

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
January 23, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting January 23, 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. 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
Mr. David Compton	Compton Engineering
Mr. Kevin Yates	Ward Engineering

Members of the Public:

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Contract B Change Order being added for Wastewater Facilities Plan, Phase 1.

4.0 Community Input

None.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes (amended)**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1- 39 (\$341,531.97)**

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 1

ATT has made good progress in moving their lines and is almost complete with their work. Mr. Douglass does not have a firm date as to when ATT's work will be complete but he anticipates no more than a week or two. Compton is still working through some issues with Miller Enterprises over their request for a change order regarding the lift station as well as the alley way issue where they would like to bore versus open cut. Based on how much time and labor costs they would save it is in the benefit of the Contractor to bore rather than open cut. Mr. Compton is not happy with the pricing currently and has come up with numbers he believes are fair. Compton intends to speak one on one with Rusty Miller in hope of coming up with a fair and equitable solution beneficial to the District and the Contractor.

Mr. Bannister made a motion, seconded by Mr. Wood, approving Miller Enterprises Pay Application 10 in the amount of \$81,164.52. Motion passed unanimously.
(SRF Eligible \$81,164.52)

Gulf Coast Underground has been in town working on manhole lining and crews have been onsite working on ring replacements. They have begun work in the alleys and grass areas.

Mr. Wood made a motion, seconded by Mr. Bannister, approving Gulf Coast Underground Pay Application 8 in the amount of \$11,020.00. Motion passed unanimously.
(SRF Eligible \$11,020.00)

Compton presented a change order request which cleans up line item quantities under/over-runs, incorporates contingency work items that have been encountered as a result of unforeseen conditions in the field and adds rehab work in Bienville, David Davis and Porteaux Bay. All but Porteaux Bay will be SRF eligible.

Mr. England made a motion, seconded by Mr. Bannister, approving Gulf Coast Underground Change Order 2 in the amount of \$140,190.94 having determined the following is 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.

(SRF Eligible \$161,572.33, In-Eligible <21,381.38>)

6.2 Water Facilities Plan, Phase 3

A change order is being developed to address the 12" main on Old Fort Bayou going from open cut to bore due to the difficulty of installation. Any cost differential should be minimal. The bore under Washington Ave is underway with work crews' onsite. MDOT representatives will be present and all interested parties were notified. Mr. Douglass will be monitoring it closely.

Mr. Bannister made a motion, seconded by Mr. Wood, approving Graham Construction Pay Application 11 in the amount of \$95,410.88. Motion passed unanimously.

(SRF Eligible \$89,805.88, In-Eligible \$5,605.00)

James Douglass presented for approval a change order which adjusts under/over-run quantities as well as some unforeseen conditions.

Mr. Bannister made a motion, seconded by Mr. Wood, approving Graham Construction Change Order 3 in the amount of \$22,532.00 + 21 days having determined the following is 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.

(SRF Eligible \$22,532.00)

6.3 Leak Credit Policy

The Board Attorney presented a draft copy of revisions to our leak credit policy. After discussion, it was determined that more detail might need to be added. The Board elected to table the item until the next board meeting.

6.4 New Office Building

The General Manager reported that the error in the District's name on the conveyance of Tract 3 has been corrected. Ms. Hasbrouck reported that it is being recorded. Machado Patano is ready to bid the project but believe along with Mr. Hannah that it would be prudent to send everything to the codes department first so that if any changes are required we can adjust our bid specs. Mr. Hannah is also requesting the review fee be waived since we are a component of the County.

Mr. Wood made a motion, seconded by Mr. England, authorizing the General Manager to proceed with the bid once the code department has reviewed it. Motion passed unanimously.

7.0 New Business

7.1 Water Road Water Main Extension

Hudson Contracting is making good progress and are ahead of schedule. A change directive is being requested to add additional water main from Yellow Jacket Rd to Woodfield Drive which is necessary due to an error in WJCUD records.

Mr. Bannister made a motion, seconded by Mr. Wood, authorizing the General Manager to execute documents on behalf of the Board related to this project. Motion passed unanimously.

Mr. Bannister made a motion, seconded by Mr. England, approving Hudson Contracting Pay Application 1 in the amount of \$55,766.71. Motion passed unanimously.
(WJCUD funded/in-house project)

7.2 Contract for Professional Services for FY 2017 Audit

Mr. Bannister made a motion, seconded by Mr. Wood, authorizing the General Manager to execute the agreement for professional auditing services with Fletcher & Company, PLLC not to exceed \$16,650.00. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- John Hannah (2018 01 12) to Grand Biscayne Apartments regarding their water meter not working. Corrective action is required.

- Josh Eldridge, Chancery Clerk (2018 01 09) to JTH regarding 2017 Audit Requirements and Deadline.
- Lori Goforth (2018 01 16) to Coldwell Banker regarding meter tampering at 2413 Esplanade Unit A. Coldwell Banker advised Ms. Goforth that they no longer manage the property. Owner Kenny Myers was then notified via voice mail and 2 emails but has not responded.

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- Items will be discussed in Executive Session.
- The Board Attorney presented a proposed draft of the User Charge Ordinance and a resolution adopting the same.

9.2 Manager Report

Updates were given on the following:

- Billing Comparison Summary between old and current rates was presented for both commercial and residential customers.
- No progress by Jimmy Lane toward correcting the erosion at Walker Well/Tank site. The Planning Commission has assured Mr. Hannah the plat for Jackson Place will not get final approval unless the problem is corrected.
- Grand Biscayne 8” compound meter is not functioning. There is also the need to do some re-piping in order for an approved new meter to be installed correctly.

Mr. Bannister made a motion, seconded by Mr. Wood, authorizing the District to provide the labor to rework the piping and install the new meter. The Customer will be responsible for the meter costs and whatever materials are necessary to install it correctly. Motion passed unanimously.

- A proposal from Reed & Shows to perform “water meter calibration & testing” was included for the Board’s review.
- Tapping Crew personnel are attending OSHA training January 22-25, 2018. We are not regulated by OSHA but still make every effort to follow their guidelines in high-danger environments.

10.0 Executive Session – If So Move

Mr. Wood 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. Wood, to stay in executive session having determined that executive session was warranted. Motion passed unanimously.

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

No action was taken in executive session.

11.0 Other Business

Mr. England made a motion, seconded by Mr. Wood, to authorize the Board Attorney to prepare correspondence for Board Chairman Montgomery to execute expressing WJCUD support for Senate Bill 2925 as introduced by Senator Brice Wiggins now being considered by the Senate Energy Committee. Letters of support to be drafted for all Energy Committee members, Senator Michael Watson, Senator Mike Seymour and also to Senator Wiggins.

Motion passed unanimously.

12.0 Adjournment

A motion was made by Mr. Wood, seconded by Mr. Bannister, to adjourn the meeting at 11:15am, January 23, 2018. Motion passed unanimously.



Alan Wood
SECRETARY/TREASURER, WJCUD