

**West Jackson County Utility District  
7200 McCann Road  
Biloxi, Mississippi 39532  
February 15, 2024**

**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 February 15, 2024, 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 9:01 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. Andrew Westfall   | Secretary/Treasurer, WJCUD                   |
| Mr. Curtis Spiers     | Commissioner, WJCUD                          |
| Mr. Josh Danos        | Board Attorney, WJCUD                        |
| Mr. Anthony Greer     | Director, WJCUD                              |
| Mr. Brian Bennett     | Deputy Director, WJCUD                       |
| Ms. Laura Davis       | Financial Controller, WJCUD                  |
| Ms. Whitney McCarra   | Accountant II, WJCUD                         |
| Ms. Amanda Parisi     | Assets Manager & Grants Administrator, WJCUD |
| Ms. Donna Catalanatto | Human Resources Manager, WJCUD               |
| Mr. Gerrod Kilpatrick | MP Design Group                              |

Members of the Public:

**2.0 Invocation / Pledge of Allegiance**

Opening prayer was given by Laura Davis of Wells of Southgate Ministries.

**3.0 Change to Meeting Agenda**

None.

**4.0 Community Input**

None.

## **5.0 Consent Agenda**

- 5.1 Reading of Previous Minutes – January 18, 2024**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims** **Lines 1 – 77 / \$1,324,297.30**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

### Attachments:

Minutes – January 18, 2024

Financial Reports

Docket of Claims

Leak Credits

Grinder Station Approvals

## **6.0 Old Business**

### **6.1 Wastewater Facilities Plan, Phase 3**

Mr. Westfall made a motion, seconded by Mr. Spiers, approving a resolution for Wastewater Facilities Plan, Phase 3, Pay Application No. 03 to Bottom 2 Top, LLC in the amount of \$68,743.32 as recommended by MP Design Group, contingent upon MDEQ approval for currently reimbursable items. Motion passed unanimously.

Attachment: Pay Application 3.

### **6.2 Wastewater Facilities Plan, Phase 4**

Mr. Westfall made a motion, seconded by Mr. Spiers, approving a resolution for Wastewater Facilities Plan, Phase 4, Pay Application No. 13 to CB Developers, Inc. in the amount of \$127,963.86 as recommended by MP Design Group, contingent upon MDEQ approval for currently reimbursable items. Motion passed unanimously.

Attachment: Pay Application 13.

### **6.3 Wastewater Facilities Plan, Phase 4B**

Mr. Westfall made a motion, seconded by Mr. Spiers, approving a resolution for Wastewater Facilities Plan, Phase 4B, Pay Application No. 03 to CB Developers,

Inc. in the amount of \$142,108.89 as recommended by MP Design Group contingent upon MDEQ approval. Motion passed unanimously.

Attachment: Pay Application 3.

#### **6.4 Wastewater Facilities Plan, Phase 4A**

Mr. Westfall made a motion, seconded by Mr. Spiers, approving a resolution for CB Developers, Inc. Change Order No. 1 adding 90 contract days, as recommended by MP Design Group, and the motion passed unanimously.

Attachment: Change Order 1.

#### **7.0 New Business**

##### **7.1 Loan in Anticipation of Grant Funds**

Mr. Spiers made a motion, seconded by Mr. Westfall, authorizing a resolution for retention of the Young Law Group PLLC to assist in obtaining loans in anticipation of grant funds in relation to certain ARPA awards and further ordered that the Young Law Group PLLC is authorized to solicit bids and/or proposals for loans in anticipation of grant funds in relation to certain ARPA awards, and that any such actions taken prior to this date are hereby approved and ratified. Motion passed unanimously.

Attachment: Engagement Letter.

#### **8.0 Correspondence**

Included for the Board's review was the following:

- 2024 01 16 WJCUD Organizational Chart
- 2024 02 02 Email to Young Law Group, PLLC
- 2024 01 03 Jackson County Board of Supervisors Appointment Letter
- 2024 01 29 Jackson County Chancery Clerk Oath of Office form
- 2024 01 31 Maintenance Operations Weekly Report
- 2024 01 17 Jackson County Planning/Zoning Minutes

## 9.0 District Operations

### 9.1 Attorney Report

Board Attorney explained the revisions needed to the Expert Witness Agreement with Rea Engineering and Construction, LLC, regarding the Miller Enterprises litigation.

Mr. Spiers made a motion, seconded by Mr. Westfall, approving the Expert Witness Agreement as amended, and the motion passed unanimously.

Attachment: Retention Agreement.

### 9.2 Director Report

Updates were given on the following:

- Billing Summary for January 2024
  - \$877,495.90 (compared to \$904,901.83 in January 2023) -3.0% decrease
  - 8,572 active customers (compared to 8,347 in January 2023) 2.7% increase
- Water Production – January 2024
  - 52.3 MG - Total Production
  - 45.8 MG – Water Sold
  - 2.6 MG – Flushing
  - 2.3 MG – Unaccounted For (5%)
- Income Statement – FY 2024 for four months ending January 31, 2024
  - Liquid Assets – as of February 15, 2024

## 10.0 Executive Session – If So Move

None.

## 11.0 Other Business

None.

## 12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Mr. Spiers, to adjourn the meeting at 10:00 A.M., February 15, 2024. Motion passed unanimously.



Andrew Westfall  
SECRETARY/TREASURER, WJCUD