

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
May 8, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting May 8, 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. Joe 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
Ms. Lori Goforth	Office Manager-HR, WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Mr. Brian Bennett	District Inspector, WJCUD
Mr. James Douglass	Compton Engineering
Mr. Gerrod Kilpatrick	Machado Patano Engineering
Mr. Robyn Eastman	Machado Patano Engineering

Members of the Public:

William Tuttle

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None.

4.0 Community Input

Mr. Tuttle said he was here to observe and answer any questions the Board might have regarding his rate study.

5.0 Consent Agenda

5.1 Reading of Previous Minutes

5.1.1 April 26, 2018 Minutes - Regular Meeting

5.1.2 May 4, 2018 Minutes - Special Meeting

5.2 Financial Reports

5.3 Purchase Requisitions

5.4 Docket of Claims 1 - 44 (436,261.36)

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 is still working in the alleyways by Malory Drive and are down to one manhole remaining to be done. Mr. Montgomery asked about some pipe on the north side that is on top of the ground. Mr. Douglass said it will be eventually tied into the new lift station so it is being temporarily diverted to a manhole upstream. The lift station platform is set and the concrete and rock is in place. Singing River Electric has given a price of \$5,500.00 to upsize the electric service that is needed. Mr. Douglass hopes to be able to negotiate that price down some.

Gulf Coast Underground has finished TV work at Apple and Hardwood. Mr. Douglass stated we are slip lining the line in question as a protective measure just to make sure our line is not the problem. That work will be added in this project.

6.2 Water Facilities Plan, Phase 3

Graham Construction has been working at Washington Ave and Cambridge Blvd. The tie-in at the property is complete and the pipes are run leaving the property. They are working in the easement and have one remaining tie-in to complete before dress up can be completed. MDOT is keeping tabs on the area where the repair was done and Mr. Douglass reported he is not surprised as the work is in MDOT easements. 3-4 water main tie-ins remain and then they will start shutting off parts of the old system and tying them into the new lines. There are only a handful of service lines still to complete and that part of the project is coming together very well. The 12" water main bore on the south side of Old Fort Bayou Rd still needs to be done. Testing continues on the north side of Old Fort Bayou Rd.

6.3 New Office Complex

The General Manager stated that this item had been placed on the agenda prior to the Special Meeting on May 4, 2018. Mr. Kilpatrick reported that they are speaking with the Contractor about the value engineering items that may be able to reduce the total cost of the building.

7.0 New Business

7.1 Wastewater Facilities Plan, Phase 2

Hemphill Construction has laid about 1800' of 12" force main along McClellan Rd. There is a new sub-division beginning construction across from McClellan Road Baptist Church so the Contractor started working there to get out of their way. They are working back toward Dana Rd. and will turn to the south. Another crew will start on May 21st, 2018 laying gravity sewer along Cook Rd. All of the right of way has been cleared.

7.2 Annual Newsletter & Consumer Confidence Report

The Board reviewed the draft newsletter and asked the attorney to review it. The Board will review the final draft for approval at its next meeting in time for it to be included with customer June bills.

7.3 Sales of Surplus Equipment

The General Manager provided a bid tabulation sheet for the Board. Only one bid was received for both items as follows:

James Durham – Lynn's Enterprises	
2006 Ford Ranger VIN 1FTYRT10D26PA49122	\$1,577.00
2008 Econoline Dove Tail Trailer	\$1,777.00

Mr. Bannister made a motion, seconded by Mr. Wood, accepting the bid of \$1,577.00 for the 2006 Ford Ranger. Motion passed unanimously.

A second effort will be made to sell the 2008 Econoline Dove Tail Trailer in hopes of securing a better price.

8.0 Correspondence

Included for the Board's review was the following:

- Gulf Coast Pump (2018 03 21) to John Hannah regarding 5 year warranty that had been discontinued. 5 Year warranty has been re-instated to the District.
- Lori Goforth Timeline (2018 04 26 – 2018 04 30) to John Hannah regarding Vincent Feranda's request for documents. Mr. England made a motion, seconded Mr. Bannister, to accept the timeline and enter it into the minutes. Motion passed unanimously.

4/26/18

- Vincent Feranda attended the Board Meeting wanting assurance the sewer line would not go through his property. The Board reminded Mr. Feranda he had received a letter from us telling

him they had decided to go with the original design that does go through his property. Mr. Feranda said he never received it and asked for a copy of the letter.

4/27/18

- Vincent Feranda called (238-5223) and asked to pick up a copy of the letter written to him that informed him of the sewer line going through his property.

4/30/18

- Mr. Hannah gave Lori copy of 4/27/18 letter to Mr. Feranda, a copy of 11/27/17 letter to Mr. Feranda, and 3 detailed maps of the property showing the lines in question.
- Mr. Feranda was called to come pick up documents and sign a copy of the documents showing he received them to prevent further statements saying he did not know about the plans.
- Mr. Feranda came into the office and did not want to sign the received copy to receive his own copy. Lori told him he needed to sign the received line and he replied "could he not read what he was signing for? Lori told him of course but that he was not signing that he agreed with the documents only that he received them.
- Lori returned to her office as Mr. Feranda sat down in the lobby to read the documents. Millissa brought both copies back to Lori later saying he did not sign, gave both copies back and said he had to talk to Brian and left the office.

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 at St Martin High School softball complex is complete.
 - i. New 5/8" x 3/4" meter to serve concessions and restrooms
 - ii. Replacement of existing 3" ballfield irrigation meter with new 2" Octave meter
 - b. Ground remains too soft at Country Inn and Suites for equipment to reach meter pit area. Owner has met with GM and expressed concern over increasing metered water volumes with reduced occupancy levels. Graham Construction is to provide a quote for the labor. Customer will be responsible for the labor and materials.
- o April Water Production
15% unaccounted for water
 - o April Billing Summary @\$695,610.89 (\$682,749.39 last yr)
 - 4/2018 R 7274 water, 7290 sewer, C 312 water, 299 sewer
 - 4/2017 R 7208 water, 7225 sewer, C 331 water, 320 sewer
 - a. Mar billings were \$649,535.99 (\$646,224 last yr)
 - b. Feb billings were \$680,816.95 (\$649,746 last yr)
 - c. Jan billings were \$697,317.99 (\$664,626 last yr)
 - d. Dec billings were \$700,324.42 (\$632,739 last yr)
 - e. Nov billings were \$675,123.50 (\$670,392 last yr)

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

Mr. Spiers 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. Wood, to adjourn the meeting at 10:50 A.M., May 8, 2018. Motion passed unanimously.


 Alan Wood
 SECRETARY/TREASURER, WJCUD