

**West Jackson County Utility District  
7312 Rose Farm Road  
Ocean Springs, Mississippi 39564  
March 27, 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 March 27, 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. John Hannah	General Manager, WJCUD
Mr. Willie Smith	Operations Manager, WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Ms. Tasha Brown	Executive Assistant, WJCUD
Mr. James Douglass	Compton Engineering
Mr. David Compton	Compton Engineering

Members of the Public:

Dean Fletcher  
William Tuttle

**2.0 Pledge of Allegiance**

**3.0 Change to Meeting Agenda**

None.

**4.0 Community Input**

Mr. William Tuttle attended the board meeting representing the Windsor Park Civic Association. He reported that residents wanted to know if there was a problem with the alley way/easement off J.F. Douglas between Cambridge Blvd and Hanover Dr. headed out to Old Fort Bayou Rd since work had stopped in the area a couple of months ago. The General Manager reported that it was being converted to a bore

rather than an open cut. Mr. Tuttle asked if the conversion would affect our schedule and was told only rain days had been added to the schedule. Additionally, Mr. Tuttle stated our rates are not equitable between residential and commercial users as far as the base water rates since residential users get 3,000 gallons in their base rate and commercial users get 6,000 gallons (3/4"-1") in their base rate. The General Manager explained several things that are taken into account in our base rates such as water availability and I & I. Rates are set up on equivalents based upon meter size. Mr. Tuttle made several assertions about the rates being inequitable and the Board told him that he could come up with a rate study of his own and present it to the Board and they would review it. The Board gave him a copy of our current rate sheet and our most recent audit which lists expenses to assist him. Mr. Tuttle agreed to come back on 4/24/18 with his findings.

## **5.0 Consent Agenda**

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 32 (401,533.04)**

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

## **6.0 Old Business**

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

Miller Enterprises is still working in the alley way behind Malory Dr. and are getting closer to Cambridge Blvd on the north side. In sequence with that they will be starting on the east/west alley way just north of the loops over toward Lancaster Blvd. They are still working on the lift station waiting for it to get warm enough to pour concrete. The superintendent has been back onsite for about a week and there is a noticeable difference with his presence. Mr. Douglass informed the Board that the contractors are finding the alley ways in bad condition. They are finding manholes without lids, sinkholes in lines and huge sources of Inflow & Infiltration. They are working to eliminate as much of this as they can. None of this is a big surprise but the conditions lend themselves to a lot of service issues that must be addressed. Miller will be performing CCTV work on customer's service lines after the tie-ins are complete so the District can put homeowners on notice for any compliance related issues.

Mr. Spiers made a motion, seconded by Mr. Montgomery, approving the payment of Miller Enterprises Pay Application 12 in the amount of \$46,333.04. Motion passed unanimously.  
(SRF Eligible - \$46,333.04)

Gulf Coast Underground does not have much to report. The Contractor was back onsite last week fixing a couple of punch list items for improperly installed manhole lids and a little bit of concrete work. Binders have been provided to both Compton and WJCUD detailing information on their CIPP and CCTV reports. Compton received a copy of the video and is trying to obtain a copy for the District.

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

MDOT has provided correspondence to the District and the Contractor as to how the area at Washington Ave and Cambridge Blvd needs to be corrected. A 12' by 50' section will have to be cut out, repaired and re-asphalted. Work will be coordinated with MDOT to ensure traffic control. Additionally, they have coordinated the bore on Washington Ave near Saki's which should be done in the near future. Saki's will be allowing up to 4 spaces of their parking lot to be used for the boring operation provided the work is done on a Monday or Tuesday. As soon as the bore near Saki's is complete the Contractor is planning to move his boring crews to complete the 12" water main north of Windsor Park along Old Fort Bayou Rd.

Graham Construction is starting to swap over new services and getting new water lines hot in Windsor Park. They have been completing about 8-10 a day. They are working on Old Fort Bayou Rd. getting those new water services run. The sewer force main bore is supposed to be done today and they will get that tied in promptly.

The General Manager will be discussing a property at Cambridge Blvd. and Washington Ave. in Executive Session.

Mr. Spiers made a motion, seconded by Mr. Wood, approving payment of Graham Construction Pay Application 13 in the amount of \$39,663.36. Motion passed unanimously.  
(SRF Eligible – 39,663.36)

## **7.0 New Business**

### **7.1 Audit – FYE 09 30 2017**

Mr. Dean Fletcher, representing Fletcher & Company, PLLC attended the board meeting to review and answer any questions regarding the audit for FYE 09 30 2017. Mr. Fletcher reported there were no findings or compliance issues of any nature. The audit was considered to be "clean". Mr. Fletcher reviewed the financial statement findings and told the Board the reports indicate a strong performance. Mr. Fletcher told the Board that Tracy Reed had worked extremely hard to get the audit done on time and provide everything he needed to complete it. The General Manager stated that the auditor's bill has gone down every year since Tracy has been our accountant due to her willingness to work with the auditor and provide what he needs in a timely manner.

Mr. Spiers made a motion, seconded by Mr. Wood, approving the FYE 09 30 2017 audit. Motion passed unanimously.

## **8.0 Correspondence**

Included for the Board's review was the following:

- MDOT (2018 03 19) to WJCUD regarding repairs needed in the depression in the alignment of the bore at Highway 609 and Cambridge Blvd. (Southbound right lane)

## **9.0 District Operations**

### **9.1 Attorney Report**

Updates were given on the following:

- Executive Session will be needed

### **9.2 Manager Report**

Updates were given on the following:

- Significant issues have been identified with our meters.
  - a. Battery deficiencies due to meter programming
  - b. Proposal from Master Meter for corrective action or replacement was passed out for the Board's review and discussion.
- Evaluating corrective measures to metering and cross connection control for St. Martin High School softball field irrigation and concessions building and the County-owned and operated restrooms/tennis courts. The General Manager will be meeting with Dr. Van Winkle later this week.
- County Roads and Bridges were installing new 36" storm drain pipe at 3 locations and hit our sewer main. A 250 LF emergency bore was required at a cost of \$4,250 plus \$818.96 in materials. The General Manager will be visiting with Joe O'Neal to discuss.
- Met with Engineer for several subdivisions yesterday. Discussion involved changes to drawings being made and possible ordinance fines for developers who do not comply with regulations.

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

Mr. Wood made a motion, seconded by Mr. Spiers, 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. Wood, for the General Manager to present to the owner of Parcel ID#03613340.000 an offer to purchase the western 0.4 acres of this 0.8 acre lot and to execute the offer to purchase the 0.4 acre portion of property subject to the prior review and approval of the document by the Board Attorney with the not to exceed value of \$7,500. Motion passed unanimously.

## **12.0 Adjournment**

A motion was made by Mr. Spiers, seconded by Mr. Wood, to adjourn the meeting at 11:10am, March 27, 2018. Motion passed unanimously.

  
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Alan Wood  
SECRETARY/TREASURER, WJCUD