. 2251, Laws of Mississippi of 1966, and by Resolution of the Board of Supervisors of Jackson County, Mississippi, dated February 5th, 1974, and January 11th, 1993, its members are the Board of Commissioners. AN ACT TO AMEND CHAPTER 831, LOCAL AND PRIVATE LAWS OF 1966, AS AMENDED BY CHAPTER 949, LOCAL AND PRIVATE LAWS OF 1980, AS AMENDED BY CHAPTER 844, LOCAL AND PRIVATE LAWS OF 1982, AS AMENDED BY CHAPTER 923, LOCAL AND PRIVATE LAWS OF 1987, AS AMENDED BY CHAPTER 827, LOCAL AND PRIVATE LAWS OF 1988, AS AMENDED BY CHAPTER 947, LOCAL AND PRIVATE LAWS OF 1991, AS AMENDED BY HOUSE BILL 1858, LOCAL AND PRIVATE LAWS OF 2002, AS AMENDED BY SENATE LOCAL AND PRIVATE BILL 2004.

##### *Section 2. Office of the District*

The office of the Utility District shall be at 7200 McCann Road Biloxi, Mississippi, and all official records and minutes of the Utility District remain on file there.

##### *Section 3. Purpose*

The West Jackson County Utility District is a nonprofit organization which is dedicated to serve a public use in the supply of water services and sanitary sewer services to the public and thereby promote and maintain the health, safety, prosperity, security and general welfare of its inhabitants and the people of the County of Jackson, State of Mississippi.

*Section 4. Fiscal Period*

The Fiscal Period shall be deemed to be from October 1 through September 30 for each year.

ARTICLE II

MEMBERSHIP AND OFFICERS

*Section I. Membership*

Pursuant to Section 2 of the enabling legislation, the powers of the utility District shall be vested in and exercised by a Board of Commissioners consisting of five (5) members to be appointed by the Board of Supervisors of Jackson County. The Operation, management, subsequent possible annexation, abolition or dissolution of such district, and all other matters in connection therewith, shall be vested solely and only in the Board of Commissioners. All members of the West Jackson County Utility District shall abide by and uphold all laws of the State of Mississippi while conducting District Business

*Section 2. Election of Officers*

There shall be elected from the Board of Commissioners of the Utility District a Chairman, a Vice-Chairman, and a Secretary-Treasurer, provided that at the election of the Board of Commissioners, the duties of the Secretary may be performed by a non-member of the Board. During the regular meeting in September, the Board will elect officers for the following fiscal year.

*Section 3. Attendance*

Should a Commissioner fail to attend three consecutive Board meetings or four meetings in a three-month period, except in the case of illness, his or her position may be declared vacant and at the discretion of the Board of Commissioners, they may request the Board of Supervisors replace this Commissioner.

*Section 4. Vacancies*

a. Should one of these offices (Chairman, Vice-Chairman, Secretary-Treasurer) become vacant, the Board of Commissioners shall elect a successor at its next regular meeting.

b. In the event of resignation of a Board member prior to the unexpired term of office, the Chairman shall notify the Board of Supervisors for an appointive replacement.

*Section 5. Duties of Officers*

The duties of the officers shall be as follows:

a. Chairman

The Chairman shall be the chief executive officer of the Board of the Utility District.

The Chairman shall call and preside at all regular and special meetings of the Board. He/she shall appoint the members of all Committees and shall be an ex-officio member of all such Committees. At each meeting, the Chairman shall submit such recommendations and information as he may consider proper concerning the business of the Utility District.

b. Vice-Chairman

The Vice-Chairman shall preside at meetings and perform the duties of the Chairman in the absence or incapacity of the Chairman. He/she shall perform such other duties as may be assigned by the Chairman or by the Board.

c. Secretary-Treasurer

The Secretary-Treasurer shall attend all meetings of the Board, shall assure the maintenance of documentation attesting to the appointment of each member and the maintenance of a complete record of all meetings, hearings and other transactions of the Board, including the minutes of the regular and special meetings of the Board, and shall perform such other duties as may be required by law, or by Board Order of Resolution. He/she shall assure the proper care and custody of all funds of the Utility District and shall assure deposit of all funds in the name of the Utility District in such bank or banks as the Board may select; he/she shall assure the keeping of regular books of accounts showing receipts and disbursements and shall assure the rendering to the Board at each regular meeting of an account of all transactions and of the financial condition of the Utility District.

*Section 6. Motioning, seconding, and voting by the Chairman*

The Chairman may make motions or second motions and vote on any motion during any regular or special meetings.

ARTICLE III  
MEETINGS

*Section 1. Meetings*

The Commissioners are authorized to meet in executive or closed sessions. Any Meeting by the Board may be accomplished in whole or in part by telephonic conference call or other electronic communication.

The regular meetings of the Board of Commissioners shall be held on the 3rd Thursday of each month at the Utility District's office at 7200 McCann Road, Biloxi, Mississippi, and shall be held at 9:00 A.M., unless otherwise posted. The regular meeting of the third Thursday in September shall be the annual meeting for election of officers.

Special meetings of the Utility District may be called by the Chairman on his own initiative and shall be called by him upon request of one or more of the Board's membership. All members shall be notified by the most expeditious means possible, at least twenty-four (24) hours in advance (with confirmatory notice, with purpose and agenda, in writing). Notice of special meetings shall be posted on the District's website located at [www.wjcu.com](http://www.wjcu.com). Customers may sign up for email or text alerts for any special meeting notices.

*Section 2. Quorum*

A quorum shall consist of currently appointed Board members as specified in the following Chart:

APPOINTED COMMISSIONERS	QUORUM NEEDED
5	3
4	3
3	2
2	If two or less, no board action can be taken.

*Section 3. Agenda*

An agenda, with appropriate supporting information, will be prepared and furnished each member prior to the regular meeting; at least twenty- four (24) hours prior to the meeting, if at all possible.

*Section 4. Minutes*

The minutes of all regular and special meetings of the Board shall be furnished to each Board member prior to the next regular meeting.

*Section 5. Order of Business*

The order of business at regular meetings shall be

1. Call to order;
2. Invocation / Pledge of Allegiance;
3. Changes to Meeting Agenda;
4. Community Input from members of the public;
5. Consent Agenda;  
    Reading of Previous Minutes Financial  
    Reports  
    Purchase Requisitions  
    Docket of Claims  
    Grinder Station Approvals
6. Old Business;
7. New Business;
8. Correspondence;
9. District Operations;  
    Attorney Report  
    Director Report
10. Executive Session (if so moved);
11. Other Business;
12. Adjournment.

*Section 6. Rules of Order*

Robert's Rules of Order may be waived by the Board as in Article II, Section 6. However, in event of any dispute or conflict, Robert's Rules of Order shall prevail.



*Section 7. Contracts*

The Board may authorize any officer or officers, manager agent or agents of the District, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the District, and such authority may be general or confined to specific instances.

ARTICLE IV

DISBURSEMENT OF FUNDS

*Section 1. Disbursement of Funds*

Except for checks drawn on the petty cash account which is or may hereafter be established by the Board, checks and orders for disbursement of funds shall be signed and countersigned by any two (2) of the Board of Commissioners who are authorized to sign on the account.

*Section 2. Per Diem and Expenses*

a. No per diem and expenses reimbursement shall be payable for attendance at the meetings of the Board of Commissioners, and otherwise only upon prior authorization of the Board

b. No payment shall be made except upon properly completed, signed forms evidencing the authorized expenditure.

c. Advances for expenses to be incurred (except for Privately Owned Vehicle (POV) usage) shall be made at the discretion of the Board of Commissioners.

d. Use of POV's will be reimbursed at the rate allowed by the Internal Revenue Service.

e. All authorized expenditures will be reimbursed at cost. All expenses shall be evidenced by receipt.

# ARTICLE V

## AMENDMENTS

### *Section 1. Amendments*

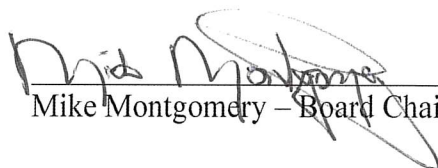
These By-Laws, or any part thereof, may be amended at the pleasure of the Board by a majority vote of the Commissioners present and voting at a regular meeting, provided a quorum is present.

NOTE: These By-Laws supersede By-Laws approved August 12, 1994, as amended on August 11, 1995, October 16, 1995, June 10, 1996, February 11, 2002, August 25, 2003, January 10, 2005, September 27, 2016, April 14, 2022, January 19, 2023, September 07, 2023, November 16, 2023.

APPROVED BY BOARD ACTION: November 16, 2023.

These articles are hereby adopted as the Amended By-laws of West Jackson County Utility District effective as of the date set forth herein.

Dated: 11-16-2023

  
Mike Montgomery – Board Chairman



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