

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
April 26, 2018 (Re-Scheduled)**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the re-scheduled board meeting April 26, 2018 at the WJCUD general office building, 7312 Rose Farm Road, Ocean Springs, MS. The meeting was called to order by Mr. Curtis Spiers, Vice-Chairman of the Board at 3:00 P.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. Curtis Spiers	Vice-Chairman, WJCUD
Mr. Joe Bannister	Commissioner, WJCUD
Mr. Jeremy England	Commissioner, WJCUD
Mr. John Hannah	General Manager, WJCUD
Mr. Willie Smith	Operations Manager, WJCUD
Ms. Lori Goforth	Office Manager-HR, WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Mr. Brian Bennett	District Inspector, WJCUD
Mr. James Douglass	Compton Engineering
Mr. David Compton	Compton Engineering
Mr. Gerrod Kilpatrick	Machado Patano Engineering
Mr. Kevin Yates	Ward Engineering

Members of the Public:

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None.

4.0 Community Input

William Tuttle
Dona Stephens
Vincent Feranda

William Tuttle appeared before the Board with a rate study presentation. The Board listened to his presentation and told him that they would review it and let him know their thoughts at a later date. Dona Stephens attended the meeting to hear the rate study presentation on behalf of the Windsor Park Civic Association. Mr. England offered to have a couple commissioners attend a Civic Association meeting and answer any questions from their members if so desired by the Association.

Vincent Feranda asked the Board for an update on gravity sewer going through his property. He said he is seeing crews working and they are using his property. The General Manager replied that the lift station project has not been started yet and the crews he is seeing are for another project. Gerrod Kilpatrick replied that the lines were in the easement and not on his property. Mr. Feranda wanted assurance we were not going to go through his property and he was reminded that we had sent correspondence to him telling him that we were going with the original design which does go through his property. Mr. Feranda stated he never received the letter and asked for us to send it to him again.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 45 (165,931.52)**

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 1

Miller Enterprises has had a minimum of 2 crews working onsite daily. A crew is still working in the alleyway off Malory Drive and is down to one manhole left to be done. The boring equipment and pipe fusing is onsite as they get ready to proceed with the bore on J.F. Douglas Drive south of Cambridge Blvd as a result of the change order that was approved at the last meeting. Crews are getting ready to move from the Lancaster Blvd lift station to the west. They have poured concrete and laid rock bringing the area up to grade. Driveways are in for the most part. Platform is onsite ready to be installed and they are making good progress.

Mr. Bannister made a motion, seconded by Mr. England, approving Miller Enterprises Pay Application 13 in the amount of \$69,390.31. Motion passed unanimously.
(SRF Eligible - \$69,390.31)

Gulf Coast Underground attended the progress status meeting earlier in the week. It does not appear they will be working in April as we were originally told. The Contractor has two weeks of work to finish up in Alabama and then will move back to our project. Mr. Douglass did have to get them back onsite to do a little bit of CCTV work for the gravity sewer near Riviera Drive. They found a manhole that

was not on the map. Additionally they identified some lines coming off the manhole that didn't get picked up. There was another cave-in at Apple Drive and Hardwood Place. The area was videoed and GCU lined the area adjacent to it. Mr. Douglass stated they are not really sure what is causing this and are trying to determine if there is sand in the line. The General Manager stated we decided to line it, re-stabilize the road and if it happens again it is not us.

6.2 Water Facilities Plan, Phase 3

Graham Construction has received correspondence from MDOT regarding the communication lines they damaged at Spanish Drive and Washington Ave. They will have to use a MDOT certified contractor to repair the damage. All damage and repairs will be Graham's responsibility. The connection at Cambridge Blvd and Washington Ave should be started on 4/30/18. Mr. Spiers asked if there would be an inspector onsite and Mr. Douglass replied that there would be. Mr. Spiers requests if there are any issues for them to call him. A final change order was requested due to unforeseen items, tie-ins, and rain. There have been too many driveways and roads to open cut. The change order also addresses the change for the 12" line on Old Fort Bayou Rd which was changed from open cut to a directional bore. The Board expressed concern over the additional days since they just received additional days last month through a change order. Compton agreed and said this would be the last change order they could support or recommend. The Board agreed to the request but asked Compton to notify the Contractor in writing that no further extensions would be approved.

Mr. Bannister made a motion, seconded by Mr. England, approving Graham Construction Pay Application 14 in the amount of \$111,800.65. Motion passed unanimously.
(SRF Eligible - \$110,475.40, In-Eligible - \$1,325.25)

Mr. Bannister made a motion, seconded by Mr. England, approving Graham Construction Change Order 5 in the amount of \$27,100.00 plus 60 calendar 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 - \$27,100.00)

6.3 Walker Road Water Main Relocation

Kevin Yates reported the project is complete. The project was determined to be complete 4-9-2018. A change order is being presented for approval to reconcile final quantities.

Mr. Bannister made a motion, seconded by Mr. England approving Hudson Contracting Pay Application 4 (FINAL) in the amount of \$19,605.33. Motion passed unanimously.

Mr. Bannister made a motion, seconded by Mr. England, approving Hudson Contracting Change Order 2 in the amount of (\$3,854.40) 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.

6.4 Revision of Employee Handbook

The Board discussed the requested changes to the handbook and elected to not make any changes.

7.0 New Business

7.1 New Office Building Complex

Gerrod Kilpatrick reviewed the bidder's summary sheet with the Board. The project had 9 bidders which included a base bid and 6 alternates. Mr. Kilpatrick told the Board that the order of bids changes depending upon the alternates if any that are selected. The Board elected to have a special called meeting to discuss the new building on May 4th, 2018 to discuss the new building before awarding the bid.

8.0 Correspondence

Included for the Board's review was the following:

- MDEQ (2018 04 17) to John Hannah regarding SRF-C280-870-04 MBE/WBE Documentation Approval
- MDEQ (2018 04 17) to John Hannah regarding SRF-C280-870-04 Executed Contract Documents

- MDEQ (2018 04 17) to John Hannah regarding SRF-C280-870-04 Bid Package Approval
- JCUA (2018 04 16) 2018 Flow Year (10/2017-9/2018) 9 Month Update
- PSC (2018 04 16) to All Intervenors regarding dates for May and June they are available for a telephonic conference to discuss West Jackson County Utility District Docket Nos 2015-UA-124, 2015-UA-125, 2015-UA-130, 2015-UA-132, 2015-UA-142 and 2015-UA-143
- JCBOS Notice of 4-18-2018 Meeting Agenda regarding Sub-Divisions and Zoning Changes
- MRPEA (Winter 2018) Guardian Issue published March 2018
- MS State Senate Elections, 2019 will be held on November 5, 2019

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:

- Negotiations with Master Meter continue
 - a. Battery deficiencies due to meter programming
 - b. Awaiting new proposal from Master Meter with greater incentives to transition to Tower System
- Commercial meter installations
 - a. Meter installation negotiated with St Martin High School, Installation Friday this week or early next week
 - b. Ground is too soft at Country Inn and Suites for equipment to reach meter pit area
- JCUA Average Flow (MGD) for last several months
 - a. Last Year Final was 1.555 MGD and 13.55% of Agency totals
 - b. Trending this year, 9 months of data, is 1.553 MGD and 11.43% of Agency totals
 - c. Agency totals = 92.82% of Total Flows reported by JCUA
 - 13.588 MGD Agency Flows
 - 14.640 MGD JCUA total flows reported

- o Six month income statement
 - a. Operating Revenue - Deficiency of \$147,588.33
 - b. Personnel Expenses - Surplus of \$51,846.27
 - c. Operating Expenses - Surplus of \$84,459.07
 - d. Administrative Expenses - Surplus of \$21,940.25
 - e. Non-operating Income - skewed because of ad volorem taxes rec'd

Net Income = \$1,809,576.94 actual @ 6 months
\$1,660,207.26 budgeted @ 6 months

10.0 Executive Session – If So Move

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

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

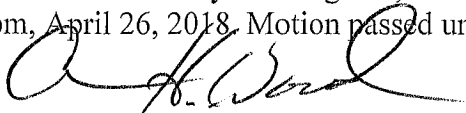
Mr. England made a motion, seconded by Mr. Bannister, to come out of executive session. Motion passed unanimously.

No action was taken in executive session.

11.0 Other Business

12.0 Adjournment

A motion was made by Mr. England, seconded by Mr. Bannister, to adjourn the meeting at 6:30pm, April 26, 2018. Motion passed unanimously.



Alan Wood
SECRETARY/TREASURER, WJCUD