

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
May 15, 2025**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting May 15, 2025, 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 9:04 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:

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|-----------------------|--|
| Mr. Mike Montgomery | Chairman, WJCUD |
| Ms. Joan Strayham | Vice-Chairman, WJCUD |
| Mr. Andrew Westfall | Secretary-Treasurer, 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 |

Absent:

| | |
|-------------------|---------------------|
| Mr. Curtis Spiers | Commissioner, WJCUD |
| Mr. Bryan David | Commissioner, WJCUD |

Members of the Public:

Dean Fletcher, Fletcher & Company, PLLC

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 – April 17, 2025**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims** **Lines 1 – 78 / \$834,308.39**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

Attachments:

April 17, 2025 Previous Minutes

Financial Reports

Docket of Claims

Leak Credits

Grinder Station Approvals.

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 4B

Mr. Westfall made a motion to approve Pay Application No. 15 to C.B. Developers, Inc. in the amount of \$170,099.53, relating to Wastewater Facilities Plan, Phase 4B, as recommended by MP Design Group, contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Ms. Strayham seconded the motion, and the motion passed unanimously.

Attachment: Pay App 15.

7.0 New Business

7.1 Audit of FYE 09 30 2024 Financial Statements

Mr. Dean Fletcher of Fletcher & Company, PLLC, presented the FYE 09 30 2024 audit results to the Board. He stated that he reviewed internal controls in detail and no findings were found, and he feels the Board has no reason for concern.

Ms. Strayham made a motion approving and accepting the audit of FYE 09 30 2024 Financial Statements as presented, seconded by Mr. Westfall, and the motion passed unanimously.

Attachment: Audit FYE 09 30 2024 Financial Statements.

7.2 Approval of Annual Newsletter & CCR Water Quality Report

Ms. Strayham made a motion, seconded by Mr. Westfall, approving the content of the Annual Newsletter and authorization to publish and distribute with the inclusion of the EPA-required annual Consumer Confidence Report (CCR). The motion passed unanimously.

Attachment: Annual Newsletter & CCR Water Quality Report.

8.0 Correspondence

- 8.1** 2025 04 16 Copeland Cook Taylor & Bush email regarding WJCUD settled worker's compensation claim
- 8.2** 2025 04 29 MP Design Group email regarding Wastewater Facilities Plan Phase 3 Substantial Completion
- 8.3** 2025 04 29 MDEQ email regarding Wastewater Facilities Plan Phase 3 Final Site Observation
- 8.4** 2025 04 16 Jackson County Planning/Zoning Minutes

9.0 District Operations

9.1 Attorney Report

9.1.1 Belle Creek Lift Station Property

9.2 Director Report

Updates were given on the following:

- Billing Summary attached for April 2025
 - \$958,433.73 (compared to \$949,200.06 in April 2024) 1.0%
 - 8,789 active customers (compared to 8,607 in April 2024) 2.1%
- Water Production – April 2025
 - 62.3 MG - Total Production
 - 51.7 MG – Water Sold
 - 5.1 MG – Flushing
 - 5.5 MG – Unaccounted For (9%)
- Income Statement – FY 2025 for seven months ending April 30, 2025
- Liquid Assets – as of April 30, 2025
- Operations & Maintenance Monthly Report – May 2025
- Director’s Memorandum

10.0 Executive Session – If So Move

10.1.1 Personnel Matter

Mr. Westfall made a motion to enter closed session to determine whether executive session is necessary. Ms. Strayham seconded the motion, and the motion passed unanimously.

Mr. Westfall made a motion to enter executive session to discuss a personnel matter. Ms. Strayham seconded the motion, and the motion passed unanimously.

No action was taken in executive session.

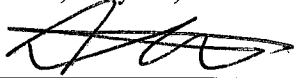
Mr. Westfall made a motion to enter open session, Ms. Strayham seconded the motion, and the motion passed unanimously.

11.0 Other Business

None.

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Ms. Strayham, to adjourn the meeting at 10:03 A.M., May 15, 2025. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD