

**West Jackson County Utility District
7312 Rose Farm Road
Ocean Springs, Mississippi 39564
January 10, 2019**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting January 10, 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. Bryan David	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. James Douglass	Compton Engineering
Mr. Robyn Eastman	Machado Patano Engineering

Members of the Public:

Keith Broussard, Erik Broussard – 7209 Malibar Lane
Randy Swann (Fadez-N-Bradz) 15701 Lemoyne Blvd.
Laurie Delashmit – 15952 Albany Drive

2.0 Pledge of Allegiance

3.0 Change to Meeting Agenda

None.

4.0 Community Input

Keith Broussard addressed the Board regarding his rental property at 7209 Malibar Lane. He had a massive leak that resulted in his bill being over \$5,700.00. Mr. Broussard called a plumber when he was unable to locate the leak himself. The plumber found a leak in his service line and replaced the lines to the house. Mr. Broussard did receive a \$3,700.00 leak

credit per the District's approved leak credit policy. The credit still left Mr. Broussard being responsible for \$3,849.00. A revision to the District's leak credit policy was presented to the Board specifying 100% of the sewer charges and 50% of the water charges would be credited for verified exterior leaks that did not enter the sewer system. Interior leaks would be treated in the same manner that the current policy stipulates.

After discussion, Mr. Spiers made a motion, seconded by Mr. David, approving the recommended change to the District's leak credit policy. Motion passed unanimously.

Mr. Broussard was told that he should receive around \$2,400.00 additional credit and that the Customer Service Supervisor would call him to discuss the balance once the credit was issued.

Randy Swan of Fadez-N- Bradz – 15701 Lemoyne Blvd. questioned the Board on his desire to find relief from being charged base rates on water and sewer. The Board reminded Mr. Swan that we had discussed a possible solution with the owner of the property but that the owner had not committed to paying the price to re-pipe and consolidate Suites B, C, & D into one service. The Board directed Brian Bennett to contact the owner again but stressed to Mr. Swan that ultimately he must deal with his landlord on this matter.

Laurie Delashmit – 15952 Albany Drive appeared before the Board questioning her water and sewer rates. Ms. Delashmit stated she pays around \$60.00 a month and feels this is too much. The General Manager and the Board explained to her that base rates cover expenses for many items and are not just for the amount of water that is used.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims 1 - 50 (948,901.73)**

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

Miller Enterprises has had 3 crews onsite. They are making progress but still need to pick up the pace to complete the project.

Mr. Spiers made a motion, seconded by Mr. Bannister, approving Miller Enterprises Pay Application 21 in the amount of \$111,826.22. Motion passed unanimously.
(SRF Eligible - \$111,826.22)

Mr. Douglass presented a change order for the Board's consideration. The change order adds \$120,691.32 and 110 calendar days to the contract. The days added are as follows: 20 rain days, 23 days for additional work at Morton Lift Station, 45 days for layout changes and 22 days for unforeseen conditions. The Change Order brings the new sub completion date to May 15th, 2019.

Mr. Spiers made a motion, seconded by Mr. Bannister, approving Miller Enterprises Change Order 7 in the amount of \$120,691.32 plus 110 calendar days 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 - \$120,691.32)

Gulf Coast Underground has not done any work since the last meeting. A meeting has been held with the Contractor to discuss the remaining work to be done. A change order will be coming at a future date.

6.2 Wastewater Facilities Plan, Phase 2

Hemphill Construction is 89% complete. They have installed over 10,000 linear feet of force main in the ground, 5,000 linear feet of 12" gravity line, and installed 36 of 37 manholes to date. They are also 88% complete on the new Lift Station and will be hooking up electric soon. The Contractor may finish next month ahead of the completion date.

6.3 New Operations Center

DCD Construction is 61% complete. They are on schedule and making good progress. The roof will be installed next week and the site is being graded.

7.0 New Business

None.

8.0 Correspondence

Included for the Board's review was the following:

- Local Governments and Rural Water Systems letter (2018 12 21) to John Hannah regarding Final Determination of Allowable Project Costs and final DWSIRLF Loan Offer Distribution Improvements. - DWI-L300156-07-2

- Tank Pro Inc., letter (2018 12 28) to John Hannah regarding Kippie Road tank scheduled renovation
- Mike Montgomery letter (2019 01 02) to Henry (Hank) B Zuber III regarding his application as WJCUD Board Attorney
- Mike Montgomery letter (2019 01 02) to Scott Corlew regarding his application as WJCUD Board Attorney

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:

- December 2018 Billing Summary
 - a. Irrigation - \$1,740.59 (Dec. 2017 - \$2,108.28)
 - b. Water - \$248,887.12 (Dec. 2017 - \$255,976.01)
 - c. Sewer - \$432,087.44 (Dec. 2017 - \$444,348.41)
 - Total = \$680,974.56 (Dec. 2017 - \$700,324.42)
- December 2018 Well Production
 - i. 50.4 MG Produced
 - ii. 42.1 MG Metered
 - iii. 4.6 MG Flushing
 - iv. 3.7 MG Unaccounted For (7%)
- JCUA – Agencies – Average Flow (MGD)
Not reported by JCUA since October 2018
- Sewer pumping station abandonments to date
Abandoned: Lancaster & JF Douglas South
Scheduled to be abandoned:
Browning, JF Douglas North, Cambridge, Hamilton, Prairie, Parker, Diane, Ridgecrest
- Meter Register replacements (battery issue)
 - a. South Cycle 2
 - i. 300 re-reads last month
 - ii. 400 re-reads identified with current meter reading
 - b. North Cycle 1
 - i. 126 re-reads last month
 - ii. Next meter reading scheduled for 1/25/2019

- Update on developments
- WJCUD Organizational Chart (updated)
- WJCUD Board Member Listing (updated)

10.0 Executive Session – If So Move

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

Mr. David 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

12.0 Adjournment

A motion was made by Mr. Bannister, seconded by Mr. David, to adjourn the meeting at 11:55 A.M., January 10, 2019. Motion passed unanimously.



Joe Bannister
SECRETARY/TREASURER, WJCUD