

**West Jackson County Utility District  
7312 Rose Farm Road  
Ocean Springs, Mississippi 39564  
January 9, 2018**

**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 January 9, 2018 at the WJCUD general office building, 7312 Rose Farm Road, Ocean Springs, 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
Mr. Curtis Spiers	Vice-Chairman, WJCUD
Mr. Alan Wood	Secretary/Treasurer, WJCUD
Mr. Joseph Bannister	Commissioner, WJCUD
Mr. Jeremy England	Commissioner, WJCUD
Ms. Tanya Hasbrouck	Board Attorney, WJCUD
Mr. John Hannah	General Manager, WJCUD
Mr. Willie Smith	Operations Manager, WJCUD
Mrs. Lori Goforth	Office Manager, WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Mr. Brian Bennett	District Inspector, WJCUD
Mr. James Douglass	Compton Engineering

Members of the Public:

**2.0 Pledge of Allegiance**

**3.0 Change to Meeting Agenda**

Add 7.4 February Meeting Dates

**4.0 Community Input**

None.

## **5.0 Consent Agenda**

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1- 70 (\$576,793.54)**

Mr. Bannister made a motion, seconded by Mr. Wood, approving the Consent Agenda. Motion passed unanimously.

## **6.0 Old Business**

### **6.1 Wastewater Facilities Plan, Phase 1**

Miller Enterprises expressed a desire to pursue a change order regarding replacing open cut installation of 1,400 LF of sewer main with directional bore on grade. The Contractor believes open cut will be a difficult install as they would have to go 16' deep in a 20' wide area in many places. Protecting the easements and encroaching structures would take some special considerations on their part with the space concerns. Additionally, ATT has failed to move lines that they have placed in the easement on top of the District's lines resulting in a delay for the Contractor if they have to open cut. The desired change would result in an increase of approximately \$108,000.00. The Board asked what the pros and cons were regarding the requested change. James Douglass replied that it would definitely be better pipe in the ground since it would be seamless and without joints. Additionally, the ease and speed of construction would be improved. The downside is the cost which is considerably more per LF. The Contractor gave the District a quote of \$204.50 per LF for directional boring compared with \$125.00 per LF for Open Cut. Despite the big price increase, the Contractor quote is below what we could expect from other bidders and seems to reflect a breakeven amount for the Contractor in order to allow him to continue work. James Douglass reported that he did meet with ATT onsite and was told they would have their lines moved by December 20<sup>th</sup>, 2017. ATT started the line relocations but failed to finish their work. ATT contacts that Mr. Douglass has have failed to return calls. Without the change order Miller will be coming to a stopping point until the lines are moved. Discussion occurred over the District having to change the installation method and billing ATT for the increased cost due to ATT's neglect in moving the lines. The General Manager told the Board that he feels like James Douglass has done a great job but he has some concerns regarding attention to detail on the pump station included in the project and a change order that is being considered. Mr. Hannah does not know what to make of it right now. The Board decided to discuss it at a later time.

Gulf Coast Underground was contacted by Compton expressing the Board's position over their lack of work. The Contractor was onsite almost immediately as a result and has completed 10 out of 12 ring covers located in the street. A schedule for the other 2 as well as the ones in the grass is being worked on. Mr. Douglass feels like progress is finally being made. GCU is

working a couple of days a week on manhole lining. The Contractor does not have much work left. Cleaning, cameras and CIPP work was done to assist the District in coming up with additional areas needing rehabilitation that could be added to the contract. Lining and point repairs in Porteaux Bay would be about 10,000. 25,000 in the Bienville system and 105,000 in the David Davis system. All but Porteaux Bay would be SRF eligible. Cedar Grove has extensive rehabilitation needed and is significant enough that it will probably have to be its own project. The General Manager said the repairs would be money well spent and supports the added work.

## **6.2 Water Facilities Plan, Phase 3**

The Contractor is going to start moving in pipe later this week or next in preparation for the bores under Washington Ave. MDOT wants three days' notice and Mr. Douglass hopes that this work will be undertaken in the next 2 weeks. The decision has been made to replace the southernmost 6" water main on Old Fort Bayou with 12" pipe and bypass the needed Savannah Pines easements. Graham is working getting fire hydrants installed and lines tied together. Pressure testing still needs to be done as well as chlorination and bacteria testing before the new water lines can be put in service.

The General Manager reported he got a call from a contractor working for JCUA wanting WJCUD to allow him to tie into our water lines so he can flush his lines along Woodlake Rd. Mr. Hannah said the conservatory easement has still not been acquired and there is some kind of holdup north of I-10. The Contractor has no way of getting water right now. Considerable discussion occurred regarding this request. The District Inspector expressed concern over the lines back-flowing into our system and the need for protective measures if the request was granted. Sympathy for the Contractor was expressed but also the District's resistance to helping JCUA obtain lines that will end up servicing Sanctuary Phase 3. It was determined that Ms. Hasbrouck and Mr. Hannah would request a meeting with Mr. Fairfield and Mr. Heidelberg in hopes that there might finally be some discussions regarding many unresolved issues between JCUA and the District.

## **7.0 New Business**

### **7.1 Leak Credit Policy**

The District's current leak credit policy was discussed which stipulates to be eligible for a leak credit that the leak must be a repaired underground/external leak which has been verified by the District. The severe cold weather the coast experienced has resulted in many leaks in customer's pipes and spigots that were above ground.

Possible changes in the policy were discussed in detail. The Board stated they would like to have a draft proposal to view along with the existing policy. The Board Attorney stated she would draft one and send it to Mr. Hannah for review. The policy was tabled until the next board meeting.

## **7.2 Permission for General Manager to Travel**

Mr. Bannister made a motion, seconded by Mr. Spiers, authoring the General Manager to attend the AWWA/WEF management conference in San Antonio February 20-23, 2018 at an approximate cost of \$1900.00. Motion passed unanimously.

## **7.3 JCUA Lawsuit**

The Board elected to discuss the matter in executive session.

## **7.4 February Meeting Dates**

Mr. Bannister made a motion, seconded by Mr. England, changing the February meeting dates to February 14<sup>th</sup> and 28<sup>th</sup> due to the Mardi Gras holiday and the General Manager's travel. Motion passed unanimously.

## **8.0 Correspondence**

Included for the Board's review was the following:

- WJCUD (2017 12 20) to V Kelly Randall regarding infrastructure balance due for the Belmont Apartments. The balance has been cleared in full and the new owners have set up service.
- Lori Goforth/Millissa Brooks Email (2018 01 03) to JTH regarding 9650 Scott Street's extreme usage (62,930) due to leaving a hose on for several days because of freezing weather.

## **9.0 District Operations**

### **9.1 Attorney Report**

Updates were given on the following:

- Items will be discussed in Executive Session.

## 9.2 Manager Report

Updates were given on the following:

- December billing summary @ 700,324.42
  - 7283 residential customers - \$552,637.75 up 2.6% from November
  - 316 commercial customers - \$145,578.38 up 8.3% from November

The General Manager asked the Office Manager to create a chart reflecting the result of the recent modest rate increase on several different type customers with varying usage.

- December Water Production
  - 53.75 MG produced (up from 49.73)
  - 45.23 MG metered + estimated flat = sold (up from 42.28)
  - 5.08 MG accounted for loss
  - 3.44 MG unaccounted for loss (leaks, unauthorized taps) (up from 2.37)
- Machado Patano submitted 100% complete construction drawings for Owner final review and authorization to bid. The BOS did convey Tract 3 (60' x 269.58') to the District.
- Notice of Award for SRF-C280-870-04. The Notice to Proceed and Construction Contract were submitted to MDEQ and we are waiting for their approval before proceeding.
- Commercial Usage graphs showing trends were provided.
- Replacement of 7 commercial meters was discussed. Copies of the District's policies regarding commercial meters was provided.
- Plans are being developed to transition residential meters north of the interstate to a tower reading system.
- Walker Road Water Line Extension – work is underway, WJCUD records were in error and it will require an additional 500 LF of new water main to be installed between Woodfield Dr. and Twin Bayou Dr.
- The District's network and server monitoring company (AGJ) urges replacement of the District's server as soon as possible. The current server is out of warranty and replacement parts would not be available for overnight delivery thereby creating the possibility of being out of service for an extended time. The General Manager issued the PO for AGJ to replace the server which will cost \$10,145.00.

- Erosion at Walker Well/Tank site  
No progress by Jimmy Lane towards corrective action observed.
- Funding for three priorities to be evaluated
  - Wastewater improvement project
    - Force main from Oakview/Broadnax to JCUA #7
    - New Lift Station – abandon Portland & Trenton
    - Gravity lines – abandon Quail Creek, Dove Plains, Bayou Place LS's
  - Water improvement project
    - Remainder of Windsor Park area
    - Portland & Macon AC pipe
    - Transmission Line from proposed well site
  - Office Building (Customer Service Complex)
  - Water production wells (Minimum Qty = 1)

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

Mr. Spiers made a motion, seconded by Mr. Bannister, to go into closed session to determine if the subject matter falls under the law as an executive session matter. Motion passed unanimously.

Mr. Bannister made a motion, seconded by Mr. England, to stay in executive session having determined that executive session was warranted. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. Bannister, to come out of executive session. Motion passed unanimously.

No action was taken in executive session.

### **11.0 Other Business**

Mr. Spiers made a motion, seconded by Mr. Bannister to consider Miller Enterprises change order request if recommended by Compton Engineering at the Board's next meeting and if the following can be shown to be true:

- The change order is made in a commercially reasonable manner and is not being made to circumvent the public purchasing statutes.
- 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.

## 12.0 Adjournment

A motion was made by Mr. Wood, seconded by Mr. Bannister, to adjourn the meeting at 11:45am, January 9, 2018. Motion passed unanimously.



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Alan Wood  
SECRETARY/TREASURER, WJCUD