

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
June 12, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting June 12, 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. 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	HR Manager – Exec Admin. Asst., WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Mr. Brian Bennett	District Inspector, WJCUD
Mr. James Douglass	Compton Engineering
Mr. Gerrod Kilpatrick	Machado Patano Engineering

Members of the Public:

William Tuttle

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Add 10am demonstration of BoardPaq.

4.0 Community Input

Mr. William Tuttle appeared before the Board to inquire as to the date a water outage had been rescheduled due to rain on the original scheduled date. The District Inspector replied that the outage had been done on 5/30/18 (the original date) and was now complete. The Board Chairman stated the Windsor Park Civic Association was still looking for a place to meet and that the District needed to have a meeting with the association as soon as they had a new meeting place. Additionally, Mr. Montgomery read for the audience a very nice article in the Windsor Park Civic Association Newsletter about the District's ongoing projects in Windsor Park where Mr. Tuttle had offered his insights. The Board thanked him for his kind words.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 63 (1,557,687.16)**

Mr. Spiers 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

The Board Chairman asked Mr. James Douglass about why the asphalt repairs on Cambridge Blvd and Morton Pl had not been completed since the month has passed when we were told it would be done? Mr. Douglass acknowledged there was no reason why the repairs could not be done and Mr. Joe O'Neal (Road Department) had given his blessing as to what needed to be done. Mr. Montgomery told Mr. Douglass that the Board wants to see this paving completed as both he and Supervisor Troy Ross are receiving calls about it. Miller Enterprises has told Mr. Douglass that they have already notified their asphalt contractor and are just waiting on a start date. The Contractor is still installing pipe in the alleyways south of Cambridge Blvd and Ponce De Leon. There was some miscommunication regarding the electrical service at the Morton lift station. The Contractor told Mr. Douglass at their last meeting that they were ready to go and waiting on Singing River Electric. Mr. John Hannah made some calls and got Singing River Electric to expedite the work. When Singing River Electric came onsite it was not ready for them. As of 6/8/18 the Contractor had everything in place that is needed for the electrical service to be installed and Mr. Douglass believes the electrical work may be completed 6/12/18 weather permitting.

Gulf Coast Underground has not been back onsite but still has plenty of time left on the contract. Mr. Douglass is considering adding some additional work to the scope of the project. A change order is likely in the future to address the additional work. GCU is onboard but Mr. Douglass is waiting on blessing from the state.

6.2 Water Facilities Plan, Phase 3

Graham Construction is making good progress. About half of the 12" water line on Old Fort Bayou Rd is now complete. The weather has been slowing them down. Delta Drilling is working in the same area installing fiber in the ground and the two Contractors are coordinating well to stay out of each other's way. Mr. Douglass stated they have a small number of tie-ins left and curb and gutter cleanup.

6.3 New Office Complex

A pre-construction meeting will be held on June 13th at 10am. Construction is scheduled to begin June 18th.

Mr. Spiers made a motion, seconded by Mr. Wood, approving the Contractor executed construction contract as amended by the Board Attorney and authorizing the General Manager to sign the contract. Motion passed unanimously.

The ground breaking is tentatively scheduled for July 10th at 11am.

6.4 Wastewater Facilities Plan, Phase 2

Hemphill Construction is continuing to make progress. Force main installation along McClellan and Dana Roads is now complete with the exception of the tie-in at McClellan and Tucker Roads. They have started laying gravity on the south side and are making progress. Cleanup on Dana Rd is being worked on as they replace some fences that came down. The dust issues have been cleared up and overall the Contractor is doing a good job for the District.

7.0 New Business

None.

8.0 Correspondence

Included for the Board's review was the following:

- Machado Patano (2018 05 23) to DCD Construction accepting their bid dated April 17, 2018 for the base bid and alternates 1,2,3,5,6,7. The contract price of the awarded contract is \$4,151,061.50 which includes VE items totaling VE savings of \$79,788.50.
- PSC (2018 05 29) regarding utility companies registering with MDES.
- Dennis Stieffel & Assoc. (2018 05 22) to John Hannah regarding Talla Pointe Subdivision As-built survey.

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- The Board Attorney stated the PSC hearing has been cancelled due to a scheduling conflict with a participant and they are now asking for dates in July and August.
- Ms. Hasbrouck inquired as to how the meeting with Brian Bennett and Vincent Feranda went? Mr. Bennett replied that Mr. Feranda is open to alternate routes.

9.2 Manager Report

Updates were given on the following:

- May Billing Summary @ \$703,705.87 (\$699,830 – last yr)
 - a. April billings were \$695,610.89 (\$682,749– last yr)
 - b. March billings were \$649,535.99 (\$646,224 – last yr)
 - c. February billings were \$680,816.95 (649,746 – last yr)
 - d. January billings were \$697,317.99 (\$664,626 – last yr)
 - e. December billings were \$700,324.42 (\$632,739 – last yr)
 - f. November billings were \$675,123.50 (\$670,392 – last yr)
- May Water Production
 - 26% unaccounted for water. We are looking into this. Could be a function of overlap due to billing cycle dates in our largest cycle having 2 weeks in April and 2 weeks in May. The District Inspector mentioned there had been a leak discovered in Langley Point recently.
- The need to discuss concerns over developer permits with Michelle Coats of the Planning Commission. Mr. Montgomery will invite her for the next meeting.
- Restructuring effective June 11th
 - Lori Goforth – HR Manager & Exec Admin. Asst. to GM
 - Tasha Brown – Customer Service & Billing Supervisor
 - JTH Direct Reports (Lori Goforth, Tasha Brown, Tracy Reed, Brian Bennett, Bud Goff, Willie Smith)

10.0 Executive Session – If So Move

Mr. Spiers 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. Spiers made a motion, seconded by Mr. England, 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

The Board watched a demonstration from BoardPaq regarding their cloud based service that would manage Board Meetings electronically. The District would qualify for the government rate of \$129.00 monthly if we paid annually. Additional users would be \$9.00 per month but the BoardPaq representative stated they were running a special whereby we would get all 10 needed licenses for the \$129.00 monthly rate. The annual fee would be \$1,548.00. After discussion, Mr. Spiers made a motion, seconded by Mr. England, authorizing the District to enter into the annual agreement with BoardPaq. Motion passed unanimously.

Proposals from AGJ regarding hardware that would allow the Board to view the Board Meetings online were reviewed. Examples of iPads and Microsoft Surface Pros were looked at as well as specs for a Think Pad. After discussion, Mr. Spiers made a motion, seconded by Mr. England, authorizing the purchase of 7 Microsoft Surface Pros with keyboards and pens. Motion passed unanimously.

12.0 Adjournment

A motion was made by Mr. Spiers, seconded by Mr. Wood, to adjourn the meeting at 11:05 A.M., June 12, 2018. Motion passed unanimously.



Alan Wood
SECRETARY/TREASURER, WJCUD