

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
February 28, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting February 28, 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
Mr. John Hannah	General Manager, WJCUD
Mr. Willie Smith	Operations Manager, WJCUD
Mrs. Lori Goforth	Office Manager, WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Ms. Tasha Brown	Executive Assistant, WJCUD
Mr. Brian Bennett	District Inspector, WJCUD
Mr. James Douglass	Compton Engineering
Mr. David Compton	Compton Engineering

Members of the Public:

Vincent Feranda

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Add 7.2 Tank Maintenance Contract

4.0 Community Input

Vincent Feranda appeared before the Board to discuss his property being an approved sub-division. In previous discussions with the Board regarding this request Mr. Feranda has been told we do not have approved sub-division documents from the planning commission or stamped engineering drawings. Mr. Spiers told Mr. Feranda that until he can bring us documents with all of the required governing authority approvals there is nothing the Board can do for him.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 41 (\$269,128.09)**

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 1

Miller Enterprises has not made a lot of progress in the last 2 weeks. They have installed some temporary force main to allow some bypass pumping. The 1st manhole might be started today. Additionally work has been done at the lift station site doing concrete form work. Mr. Douglass believes he is going to have to have a sit down meeting with the Contractor regarding the lack of leadership that has been on site. The superintendent that was providing oversight has been absent due to some family situations and may not be back. Miller has not put anyone else in that position.

Mr. Spiers made a motion, seconded by Mr. Wood, approving Miller Enterprises Pay Application 11 in the amount of \$42,918.72. Motion passed unanimously.
(SRF Eligible \$42,918.72)

Gulf Coast Underground has completed very little work in the last 2 weeks. The Contractor is planning to mobilize and set a schedule to complete the work but James has not received it yet.

Mr. Bannister made a motion, seconded by Mr. England, approving Gulf Coast Underground Pay Application 9 in the amount of \$41,002.76. Motion passed unanimously.
(SRF Eligible \$31,649.06 – SRF In-eligible \$9,353.70)

6.2 Water Facilities Plan, Phase 3

Graham Construction is still in the process of doing pressure and bacteria testing in preparation for service tie-ins. They performed another bore parallel to Washington Ave across Cambridge Blvd to tie into the lines running down Cambridge Blvd. A hot tap was performed at the intersection of Windsor Porte and Washington Ave. Mr. Douglass brought to the Board's attention that on Washington Ave at Cambridge Blvd a small dip has developed on the west side of Washington Ave at the big bore site. Compton believes it is a result of not having proper compaction at the bore pit site and is checking it a couple of times a day. The DOT has stated they want to "watch and wait" for a bit to see if it gets worse and then will make a recommendation for how they want the problem corrected. Mr. Douglass said he will keep a watchful eye on the area and will check it frequently.

Mr. Bannister made a motion, seconded by Mr. Spiers, approving Graham Construction Pay Application 12 in the amount of \$73,118.91. Motion passed unanimously.
(SRF Eligible \$73,118.91)

Mr. Spiers made a motion, seconded by Mr. England, approving Graham Construction Change Order 4 in the amount of \$0.00 and adding 60 calendar days due to weather delays 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.

6.3 Walker Road, Water Main Relocation

The General Manager reported the work is essentially complete. The water main on Yellow Jacket still needs to be tested. Services on Walker have been moved to the new line. Next will be a walk-thru and the Contractor providing closeout documents which will go to the state for final approval.

7.0 New Business

7.1 Water Use Ordinance

The General Manager provided copies of the District's Water Use Ordinance and User Charge Ordinance to review. Recently a customer who had a medical exemption for connection to the PWS due to a chlorine sensitivity had contacted Troy Ross's office regarding being charged approximately \$30.00

more per month than they had been paying. Upon researching the customer's history it was discovered that when the medical exemption was put on the account the metered rate codes had not been changed to flat rate codes due to the lack of meter readings. The Board discussed at great length the current District policy in place and took note that our water use ordinance gave them the ability to have the exempt flat rate for these customers match the minimum base bill amount which would reduce the water charge by \$7.72. It was decided that the sewer would have to remain at the flat rate sewer rate on the approved User Charge Ordinance since the District would have no way of knowing how much sewer the customers were generating.

Mr. Spiers made a motion, seconded by Mr. Bannister, instructing the Office Manager to change the medical exemption rate to match the water minimum base charge and to send a letter to all affected customers notifying them of the change. Motion passed unanimously.

7.2 Tank Maintenance Contract

The General Manager advised the Board that the District wanted to cancel a contract with Utility Services who has been performing tank maintenance at Walker and Waycross wells. The contract with Utility Services automatically renews if a cancellation request is not received 90 days before the contract renewal. The cancellation notice must be signed by 3 voting board members and sent via registered mail. Mr. Hannah has been very satisfied with Tank Pro who services the District's other wells and will move Walker and Waycross's tank maintenance to them as the contracts expire.

Mr. Bannister made a motion, seconded by Mr. Spiers, authorizing the termination letter to be signed by 3 board members and sent to Utility Services via registered mail and FedEx. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- John Hannah (2018 02 19) to Country Inn and Suites regarding meter replacement.
- John Hannah (2018 02 15) to Tanya Hasbrouck, Hasbrouck Law Office, LLC regarding auditor request for information.
- Ward Engineering (2018 02 20) to John Hannah regarding Engineering Review on Cypress Winds Sub-division Phase One.
- MDOH (2018 02 09) to John Hannah regarding Graham Construction distribution upgrades.

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- Mike McCool (Public Service Commission) has asked for an update on what happened with the legislation regarding jurisdiction over the District's rates. Ms. Hasbrouck is asking them to set a hearing date.
- Richard Baudry is pushing for a hearing to determine who is going to be able to serve Sanctuary 3 and has hired an attorney.
- Permanent Utility Easement Deed in the vicinity of Talla Pointe is missing notarization of Hema Denham's signature and phone numbers for Duncan Holdings, LLC and DLF Holdings II, LLC. The General Manager stated he will let Randy Wrigley know.
- Jackson County School District – Permanent Utility Easement Deed received.

9.2 Manager Report

Updates were given on the following:

- Commercial Meter Replacements
- OSHA training for tapping crew personnel
- Elevated Tank Inspections completed for Tucker and Kippie
- Draft of our FY 2017 audit is complete
- David Compton and John Hannah will be talking with the power company
- 12409 Moreton Place had their water line hit by the cable company which resulted in 27,520 gallons billed on their January bill. A leak credit was given which left customer responsible for 50% of the excess water charges. The Board advised Mr. Hannah that they were comfortable with him authorizing full credit to the customer but would like him to pursue seeing if the Cable Company will reimburse the District.

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. Spiers 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. Spiers made a motion, seconded by Mr. England, increasing the Board Attorney's salary to \$30,000 due to extra responsibilities that are being required of her. Motion passed unanimously.

12.0 Adjournment

A motion was made by Mr. Bannister, seconded by Mr. Spiers, to adjourn the meeting at 12:18pm, February 28, 2018. Motion passed unanimously.



Alan Wood
SECRETARY/TREASURER, WJCUD