

**West Jackson County Utility District  
7200 McCann Road  
Biloxi, Mississippi 39532  
March 21, 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 March 21, 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
Ms. Joan Strayham	Vice-Chairman, WJCUD
Mr. Andrew Westfall	Secretary/Treasurer, WJCUD
Mr. Curtis Spiers	Commissioner, WJCUD
Mr. Bryan David	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:

None.

**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**

**5.1.1 Previous Minutes - February 15, 2024**

**5.1.2 Special Meeting Minutes - March 06, 2024**

##### **5.2 Financial Reports**

##### **5.3 Purchase Requisitions**

##### **5.4 Docket of Claims**

**Lines 1 – 88 / \$1,147,177.63**

##### **5.5 Leak Credits**

##### **5.6 Grinder Station Approvals**

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

##### Attachments:

February 15, 2024 Minutes

March 06, 2024 Special Meeting Minutes

Financial Reports

Docket of Claims

Leak Credits

Grinder Station Approvals

#### **6.0 Old Business**

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

Mr. David made a motion, seconded by Mr. Westfall, approving a resolution for Wastewater Facilities Plan, Phase 3, Pay Application No. 04 to Bottom 2 Top, LLC in the amount of \$166,704.72 as recommended by MP Design Group, contingent upon MDEQ approval for currently reimbursable items. Motion passed unanimously.

Attachment: Pay Application No. 04.

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

Mr. Spiers made a motion, seconded by Mr. Westfall, approving a resolution for Wastewater Facilities Plan, Phase 4A, Change Order #2 from CB Developers, Inc. for the deduct amount of \$172.00 as recommended by MP Design Group. Motion passed unanimously.

Attachment: Change Order #2.

### **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. 04 to CB Developers, Inc. in the amount of \$135,442.73 as recommended by MP Design Group contingent upon MDEQ approval. Motion passed unanimously.

Attachment: Pay Application 04.

### **6.4 Automated Metering Infrastructure, Phase I**

Mr. David made a motion, seconded by Mr. Spiers, approving a resolution for Automated Metering Infrastructure, Phase I, Pay Application No. 03 for the amount of \$20,947.50 and Pay Application No. 04 for the amount of \$7,980.00 to D.N.P., Inc. as recommended by MP Design Group, and the motion passed unanimously.

Attachment: Pay Application 03.

### **6.5 Automated Metering Infrastructure, Phase II**

Mr. Spiers made a motion, seconded by Mr. David, approving a resolution for Automated Metering Infrastructure, Phase II, Pay Application No. 03 for the amount of \$29,450.00 and Pay Application No. 04 for the amount of \$7,275.00 to D.N.P., Inc. as recommended by MP Design Group, and the motion passed unanimously.

Attachment: Pay Application 03.

### **7.0 New Business**

None.

### **8.0 Correspondence**

Included for the Board's review was the following:

- 2024 02 19 letter to HORNE MCWI Program Administration Team regarding MDEQ Level 1 Intervention – Corrective Action Letter #1 WWFP 4B
- 2024 02 20 letter to HORNE MCWI Program Administration Team regarding MDEQ Level 1 Intervention – Corrective Action Letter #1 WWFP 3

- 2024 02 21 Jackson County Planning/Zoning Minutes
- 2024 03 13 Maintenance Operations Monthly Report

## **9.0 District Operations**

### **9.1 Attorney Report**

### **9.2 Director Report**

Updates were given on the following:

- Billing Summary for February 2024
  - \$997,292.10 (compared to \$884,961.48 in February 2023) 12.7% increase
  - 8,585 active customers (compared to 8,337 in February 2023) 3.0% increase
- Water Production – February 2024
  - 54.9 MG - Total Production
  - 46.8 MG – Water Sold
  - 2.5 MG – Flushing
  - 4.6 MG – Unaccounted For (17%)
- Income Statement – FY 2024 for five months ending February 29, 2024
- Liquid Assets – as of February 29, 2024

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

Mr. Westfall made a motion to enter executive session to discuss personnel matters, seconded by Mr. David, and the motion passed unanimously.

Mr. Spiers made a motion to approve and receive the District Salary report, seconded by Mr. Westfall, and the motion passed unanimously.

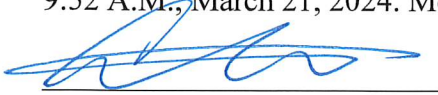
Mr. Spiers made a motion to enter open session, seconded by Mr. Westfall, and the motion passed unanimously.

## **11.0 Other Business**

None.

## 12.0 Adjournment

A motion was made by Ms. Strayham, seconded by Mr. Spiers, to adjourn the meeting at 9:52 A.M., March 21, 2024. Motion passed unanimously.



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Andrew Westfall  
SECRETARY/TREASURER, WJCUD