

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
October 25, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting October 25, 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. Joe Bannister	Secretary/Treasurer, WJCUD
Mr. Jeremy England	Commissioner, WJCUD
Mr. Bryan David	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
Rana Swann

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Add 7.2 – Consideration of board meeting dates.

4.0 Community Input

William Tuttle thanked Brian Bennett and James Douglass for attending the association meeting and alleviating any fears and concerns the residents had.

Rana Swann (15701 Lemoyne Blvd) appeared before the Board to express his frustration as a small business owner with the amount of his water and sewer bill. He uses very little water but has to pay the base rates which has a usage base of 6,000 gallons. The Board told Mr. Swann they would look into the matter and someone would get back with him about it.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 47 (\$776,802.60)**

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 1

The Lancaster Lift Station is now offline and all flow has been moved to Morton Place. The Contractor is still moving towards Browning and JF Douglas south of the lift station. Both of those will eventually be taken offline also. Mr. Spiers asked Mr. Douglass if he was any more comfortable with the Contractor making the project deadline and Mr. Douglass replied that he was not since the Contractor is continuing to fall behind schedule.

Mr. Spiers made a motion, seconded by Mr. England, tabling Miller Enterprises Pay Application 19 until the owner appears before the Board at the next board meeting to discuss the continued lack of progress. Motion passed unanimously.

Gulf Coast Underground has completed the SRF eligible portion of the contract. The Contractor is starting to work on the newly added work and has ordered the manholes and materials. Mr. Douglass believes they will be done fairly quickly once the items are delivered.

6.2 Wastewater Facilities Plan, Phase 2

The Contractor is progressing well. The lift station is still needing the electrical installed which should be done next week. The force main is completely installed and tested. Gravity sewer is about 7 manholes from the lift station south to Wagon Wheel. The casing pipe is welded for the creek crossing and is ready to go once the area dries up. Mr. Kilpatrick stated he had given Mr. Vincent Feranda the plat for the easement in question which shows the right of way. Mr. Feranda told him he used to own the property and the County gave it back to him. Mr. Feranda is going to talk with the County about it.

Mr. Spiers made a motion, seconded by Mr. Bannister, approving Hemphill Construction Pay Application 7 in the amount of \$333,427.66. Motion passed unanimously.

(SRF Eligible - \$333,427.66)

6.3 New Operations Center

The roof trusses and deck have been installed in the administrative building. The east maintenance building slab has been poured and they are starting to form the north maintenance shed. Siding is going up on the maintenance building. Discussions have occurred about trying to procure the generator through state contract and bidding installation only.

Mr. Bannister made a motion, seconded by Mr. England, approving DCD Pay Application 4 in the amount of \$228,182.54. Motion passed unanimously.

7.0 New Business

7.1 Draft – Employee Handbook Revision

The HR Manager presented 4 policies that needed to be adopted into the WJCUD employee handbook. Once adopted, new hires will sign these forms as part of the hiring process. Existing employees will be given the policies and asked to sign acknowledgment of the new policies. The Board Attorney stated she had reviewed the policies and agreed with the incorporation of them into the handbook.

Mr. England made a motion, seconded by Mr. Bannister, approving the addition of the following policies into the WJCUD employee handbook.

- WJCUD Hepatitis Vaccination Policy
- WJCUD Driving Policy
- WJCUD Internet/Intranet/Extranet Acceptable Use Policy
- WJCUD Mobile Device Policy

Motion passed unanimously.

7.2 Consideration of Board Meeting Dates

The Board discussed changing the regularly scheduled meeting dates due to schedule conflicts. Additionally, there were changes discussed for the remainder of year due to holiday and schedule conflicts. After discussion the following motions were brought forth:

Mr. England made a motion, seconded by Mr. Bannister changing the regularly scheduled board meetings from the 2nd and 4th Tuesdays of the month at 9am to the 2nd and 4th Thursdays of the month at 9am. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. England moving the November 8th, 2018 board meeting at 9am to 1pm on the same day. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. England, moving the 9am meeting on November 22nd, 2018 to 9am on November 21st, 2018. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. England, appointing December 20th, 2018 at 9am as the only meeting date in December. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- WJCUD (2018 10 17) to Heinrich and Associates regarding Woodman Branch Estates, Cyprus Winds & Acadian Gardens.
- MDEQ (2018 10 19) to John Hannah regarding Construction Completion SRF-C280870-03

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- Items will be discussed in Executive Session

9.2 Manager Report

Updates were given on the following:

- Well Production August 2018
 - a. 62 MG Produced
 - b. 44 MG Sold
 - c. 1.1 MG Fire Hydrant Flushing
 - d. 6.0 MG Estimated Water Quality Flushing
 - e. 11.1 MG Unaccounted for Losses (18%)

10.0 Executive Session – If So Move

Mr. England 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. England made a motion, seconded by Mr. Spiers, 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. Bannister, seconded by Mr. Spiers, to adjourn the meeting at 11:35 AM., October 25 2018. Motion passed unanimously.



Joe Bannister
SECRETARY/TREASURER, WJCUD