

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
February 14, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting February 14, 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. 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. Kevin Yates	Ward Engineering

Members of the Public:

Tom Stennis
Kevin Coggin – President, JCUA

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None.

4.0 Community Input

Tom Stennis appeared before the Board to express his appreciation for the actions the Board took to stop a hostile takeover of the District. Mr. Stennis expressed his belief that the supervisor initiating the takeover borders on having a conflict of interest based upon his past association with JCUA. He said the impression given to the BOS was that our customers were complaining about us but that turned out to be a couple of contractors who didn't want to pay their fair share when they build new houses. He also stated there were conflicts with past WJCUD management who now are management at JCUA allowing certain things that violate District policy. He ended with stating this Board had a fiduciary duty to continue taking an active approach to applying fair and consistent policies and to work as a team informing other Board members of any known issues that could negatively affect the District.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1- 64 (\$655,380.76)**

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 has had a lot of weather concerns and has not made any progress since the last meeting specifically in the JF Douglas alleyway. They are able to work on the alleyway to the west of Malory Dr. and Compton is trying to keep them working. The Contractor is now proposing 40' of open cut and 100' of boring at an increase to the District of \$70,000 but Compton is not in agreement with the numbers since it will make an easier installation for the Contractor and save them time.

The General Manager informed the Board of a surveyor's error in staking the area at the Morton Lift Station causing the orientation and discharge piping to not be what the District originally wanted. The matter was discussed in detail and both Compton and Mr. Hannah agree that the current configuration would not affect the function of the station but had a slight risk of affecting maintenance.

Compton presented a change order request addressing omissions and change in design for efficiency. The General Manager was concerned that approving the change order might give the appearance that the District was okay with the orientation issues but it was decided that the two were separate issues after James Douglass assured the Board that none of the requested change order was due to the lift station's incorrect orientation.

Mr. Spiers made a motion, seconded by Mr. Wood, approving Miller Enterprises Change Order 4 in the amount of \$51,186.55 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 \$51,186.55)

Gulf Coast Underground has completed all ring cover work and lined a couple of manholes since the last meeting. They are well within the contract time and should finish early.

6.2 Water Facilities Plan, Phase 3

Graham Construction has completed the bore under Washington Avenue. Pipes are in the ground but not tied in yet. There were some mechanical and coordination issues but overall the Contractor did a good job for the District. Compton is staying on top of them to clean up the mess left behind. Discussions are ongoing regarding how to handle the 12" line on Old Fort Bayou. They are getting pressure, bacteria testing done etc., and then will start tying in services. MDOH came down for their quarterly walk-thru and they had no complaints. Mr. Douglass was informed that we are on the list for a high level visit from the EPA involving reporters, video cameras, ribbon cutting etc., with several dignitaries present. We made the short list since everything has gone so smoothly and the District has been a pretty good client. It will be great exposure for the District if we are selected and Compton will do everything they can to make the District look good. A change order is being worked on to add days to the contract and Mr. Douglass has talked to the Department of Health about getting some time added. He feels fairly confident we can add at least 60 days to the contract.

6.3 Walker Road, Water Main Relocation

Hudson Contracting is doing a really good job and the project is going well. The Contractor is 28% complete and should finish ahead of time.

Mr. Bannister made a motion, seconded by Mr. Spiers, approving Hudson Contracting Pay Application 2 in the amount of \$72,433.70. Motion passed unanimously.

Kevin Yates presented a Change Order to address unforeseen conditions and revise quantities.

Mr. Spiers made a motion, seconded by Mr. Wood, approving Hudson Contracting Change Order 1 in the amount of <2,032.00> 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.
(WJCUD Funded <2,032.00>)

7.0 New Business

7.1 State of the County

The General Manager presented a copy of the 2018 State of the County address and noted several items of interest affecting the District.

8.0 Correspondence

Included for the Board's review was the following:

- John Hannah (2018 01 24) to Grand Biscayne Apartments regarding meter replacement.
- John Hannah (2018 01 30) to A & N Heritage Homes, LLC regarding potential well site.
- John Hannah (2018 01 30) to All South Services, LLC regarding potential well site.
- MDOH (2017 11 13) regarding Savanna Trails Subdivision as-built drawings.
- MDEQ (2017 12 13) regarding Savanna Trails Subdivision as-built drawings.
- Municipal Government Guidelines

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- Recorded deed for Tract 3 (60') from Jackson County BOS

9.2 Manager Report

Updates were given on the following:

- January 2018 Billing Summary @ \$697,317.99
 - a. Dec. billings were \$700,324.42
 - b. Nov. billings were \$675,123.50
- January Water Production
 - 52.29 MG produced - (Dec's 53.75 MG)
 - 44.73 MG metered + estimated flat = water sold (Dec's 42.23 MG)
 - 4.08 MG accounted for loss (flushing) (Dec estimated 5.08 MG)
 - 3.48 MG unaccounted for loss (leaks, unauthorized taps)
 - (Dec's 3.44 MG)
- Notice to Proceed for SRF-C280-870-04
 - Pre-Construction Meeting – Feb. 15th @ 10:30AM
 - Notice to Proceed Date – Feb. 19th
- Tank Inspection Report for Yellow Jacket Tank (St. Martin High)
- Commercial Usage - Trends
 - a. Apartment & Trailer Park Graph
 - b. Hotel & Motel Graph
- Testing is complete for all compound meters and a couple of 1.5" and 2" multi-jet meters. Replacements will be done for a number of meters based upon the results.
- Developing a plan to transition residential meters (Cycle 1) north of I-10 to tower system.
- AGJ, our Network and Server monitoring and support service provider, is in the process of replacing our server. They have encountered some issues thus far but are continuing to work on the transfer.
- Erosion at Walker Well/Tank site
 - Final Plat was apparently issued with any requirements by the Planning Commission despite the General Manager being told final approval would not happen without the erosion being addressed.

10.0 Executive Session – If So Move

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

Mr. Spiers 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

12.0 Adjournment

A motion was made by Mr. Wood, seconded by Mr. Spiers, to adjourn the meeting at 11:50am, February 14, 2018. Motion passed unanimously.



Alan Wood
SECRETARY/TREASURER, WJCUD