

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
February 28, 2019**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting February 28, 2019 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. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	General Manager, WJCUD
Ms. Lori Goforth	HR Manager – Exec Admin. Asst., WJCUD
Ms. Tracy Reed	Accountant, WJCUD
Mr. Willie Smith	Operations Manager, WJCUD
Mr. Brian Bennett	District Inspector, WJCUD
Mr. David Compton	Compton Engineering
Mr. James Douglass	Compton Engineering
Mr. Gerrod Kilpatrick	Machado Patano Engineering

Members of the Public:

Dennis Lamey – Lamey Homes
Vincent Feranda

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

Add 6.4 Lamey Subdivision

4.0 Community Input

Vincent Feranda appeared before the Board to confirm for himself that all the WJCUD easements had been acquired along Parker Road. The General Manager stated everything was in order and that power will be run through the easements to the new lift station.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 29 (\$337,814.42)**

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

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 1

James Douglass reported that Miller Enterprises routinely has 3 crews working although the weather has hampered operations the last couple of weeks. Issues at the lift station with the pumps have had them frustrated and the pump supplier attended the progress meeting on 2/25/19 to discuss. Compton will stay on top of the issue and make sure it gets addressed properly. A review of about 125 service line videos has revealed 10-12% with seriously dilapidated lines. The General Manager stated that old service lines contribute to Inflow & Infiltration going and WJCUD ultimately pays JCUA for this flow. The Board discussed the issue and was agreeable with informing affected property owners about our concern for their service lines and the potential for sewer backups if their lines collapse.

Mr. Bannister made a motion, seconded by Mr. England, approving payment of Miller Enterprises Pay Application 23 in the amount of \$133,396.34. Motion passed unanimously.
(SRF Eligible - \$133,396.34)

Gulf Coast Underground is working on the last few items. Mr. Douglass is beginning work on the closeout documents.

6.2 Wastewater Facilities Plan, Phase 2

Gerrod Kilpatrick stated they have the easements executed and are continuing to wait for electrical power to be extended to the lift station. Hemphill Construction has been unable to do much work without the new lift station having power.

Mr. England made a motion, seconded by Mr. Bannister, approving Hemphill Construction Pay Application 11 in the amount of \$22,560.00. Motion passed unanimously.
(SRF Eligible - \$22,560.00)

6.3 New Operations Center

Roofing is complete and work has picked up in the interior of the buildings. Tile is being laid in the restrooms and painting is underway. DCD Construction continues to show they are about a week behind schedule but feel confident they can make those days up.

Mr. Spiers made a motion, seconded by Mr. Bannister, approving DCD Construction Pay Application 8 in the amount of \$428,543.06. Motion passed unanimously.

Mr. Bannister made a motion, seconded by Mr. Spiers, approving DCD Construction Pay Application 2 (generator project) in the amount of \$30,053.25. Motion passed unanimously.

6.4 Lamey Subdivision – Daisy Vestry Road

Dennis Lamey stated that after he reviewed all of his options that he would like to accept the Board's previous offer to allow low pressure sewer on the 9 lots in his subdivision. He also stated he plans to move the existing low pressure on the 10th lot (9716 Daisy Vestry Rd) to align with its road or driveway he plans to build. The General Manager said he would have to pay a tap fee for the water and sewer service line relocations but no capacity fees will be required for that 10th lot since the water and sewer service were to the existing property. The General Manager stated that the services to this 10th lot must be aligned and within the property access for the 10th lot and that WJCUD taps all services lines and that Mr. Lamey is not to tap or relocate any service lines. The Board Chairman reminded Mr. Lamey that the Board will require gravity sewer to any future subdivision of this 10th lot.

Mr. England made a motion, seconded by Mr. Spiers, authorizing the 9 lot subdivision to proceed with low pressure sewer. Motion passed unanimously.

7.0 New Business

7.1 Theft of Service

Mr. Spiers made a motion, seconded by Mr. England, to file theft of service charges as presented in the Jackson County Sheriff's report 2019003753. Motion passed unanimously.

7.2 Connection Fees

The staff presented items for Board consideration regarding deposits and miscellaneous account fees for the Board's review.

Mr. Spiers made a motion, seconded by Mr. England, tabling the item until all 5 board members were present. Motion passed unanimously.

7.3 Old Equipment for Disposal

A list of old computer hardware that is out of date and or no longer working was presented to the Board.

Mr. Spiers made a motion, seconded by Mr. England, declaring the submitted property list to be of no value and approving the disposal of the items provided the District coordinates with the Jackson County landfill to ensure any toxic items are handled properly. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- BSP Properties, LLC letter (2019 02 01) to WJCUD regarding sewer line inside their property in asphalt parking lot
- Ward Engineering letter (2019 02 18) to John Hannah regarding Acadian Gardens Subdivision Phase IV
- Ward Engineering letter (2019 02 18) to John Hannah regarding Woodman Branch Estates
- Ward Engineering (2019 02 18) to John Hannah regarding Cypress Winds Subdivision Phase 1
- Brian Bennett letter (2019 02 19) to Bartlam Real Estate LLC regarding Willows Grove Care Center PIDN 03536050.070
- Local Governments and Rural Water Systems letter (2019 01 29) to WJCUD 30 year repayment period on loans
- Southeast Commercial Real Estate document (2019 02 21) to WJCUD regarding 7312 Rose Farm Rd listing agreement

9.0 District Operations

9.1 Attorney Report

Updates were given on the following:

- The Board Attorney and General Manager reached out to Hobbs Mize regarding Biloxi Bay and Resort and informed him that they had spoken with Michele Coats and told him the County has no problem with issuing him building permits. Mr. Mize had been advised to contact Ms. Coats for his understanding.

- The Board Attorney will proceed with the documents conveying the easement at the entrance to Windsor Park which is adjacent to the 24” JCUA line
- Items will be discussed in Executive Session

9.2 Manager Report

Updates were given on the following:

- Developments
- Water system long-term needs
- GIS Mapping
- Water Facilities Plan, Phase IV
- Wastewater Facilities Plan, Phase III
- David Davis Electrical Power Study

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. Bannister 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. England, authorizing the General Manager to proceed with acquisition of Tank #1 Option “A” north of I-10. Motion passed unanimously.

Mr. England made a motion, seconded by Mr. Bannister, authorizing the General Manager to proceed with acquisition of Tank # 2 Option “C” south of I-10. Motion passed unanimously.

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

Actions taken in Executive Session were read into the minutes.

11.0 Other Business

12.0 Adjournment

A motion was made by Mr. Spiers, seconded by Mr. England, to adjourn the meeting at 11:15 A.M., February 28, 2019. Motion passed unanimously.



Joe Bannister
SECRETARY/TREASURER, WJCUD