

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

**Regular Meeting**

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**MINUTES**

**1.0 Call Meeting to Order:**

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting November 8, 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 1:00 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. 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. David Compton	Compton Engineering
Mr. James Douglass	Compton Engineering
Mr. Gerrod Kilpatrick	Machado Patano Engineering

Members of the Public:

William Tuttle  
3 Representatives of Biloxi Bay Resort and Marina. (unable to read names on sign-in)

**2.0 Pledge of Allegiance**

**3.0 Change to Meeting Agenda**

Add 7.1 Biloxi Bay Resort and Marina

**4.0 Community Input**

None.

## **5.0 Consent Agenda**

- 5.1 Reading of Previous Minutes (10/25/18 & 11/02/18)**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 58 (\$890,661.41)**

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

## **6.0 Old Business**

### **6.1 Wastewater Facilities Plan, Phase 1**

James Douglass reported that the DEQ site meeting on November 6<sup>th</sup>, 2018 went fairly well and all options were outlined. Miller Enterprises did attend the meeting with Brent Jones of MDEQ along with Compton Engineering and District employees. All legal options per the contract will need to be exercised and the Contractor making serious attempts before DEQ will consider any change orders.

Mr. England made a motion, seconded by Mr. David, approving Miller Enterprises Change Order 6 in the amount of \$<474,837.50> plus 61 calendar days (rain days) and the moving of Non-SRF eligible work from Lancaster Lift Station into SRF Eligible work 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 - \$<474,837.50>) New Contract Total \$5,621,250.20

Gulf Coast Underground has not been on site despite Mr. Douglass being told they would be.

### **6.2 Wastewater Facilities Plan, Phase 2**

Mr. Kilpatrick stated there was nothing new to report as continued rainy weather has prevented the Contractor from working.

### **6.3 New Operations Center**

The Operations Center is progressing nicely. The electrician and HVAC contractors are doing rough-ins and installing duct work. There have been no real issues and everything is moving along on schedule.

## **7.0 New Business**

### **7.1 Biloxi Bay Resort & Marina**

Representatives from the proposed development attended the board meeting to see if an agreement could be reached with the District regarding the sewer infrastructure costs. The development is being built at Riviera and Dismuke Drives located just north of Biloxi Back Bay. The General Manager had proposed a sewer option he knows will work but the Developer feel it is cost prohibitive. The Vice-Chairman stated we are not telling them it has to be done that way and that we will look at what they propose. The General Manager stated he has concerns that tying into the existing force main on Lemoyne Blvd would create sewer overflow problems during conditions of Inflow and Infiltration. Additionally, the District has no interest in another lift station in that area. The General Manager stated there was potentially mutual benefit for the District, County and Developer and suggested they talk with Supervisor Troy Ross to see if the County could share in the costs of upgrading the sewer system. The Board told the representatives that the District would explore possible cost sharing but that they should have their own engineer submit plans for what will work and our engineer will review it. The recommendation from the Vice-Chairman was to table the item until the November 21<sup>st</sup>, 2018 board meeting. The representatives stated they needed a conditional will-serve and that time was of the essence because they needed to be done by the upcoming summer season. The Board agreed to discuss it amongst themselves and have the General Manager contact them within the next few days. The Board also explained the District had written conditional will-serves in the past that allowed developers to get permits and it has backfired more than once on us with developers constructing infrastructure without any approved plans.

## **8.0 Correspondence**

Included for the Board's review was the following:

- Ward Engineering (2018 10 24) to John Hannah regarding Jackson Place, Phase 2
- Susie Reed & Company (2018 10 25) to John Hannah regarding 15208 Fremont Dr and a request for plumber's charges to be reimbursed
- MDEQ (2018 11 02) to Richard Baudry regarding Acadian Gardens Subdivision, Phase IV
- WJCUD (2018 10 30) to MDEQ regarding Acadian Gardens, Phase IV

## **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:

- October 2018 Billing Summary
  - a. Irrigation- \$2,431.83, (Oct 2017 - \$3,104.72)
  - b. Water - \$255,150.86, (Oct 2017 - \$245,414.43)
  - c. Sewer = \$440,529.47 (Oct 2017 - \$432,513.27)  
Total = \$695,680.33 (Oct 2017 - \$677,927.70)
- October 2018 Water Wells
  - Production 57 MG
  - Metered 44 MG
  - Flushing 7 MG
  - Unaccounted For 6 MG (10% loss)
    - Repair @ Diane Dr., 8" water main break next to I-10
- JCUA – Agencies-Average Flow (MGD)
  - a. WJCUD Trending @ 1.441 MGD (11.20%)
    - i. Last year avg 1.540 MGD (11.74%)
  - b. Six Agencies are 92.74% of Total JCUA Flow
- Medical Insurance Premiums
  - a. Significant increase for 2019 calendar year over 2018 (38,000/yr)
    - i. Increased dependent cost per paycheck
      - 1. employee/child \$10.48
      - 2. employee/spouse \$ 1.15
      - 3. employee/family \$ 17.06
  - b. No increase in dental/vision
- Update on Developments
  - a. Acadian Gardens – we have not received revised drawings, specs and calculations
  - b. Woodman Estates – we have not received revised drawings, specs and calculations
  - c. Cyprus Winds – we have not received revised drawings, specs and calculations
  - d. Jackson Place, Phase 1 – construction complete
  - e. Jackson Place, West – under construction
  - f. Jackson Place, Phase 2 – awaiting final set of drawings and specs for approval and stamping
  - g. Talla Pointe, Phase 1 – construction complete
  - h. Talla Pointe, Phase 2 – review underway, 2<sup>nd</sup> submittal
  - i. Savannah Pines, Phase 2 – under construction
  - j. Alexis Crossing – awaiting off-site gravity sewer design, MOA req
  - k. Parkview, Phase 2 – interior water/sewer construction almost complete, construction of new gravity sewer along Parker Road to new regional Byrd lift station remains

- l. Magnolia Vista – nothing to report
- m. Dennis Lamey – nothing to report
- n. Possible new 64 lot subdivision on Seaman Road
- o. Possible new subdivision on Dana Road
- p. Possible new subdivision on Lemoyne Blvd
- q. Possible new motor home park on Riviera Drive

### **10.0 Executive Session – If So Move**

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

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

No action was taken in executive session.

### **11.0 Other Business**

Employee information was presented to the Board. After review, Mr. England made a motion, seconded by Mr. David, to continue the employee's employment and to approve the employee's request as discussed by the Board. Motion passed unanimously.

Mr. England made a motion, seconded by Mr. David, instructing Ms. Hasbrouck to send certified mail to Westfield Insurance Company (surety & other interests) regarding C.E. Project No: 213-032- Contract A Sewer System Improvements. Motion passed unanimously.

Mr. England made a motion, seconded by Mr. David, instructing the General Manager to contact the developers for Biloxi Bay Resort and Marina regarding proposed options that were discussed by the Board within authority granted by the Board in regard to sewer infrastructure costs. Motion passed unanimously.

### **12.0 Adjournment**

A motion was made by Mr. David, seconded by Mr. England, to adjourn the meeting at 3:05 P.M., November 8, 2018. Motion passed unanimously.

  
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Joe Bannister  
SECRETARY/TREASURER, WJCUD