

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
September 11, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting September 11, 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
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. Robyn Eastman	Machado Patano Engineering

Members of the Public:

William Tuttle

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

The Board Chairman noted the concern for the east coast due to Hurricane Florence and the Vice-Chairman reminded everyone of the significance of the date. (9-11-18)

4.0 Community Input

Mr. William Tuttle stated the Civic Association meeting went very well and they appreciated the turnout and support from the Board and Compton Engineering. Another newsletter will be sent out in about a month. Mr. Spiers stated he had received news of some possible complaints 2 days after the meeting. The report was given to him that the homeowners association was mad over the roadway conditions. That appeared to be in conflict from what the tone was at the Civic Association meeting. Mr. Tuttle stated he was not aware of any disgruntled homeowners and that there was not an actual homeowners association. Since Mr. Spiers has not heard any more on the matter he is considering the matter put to rest.

5.0 Consent Agenda

- 5.1. Reading of Previous Minutes**
- 5.2. Financial Reports**
- 5.3. Purchase Requisitions**
- 5.4. Docket of Claims 1 - 44 (\$883,690.28)**

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

Miller Enterprises is working in a couple of different locations. They are south of Old Fort Bayou Rd working on laterals. They are most of the way to the west and will be heading north toward the Lancaster Lift Station trying to get that station offline and removed. They are also working just north of Hanover Dr and still need a bore across that road to get to the Browning Lift Station which will also be taken offline and removed. The Contractor is still not moving along as fast as Compton would like them to and James Douglass is trying to stay on top of them. The Morton Lift Station has had some issues and some people should be onsite soon to see what is going on there. Mr. Douglass was asked if he thought the Contractor would make the project deadline and he replied that he did not think so.

Gulf Coast Underground has not been onsite since that last meeting. Mr. Douglass is working on a change order to add some non SRF items to the project.

6.2 Water Facilities Plan, Phase 3

MDOH final walk through was on 8-31-18. Everything went well and they are working on close-out documents which need to be submitted by 9-30-18.

6.3 Wastewater Facilities Plan, Phase 2

Robyn Eastman reported the 4 crossings across Cook Rd are complete. The Contractor plans to maintain those for now and pave all 4 crossings at one time the first week of October. 28 of 38 manholes are complete, 98% of the force main and 75% of the 12" gravity lines are in the ground. Mr. Eastman said Hemphill Construction has been a great Contractor to work with and they should be finished in late October. The Vice-Chairman stated they have had very few complaints regarding traffic control and he believes they have done an exceptional job. Mr. Eastman stated that Hemphill is very responsive to any complaint or issue.

6.4 New Operations Center

The new Operations Center construction is going well. The administration building slab has been poured and wall erection is ongoing. The site has been completely shaped out and the storm drains are 95% complete. The maintenance building slab is 65% complete. Plans are to pour that slab on 9-14-18. Robyn Eastman stated that DCD is progressing along very well and all submittals are being approved and moved through the system.

7.0 New Business

7.1 Draft – Employee Handbook Revision

Tabled to the 9-25-18 meeting to allow the Board Attorney to research this matter.

7.2 Proposed Boundary Review to Establish St. Martin Zip Code

The Board was updated on the correspondence the Planning Commission had sent to the postmaster requesting a St. Martin zip code. The Vice-Chairman read the area description and wondered why the area would stop at Suburban Drive. The General Manager stated we would get further information and report back to them at the next meeting.

8.0 Correspondence

Included for the Board's review was the following:

- JCUA (2018 08 29) to John Hannah regarding their FY 2019 budget and treatment fees. The District will see a monthly decrease of \$1,045.00.

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- JCUA litigation

- Savannah Pines supplement draft addressing the easements and billing issues is ready for the General Manager's review.

9.2 Manager Report

Updates were given on the following:

- FY 2019 budget should be presented at the next meeting
- August 2019 Billing Summary - \$703,491.93 (July \$748,279.28)
- August well production (21% unaccounted for water)

10.0 Executive Session – If So Move

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

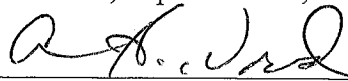
No action was taken in executive session.

11.0 Other Business

Mr. Spiers made a motion, seconded by Mr. Wood, for WJCUD to contribute \$23,365 towards the cost of materials of a packaged dual sewage pump station and the differential material cost of 12" and 8" gravity sewer pipe to be installed along Daisy Vestry Rd. The District will also pay all costs of running electrical power to the electrical meter mounted on a pole at the new pumping station installed along Daisy Vestry Road. The remaining gravity cost for Lamey Homes is estimated to be \$104,710 Motion passed unanimously.

12.0 Adjournment

A motion was made by Mr. Wood, seconded by Mr. Bannister, to adjourn the meeting at 10:20 A.M., September 11, 2018. Motion passed unanimously.



Alan Wood
SECRETARY/TREASURER, WJCUD