

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
December 20, 2018**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting December 20, 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. Jeremy England	Commissioner, WJCUD
Mr. Bryan David	Commissioner, WJCUD
Ms. Tanya Hasbrouck	Board Attorney, 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:

Vincent Feranda
Elaine Haslett – 9632 Theriot

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None.

4.0 Community Input

Vincent Feranda stated to the Board that he had visited with the Planning Commission and that all of the paperwork he has submitted has been correct. He would like something showing if he is out of compliance in any area so he can try to correct it. Additionally, he asked for an update from the District as to whether or not we are going through any of his property with our “community sewer” project. Mr. Hannah told the Board that there had been some discussion as to whether or not his lots were divided correctly as a subdivision but that the District does not know for certain if there is a non-compliance issue. All

inquiries regarding this must go through the Planning Commission. Mr. Hannah also told Mr. Feranda that the District has not made a decision yet as to the placement of the new sewer main. Mr. Spiers reiterated to Mr. Feranda that when we finalize the District's plan he will be notified if his property will be affected.

Ms. Elaine Haslett – 9632 Theriot addressed the Board about a huge bill (\$1,091.24) she has encountered due to a water leak. Our technicians informed her that there was a bad leak and shut her water off. Her neighbor found the leak in her backyard near where the old well ties into the water lines. Tasha Brown had offered her the District's approved leak credit which credits 50% of the overage amount and had offered to spread the remaining balance out over a year. Ms. Haslett was hoping the Board would approve a credit larger than the 50%. Mr. England told her the District has the policy and that they cannot change it for her without offering to change it for other individuals. Mr. England asked Ms. Goforth if the payment arrangements could be spread out longer than 1 year? She replied that we could go out for as long as long as the Board wanted us to. Mr. Spiers made a motion, seconded by Mr. David, to apply the leak credit to her account and to take the remaining balance and make payment arrangements for 24 months. Motion passed unanimously.

5.0 Consent Agenda

- 5.1. Reading of Previous Minutes (11/21/18 & 12/07/18)**
- 5.2. Financial Reports**
- 5.3. Purchase Requisitions**
 - 5.3.1 Office Furniture Solutions**
- 5.4. Docket of Claims 1 - 80 (2,006,923.38)**

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 1

Miller Enterprises has had a 3rd crew on site fulltime with one crew working on JF Douglas, one crew working west of Lancaster lift station and one crew working in the alley south of Cambridge east of Lancaster. The crew on JF Douglas is making good progress. The other two crews are being slowed down by wet conditions. The Board elected to discuss Pay Application 20 in Executive Session.

Gulf Coast Underground is close to completion. All gravity sewer has been installed and 10 grinders are left to be done. The Board elected to discuss Pay Application 14 in Executive Session.

6.2 Wastewater Facilities Plan, Phase 2

Hemphill Construction continues to make good progress. One more manhole remains to be done which will complete all gravity sewer. The lift station is projected to start-up in February. Paving on Diane remains to be done.

Mr. Spiers made a motion, seconded by Mr. England, approving Hemphill Construction Pay Application 9 in the amount of \$147,914.14. Motion passed unanimously.

(SRF Eligible - \$147,914.14)

6.3 New Operations Center

The administration building rough-in is 90% complete. Slabs for the out buildings have been poured. The Engineer has coordinated with CenterPoint Energy regarding the gas tap fee. Interior finishes are being selected and the roof will be completed shortly.

Mr. England made a motion, seconded by Mr. Spiers, approving DCD Construction Pay Application 6 in the amount of \$428,567.65. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. England, authorizing the General Manager to sign and execute documents or pay applications for the Generator Project after Board approval. Motion passed unanimously.

7.0 New Business

7.1 Annual Drinking Water Supply Report

The General Manager reported that the District received a perfect score for our drinking water supply. He also presented a history of our system capacity for the last 8 years. The Vice-Chairman stated the report clearly demonstrates why the District is looking for a new well.

7.2 Biloxi Bay RV Resort & Marina

The General Manager updated the Board on actions that have transpired between the Developer and the District. Copies of the following were presented for the Board's review:

- Conditional Will Serve
- Developer's Serviceability Request w/Attachment A
- Spreadsheet for Cost Sharing Alternative Options Discussed w/Developer
- Development Site Plan (Developer indicates to be completed in 3 phases)

8.0 Correspondence

Included for the Board's review was the following:

- o JCUA email (2018 12 10) to John Hannah regarding Pump Station 21 unregulated discharges
- o JCUA invoice (2018 12 07) to John Hannah regarding pump damages in the amount of \$21,646.98

- USDA (2018 10 09) to Tracy Reed regarding approval to get funds from short lived assets after inspection of the vacuum truck
- Lori Goforth email (2018 12 06) to John Hannah regarding state auditor direction that real estate broker fees are considered professional services and do not require bids
- Tanya Hasbrouck (2018 12 03) to Board of Commissioners tendering her resignation as of December 31st, 2018
- Josh Danos (2018 12 04) to John Hannah regarding JCUA litigation and WJCUD Counsel position

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- The motion to dismiss regarding Sanctuary 3 has been prepared and Ms. Hasbrouck submitted it electronically. Physical copies are being mailed.
- Items will be discussed in Executive Session

9.2 Manager Report

Updates were given on the following:

- November 2018 Billing Summary
\$687,890.97 (includes \$2,386.25 irrigation water sold)
- November 2018 Well Production
 - i. 49 MG Produced
 - ii. 43 MG Metered
 - iii. 1 MG Automatic Flushers
 - iv. 3 MG Manual Hydrant Flushing
 - v. 2 MG Unaccounted For (4%)
- 7312 Rose Farm Road
 - See 5/18/2017 appraisal
 - Cost Approach – N/A - our building is too old to estimate as new
 - Income Approach - \$540,000 (assumptions made)
 - Direct Sale Comparison - \$616,000 – comparison with nearby recent sales
 - As-Is - \$610,000 – what would be expected after marketing and negotiation
 - Procurement of commercial realtor
 - Presentation & SOQ?
 - Selection committee or by Staff?

- Park View Phase 2 Final Plat

The General Manager reported there are still issues with the Planning Commission notifying the District before final plats are accepted. He will be speaking with Michelle Coats.

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. David 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. David, 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. England, approving Miller Enterprises Pay Application 20 in the amount of \$102,811.96. Motion passed unanimously.
(SRF Eligible - \$102,811.96)

Mr. Spiers made a motion, seconded by Mr. David, approving Gulf Coast Underground Pay Application 14 in the amount of \$54,639.89. Motion passed unanimously.
(SRF In-eligible - \$54,639.89)

Mr. Spiers made a motion, seconded by Mr. England, to make an offer of employment to Josh Danos as the District's Board Attorney due to the resignation of Tanya Hasbrouck. Motion passed unanimously.

12.0 Adjournment

A motion was made by Mr. Spiers, seconded by Mr. England, to adjourn the meeting at 11:35 A.M., December 20, 2018. Motion passed unanimously.



Joe Barnister
SECRETARY/TREASURER, WJCUD