

**West Jackson County Utility District  
7200 McCann Road  
Biloxi, Mississippi 39532  
April 20, 2023**

**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 April 20, 2023, at the WJCUD general office building, 7200 McCann Road, Biloxi, MS. The meeting was called to order by Mr. Mike Montgomery, Chairman of the Board at 9:02 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. Bryan David	Vice-Chairman, WJCUD
Mr. Andrew Westfall	Secretary/Treasurer, WJCUD – called in
Mr. Curtis Spiers	Commissioner, WJCUD
Ms. Joan Strayham	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. John Hannah	Director, WJCUD
Mr. Brian Bennett	Construction Manager, WJCUD
Ms. Laura Davis	Financial Controller, WJCUD
Ms. Donna Catalanatto	Human Resources Manager, WJCUD
Ms. Amanda Parisi	Assets Manager, WJCUD
Ms. Whitney McCarra	Accountant II, WJCUD
Mr. Gerrod Kilpatrick	Machado Patano

Members of the Public:

Mark Seymour, Jr. & Matt Kirkland – Seymour Engineering  
Abe Hodges – Lemoyne Baptist Church

**2.0 Invocation / Pledge of Allegiance**

Pastor Hodges from Lemoyne Baptist Church gave the invocation prayer.

**3.0 Change to Meeting Agenda**

**4.0 Community Input**

## **5.0 Consent Agenda**

### **5.1 Reading of Previous Minutes**

### **5.2 Financial Reports**

### **5.3 Purchase Requisitions**

### **5.4 Docket of Claims**

**Lines 1 – 107 / \$1,251,661.80**

### **5.5 Leak Credits**

### **5.6 Grinder Station Approvals**

Mr. Spiers made a motion, seconded by Mr. David, approving the Consent Agenda as presented. Motion passed unanimously. Ms. Strayham was absent for the vote.

## **6.0 Old Business**

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

Mr. David made a motion, seconded by Mr. Spiers, approving CB Developers, Inc. Wastewater Facility Improvement Project, Pay Application No. 4 in the amount of \$335,083.60 as recommended by Machado Patano, contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Motion passed unanimously. Ms. Strayham was absent for the vote.

Ms. Strayham arrived at 9:10 AM.

### **6.2 Gravity Sewer Along Old Fort Bayou Road**

Mr. David made a motion, seconded by Mr. Spiers, approving authorizing the acceptance of the waiver valuation at 7312 Old Fort Bayou Road under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and as later amended, under the procedure described as “waiver valuation” contingent upon Mr. Howdeshell’s review and in the event the owner does not accept, proceed moving forward with the condemnation of all particulars of the properties that have been submitted by the Director. Motion passed unanimously.

## **7.0 New Business**

### **7.1 Computer Modeling of Sewer System**

Mr. Mark Seymour, Jr. and Mr. Matt Kirkland gave a presentation of their available service of computer modeling the District’s sewer system.

## **7.2 User Charge Ordinance**

Mr. Spiers made a motion, seconded by Mr. David, approving amending the User Charge Ordinance as presented by staff. Motion passed unanimously.

## **7.3 ARPA/MCWI Grant**

Mr. Spiers made a motion, seconded by Mr. David, approving the SubAward agreement with the Jackson County Board of Supervisors and giving the Director the authority to execute any and all documents necessary for this purpose. Motion passed unanimously.

## **8.0 Correspondence**

Included for the Board's review was the following:

- Mississippi State Dept. of Health letter (2023 03 31) – to WJCUD regarding Professional Services Agreement Approval
- WJCUD letter (2023 02 10) – to Mr. Dennis Lamey regarding Lamey Homes on Daisy Vestry
- Jeanell Todaro, Designs Invoice – to Jerrod & Amanda Mathers regarding Insurance Claim

Ms. Strayham made a motion, seconded by Mr. David, approving payment to Jerrod and Amanda Mathers in the amount of the difference between \$11,636.25 and the payments actually made by the District's insurance carrier, contingent upon confirmation that such a payment will not affect the District's coverage.

- Mississippi Dept. of Health letter (2023 04 10) – to Machado Patano regarding Final approval of 2 new water wells
- Department of Environmental Quality (2022 12 12) – to WJCUD regarding Approval of executed MDEQ SRF Phase 4 contract documents
- JCPC Minutes (2023 03 15) regarding Jackson County Planning/Zoning Meeting Minutes

## **9.0 District Operations**

### **9.1 Attorney Report**

## 9.2 Director Report

Updates were given on the following:

MS Restore Grant for David Davis Bayou Sewer Replacement; Engineer SOQ's rec'd 4/20/2023, Committee needs to pick a date and times for engineer shortlisting and interview dates for final selection. The scoring criteria is outlines in the RFQ.

- Shortlist or interview all submitted SOQ's?
- Interview dates?
- SOQ's to be delivered next week to selection committee.

Phase IV-B SRF Sewer Project bids May 03, 2023 @ 2:00 PM

Miscellaneous construction contracts, Bottom 2 Top Construction, LLC

- Old Fort Bayou Road – lowered existing water main at two locations.
  - 12" at McNair Blvd
  - 4" at Rose Farm Road.
- Phase 1 –pending outstanding balances due. Dispute between Developer and Bottom 2 Top regarding volume of stone utilized for bedding
- Phase 2 – Scarlett Glen MOA, Bid Date & Time is May 03, 2023 @ 3:00 PM
- Phase 3 – Pipelaying near completion to abandon Dove Plains LS.

BBBRV Resort received a \$1.5M or \$2.0M Ms Restore Grant; Developer wishes to construct Ph 3 and Ph 4

Billing Summary attached for MAR 2023

- \$859,212.29 (compared to \$773,568.31 in MAR 2022) (11.1% increase)
- 8,473 active customers (compared to 8,282 in MAR 2022) (2.3% growth)

Water Production – MAR 2023

- 53.2 MG - Total Production
- 46.3 MG – Water Sold
- 4.1 MG – Flushing

Income Statement – FY 2023 six months ending March 31, 2023

Current Liquid Assets - FY 2023 six months ending March 31, 2023

Seymour Engineering Proposal for Computer Model of District Sewer System

Map of Sewer Project at Dismuke and Riviera and Opinion of Cost – submitted as project for MS Restore grant funding

Map of Sewer Project at Lemoyne Blvd from Bienville to April Bayou – submitted as project for MS Restore grant funding

Updated WJCU Organizational Chart – added GPS/GPR Locate Tech Scott Johnese

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

Mr. Spiers made a motion, seconded by Mr. David, to enter closed session to determine if executive session is appropriate. Motion passed unanimously.

Mr. David made a motion, seconded by Mr. Spiers, to enter executive session to discuss personnel matters relating to Jay Ruffin, and to discuss the Miller litigation. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. David, to grant Jay Ruffin's request to resign, contingent upon him tendering a resignation letter and signing a release of the District by April 28, 2023 at 5:00 PM, otherwise the termination will remain in place. Motion passed unanimously.

Mr. Westfall made a motion, seconded by Ms. Strayham, to direct Bordis & Danos and Galloway Johnson to initiate litigation against Compton Engineering for professional negligence relating to their work on the Miller project. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. David, to return to open session. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Ms. Strayham, to adjourn the meeting. Motion passed unanimously.

#### **11.0 Other Business**

#### **12.0 Adjournment**

A motion was made by Mr. Westfall, seconded by Ms. Strayham, to adjourn the meeting at 10:54 A.M., April 20, 2023. Motion passed unanimously.



Andrew Westfall  
SECRETARY/TREASURER, WJCUD

JACKSON COUNTY, MISSISSIPPI  
WEST JACKSON COUNTY UTILITY DISTRICT

**RESOLUTION ADOPTING WAIVER VALUATIONS  
OLD FORT BAYOU ROAD PROJECT**

Pursuant to the Waiver Valuation procedures previously adopted, the following acquisition has been submitted to the District for approval:

1. 7312 Old Fort Bayou Road      David and Cynthia King      \$ 1,894.24

The District, having had the opportunity to review the Waiver Valuation prepared by Ms. Mary Ann Clisby, a local realtor familiar with real estate values in the area of the project, and determining that the acquisition is uncomplicated, hereby accepts and approves the above-referenced valuation, and authorizes its employees, agents, or attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

The above and foregoing Resolution was introduced by  
B. David, seconded by C. Spiers,  
and was adopted by the following vote, to-wit:

Yeas:  
Montgomery  
David  
Spiers  
Westfall

Nays:

Absent:  
Strayham

The Chairman hereby declared the Motion carried and the Resolution was adopted, this the  
20th day of April, A.D., 2023.

[Signature]  
Chairman

Donna Catalanatto  
Notary Public

{SEAL}





JACKSON COUNTY, MISSISSIPPI  
WEST JACKSON COUNTY UTILITY DISTRICT

RESOLUTION

Upon careful consideration, the West Jackson County Utility District (hereinafter "District"), acting by and through its Board, has determined it to be in the best interests of the residents of the District and the County to acquire utility easements from private landowners whose property is located within District limits. The District is currently acquiring easement on the south side of Old Fort Bayou Road from Roselee Place to Eglin Road. To accomplish this project, the District finds it necessary to acquire for public use a portion of PIDN 03009220.020 from Todd and Patty Carmel or their successors-in-interest, being a 3,091 square foot utility easement as described in the plans for the project, which are incorporated herein by reference. The District has employed a licensed appraiser and review appraiser qualified in all respects to provide an opinion of just compensation for the acquisition of this easement. The amount of \$989.00 was determined by the appraisers as just compensation for the acquisition of the easement rights.

The District, having had the opportunity to review the appraisal and review appraisal, hereby accepts and approves the above referenced valuation and authorizes its employees, agents, attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

Further, should the District and the owners and/or other parties interested in said property fail to reach an agreement as to the acquisition of the required easement, the District does hereby declare said property necessary for the public use, and orders that it be condemned. If necessary, the District authorizes and requests its attorneys and/or other necessary professionals to institute any and all condemnation proceedings necessary to acquire the property described herein for the public use referenced.

The above and foregoing Resolution was introduced by B. David, seconded by C. Spiers, and was adopted by the following vote, to-wit:

Yeas:  
Montgomery  
David  
Spiers  
Westfall

Nays:

Absent:  
Strayham

The Chairman hereby declared the Motion carried and the Resolution and Order to Condemn was adopted, this the 20<sup>th</sup> day of April, A.D., 2023.



[Signature]  
Chairman

Donna Catalanatto  
Notary Public

JACKSON COUNTY, MISSISSIPPI  
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The District, having had the opportunity to review the appraisal and review appraisal, hereby accepts and approves the above referenced valuation and authorizes its employees, agents, attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

Further, should the District and the owners and/or other parties interested in said property fail to reach an agreement as to the acquisition of the required easement, the District does hereby declare said property necessary for the public use, and orders that it be condemned. If necessary, the District authorizes and requests its attorneys and/or other necessary professionals to institute any and all condemnation proceedings necessary to acquire the property described herein for the public use referenced.

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Spiers  
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{SEAL}



Donna Catalanatto  
Chairman  
Donna Catalanatto  
Notary Public



JACKSON COUNTY, MISSISSIPPI  
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The District, having had the opportunity to review the appraisal and review appraisal, hereby accepts and approves the above referenced valuation and authorizes its employees, agents, attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

Further, should the District and the owners and/or other parties interested in said property fail to reach an agreement as to the acquisition of the required easement, the District does hereby declare said property necessary for the public use, and orders that it be condemned. If necessary, the District authorizes and requests its attorneys and/or other necessary professionals to institute any and all condemnation proceedings necessary to acquire the property described herein for the public use referenced.

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{SEAL}



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JACKSON COUNTY, MISSISSIPPI  
WEST JACKSON COUNTY UTILITY DISTRICT

RESOLUTION

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The District, having had the opportunity to review the appraisal and review appraisal, hereby accepts and approves the above referenced valuation and authorizes its employees, agents, attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

Further, should the District and the owners and/or other parties interested in said property fail to reach an agreement as to the acquisition of the required easement, the District does hereby declare said property necessary for the public use, and orders that it be condemned. If necessary, the District authorizes and requests its attorneys and/or other necessary professionals to institute any and all condemnation proceedings necessary to acquire the property described herein for the public use referenced.

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{SEAL}



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Chairman  
Donna Catalanatto  
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JACKSON COUNTY, MISSISSIPPI  
WEST JACKSON COUNTY UTILITY DISTRICT

RESOLUTION

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The District, having had the opportunity to review the appraisal and review appraisal, hereby accepts and approves the above referenced valuation and authorizes its employees, agents, attorneys, as the case may be, to make an offer to purchase the required easement for the value stated above.

Further, should the District and the owners and/or other parties interested in said property fail to reach an agreement as to the acquisition of the required easement, the District does hereby declare said property necessary for the public use, and orders that it be condemned. If necessary, the District authorizes and requests its attorneys and/or other necessary professionals to institute any and all condemnation proceedings necessary to acquire the property described herein for the public use referenced.

The above and foregoing Resolution was introduced by B. David, seconded by C. Spiers, and was adopted by the following vote, to-wit:

Yeas:  
Montgomery  
David  
Spiers  
Westfall

Nays:

Absent:  
Strayham

The Chairman hereby declared the Motion carried and the Resolution and Order to Condemn was adopted, this the 20<sup>th</sup> day of April, A.D., 2023.

{SEAL}



Donna Catalanatto  
Chairman  
Donna Catalanatto  
Notary Public

## USER CHARGE ORDINANCE FOR WEST JACKSON COUNTY UTILITY DISTRICT

### **AN ORDINANCE TO PROVIDE FOR THE COLLECTION OF USER CHARGES FROM USERS OF THE PUBLIC WATER WORKS AND PUBLIC SEWER SYSTEM.**

**BE IT ORDAINED BY THE WEST JACKSON COUNTY UTILITY DISTRICT, COUNTY OF JACKSON, STATE OF MISSISSIPPI AS FOLLOWS:**

Adopted on: November 4, 2014

Revised on: January 23, 2018

Revised on: June 25, 2020

Revised on: April 20, 2023

#### **ARTICLE I DEFINITIONS**

The following words and terms when used in this chapter are intended to mean and shall mean as follows, to wit:

**Manager, District Manager, or Director** shall mean the Director of the utilities of the West Jackson County Utility District.

**Authorized Representative** shall mean a District employee authorized by the Director to act for an on behalf of the District.

**District** shall mean the West Jackson County Utility District.

**Person** shall mean any person, firm or corporation, either as principal or as agent for another.

**District Mains** shall mean any and all water-carrying pipe including water distribution pipes, sewer collection pipes and conduits owned and maintained by the West Jackson County Utility District.

**Water** shall mean the water service or water supply belonging to and furnished, or to be furnished, by the West Jackson County Utility District.

**Sewer** shall mean the sewer service or sewage collection system belonging to and furnished, or to be furnished, by the West Jackson County Utility District.

**Will Serve** shall mean a document issued by the District consenting to provide service.

#### **ARTICLE II USER CHARGES**

**Section 1.** User charge shall be the charge levied on all users including, but not limited to, persons, firms, corporations or governmental entities that are required to connect to the public water supply or public sewage system.

**Section 2.** The user charge shall include the costs of operation and maintenance (including replacement) of the public water works and sewage system, retirement of existing debt included herein, and repayment of any Drinking Water Systems Loans in accordance with the approved Utility Service Charges, included herein by reference. The number of customer connections shall be determined solely at the discretion of the Director or Authorized Representative.

**Section 3.** The Director shall review annually the contributions of users, the total costs of operation and maintenance (including replacement) of the waterworks and sewage system. The Director shall revise the user charge, if necessary and upon approval of the Board of Commissioners, to generate sufficient revenue to pay the total operation and maintenance (including replacement) costs of the water or sewer works, retirement of existing debt included herein, and repayment of any applicable systems loans.

**Section 4.** Each user shall be notified, at least annually, in conjunction with a newsletter and Consumer Confidence Report, of any significant changes in ordinances that affect billing and customer rights.

**Section 5.** No free water service or sewage collection shall be furnished to any user, except as provided by law.

**Section 6.** All current customers or consumers who are supplied water and/or sewer service beyond the limits of the District will pay the applicable non-district amounts shown herein in Exhibit 1 of Article III.

**Section 7.** Charges and bills for service furnished to business or commercial customers or consumers or any other person furnished water shall mature on the date of the statement or bill. Such charges and bills shall be due and payable on the due date shown on the statement and any such charges or bills not paid on or before 20 days from date of statement shall be in default and may incur a late fee shown herein in Exhibit 1 of Article III.

**Section 8.** Failure, neglect, or refusal to pay any bill on or before 25 days from date of statement shall subject the customer, consumer, or user of the service to the loss and discontinuance of their service and supply. If any such water or sewage service is lost or discontinued because of the nonpayment of any such statement on or before 25 days from date of statement, the service and supply shall not be resumed until the bill or statement is paid in full, together with a Disconnect Processing Fee in accordance with the current Utility Service Charges per Exhibit 1 of Article III. This amount being determined as the reasonable cost to be incurred by the District in resuming such service.

Nonpayment of balances above the District's threshold to avoid disruption of service will result in the customer's account being reported as being non-compliant and subject non-compliance action in accordance with District standard policies and procedures.

**Section 9.** Deposits--Any customer or consumer shall not be entitled to any service or supply unless and until such person makes a deposit with the District in accordance with Exhibit 1 of Article III. Homeowners or Property Owners who elect automatic bank draft as a form of payment for their monthly service may have their deposit waived, provided they remain on bank draft and do not have any payment returned to the District. The District may, at its option, apply any such deposits toward payment of any amount due the District. Before service is restored all deposits used in settling fees must be restored.

**Section 10.** Equipment & Maintenance - Any and all approved equipment used to provide water & sewer service in the District for a residential account shall remain the exclusive property of the District, regardless of the installer. The District does not maintain non-standard residential equipment.

The District does not assume maintenance of commercial sewer equipment unless it has been deemed as our standard equipment by District inspection and the customer has signed a maintenance plan agreement. District owned residential grinders that have commercial use will automatically have the maintenance plan agreement in force and remain the property of the District.

Commercial Meter Charges--Any commercial customer or consumer shall not be entitled to any service or supply unless and until such person pays for an approved water meter as follows, to wit:

- A. The size, type, and make of the meter installed shall be furnished by the District and shall be a size suitable to the estimated consumption and use of water by the respective customer and consumer as determined solely at the discretion of the Director or Authorized Representative.
- B. The District will install and maintain the water meter which becomes the property of the District. Installation, repair, replacement, calibration and testing of all Commercial Meters will be determined solely by the Director or Authorized Representative. All applicable charges and fees for the meter and related materials, labor and equipment necessary for the installation, repair and replacement will be the responsibility of the Customer. All applicable charges and fees for periodic calibration and testing of commercial meters will also be the responsibility of the Customer.

**Section 11.** Utility service charges are reviewed annually. Customers will receive a 30 day notice of any change in service charges with the exception of the JCUA treatment charge which is adjusted annually concurrently with the annual JCUA adjustment as specified in Exhibit 1 of Article III.

**Section 12.** Utility service charges not consistent with the current user charge ordinance require a past or present Board action. Prior verbal understandings are not recognized.



**ARTICLE III  
UTILITY SERVICE CHARGES**

Rates, fees and charges for utility service shall be as indicated in Exhibit 1 of this User Charge Ordinance.

**ARTICLE IV  
TRANSFERS**

Upon customer request and approval by the Director, a customer may be permitted to transfer his water or sewer service from one location to another. In such instances, said customer shall pay any past due bill in full for the previous location and make all necessary arrangements for the new service location before being entitled to any further services. Transfers or relocations of sewer or water assets will be at the District's sole discretion. No person shall be entitled to a water service or tap at any location if he is in arrears for water service rendered at that location or any other location.

**ARTICLE V  
TAMPERING WITH METERS**

If any person tampers with or in any way makes or attempts to make any improper use or adjustment of any water meter, curb-stop, or service pipe, or attempts in any way to avoid payment of the proper amount due or to become due for the water obtained or to be obtained or used by such person or for his benefit, then in any of said events the Director or Authorized Representative shall have the right to immediately discontinue the water service of such person and/or charge costs for all resulting damages and costs. Such charges will need to be paid before any service is restored.

**ARTICLE VI  
PENALTIES**

Any person willfully violating any of the prohibitions or provisions of this ordinance shall be subject to fines and other penalties as provided for in the District's enabling legislation.

**ARTICLE VII  
AMENDMENTS**

This Ordinance shall be amended, as necessary, to comply with Federal or State Regulations.

**ARTICLE VIII  
VALIDITY**

- Section 1.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.
- Section 2.** The invalidity of any section, clause, sentence, or provision of this ordinance shall not affect the validity of any other part of this ordinance, which can be given effect without such invalid part or parts.
- Section 3.** Whenever the requirements of this Ordinance conflict with any other lawful ordinances, rules, regulations, or codes lawfully enacted by the West Jackson County Utility District, the Jackson County Utility Authority, or any other Local, State or Federal regulatory authority having jurisdiction, the most restrictive law or requirement shall govern.

**ARTICLE IX**  
**ORDINANCE IN FORCE**

- Section 1.** This ordinance shall be in full force and effect from and after its passage, approval, recording, and publications as provided by law.
- Section 2.** All ordinances contained herein with amendments as noted shall be in full force and effect from and after passage, approval, recording, and publications as provided by law.

This ordinance was duly revised this 20th day of April 2023 and declared same to be in full force and effect.

Commissioner Montgomery	voted-YES
Commissioner Spiers	voted-YES
Commissioner Strayham	voted-YES
Commissioner David	voted-YES
Commissioner Westfall	voted-YES

I, Andrew Westfall, Secretary and official custodian of the records of the West Jackson County Utility District, do hereby certify that the foregoing User Charge Ordinance amendments were passed and adopted at a public meeting of said Board and is further a matter of record in its official minutes.

This the 20th day of April, 2023.



Andrew Westfall, Secretary-Treasurer

**EXHIBIT 1**  
**USER CHARGE ORDINANCE FOR WEST JACKSON COUNTY UTILITY DISTRICT**  
**UTILITY SERVICE CHARGES**  
**Effective April 20, 2023**

The following rate system shall apply to each user. This system includes the user charge as established herein and the charge for debt service and recovery of other costs, each based on volume of flow.

**WATER RATE SCHEDULE**

**Residential\***

<u>Meter Size</u>	<u>Base Volume</u>	<u>District Rate</u>	<u>Non-District Rate</u>
1", and Smaller, up to.....	2,000 Gallons.....	\$23.23.....	\$27.43
1½", up to.....	4,000 Gallons.....	\$33.83.....	\$38.03
2", up to.....	6,000 Gallons.....	\$40.16.....	\$44.36
Each 1,000 Gallons over Base Volume.....		\$3.17.....	\$3.17

\* Residential Meters shall be 5/8", 3/4", or 1" unless otherwise approved by the District.

\* District residential customers not yet metered will be assessed \$35.18/month flat rate for water service.

**Commercial \***

<u>Meter Size</u>	<u>Base Volume</u>	<u>Base Rate</u>
1", and Smaller, up to.....	4,000 Gallons.....	\$43.74
1½", up to.....	8,000 Gallons.....	\$82.07
2", up to.....	12,000 Gallons.....	\$120.94
3", up to.....	27,000 Gallons.....	\$258.45
4", up to.....	40,000 Gallons.....	\$400.61
6", up to.....	80,000 Gallons.....	\$799.05
8", up to.....	130,000 Gallons.....	\$1,208.11
Each 1,000 Gallons Over Base Volume.....		\$3.17

\* Commercial rate also includes schools, fire departments, public buildings, and hotels.

**Irrigation & Pools**

<u>Meter Size</u>	<u>Residential Rate</u>	<u>Commercial Rate</u>
5/8", Meter Base Meter Charge.....	\$4.20.....	\$4.20
1", Meter Base Meter Charge.....	\$5.44.....	\$5.44
1½", Meter Base Meter Charge.....	\$7.72.....	\$7.72
2", Meter Base Meter Charge.....	\$11.43.....	\$11.43
Each 1,000 Gallons Usage.....	\$3.17.....	\$3.17

\* Pool drains must be confirmed to discharge exclusively to lawn or wooded areas w/o connection to sewers

**SEWER RATE SCHEDULE**

**Residential\***

<u>Meter Size</u>	<u>Base Volume</u>	<u>District Rate</u>	<u>Non-District Rate</u>
1" and Smaller, up to.....	2,000 Gallons.....	\$31.76.....	\$37.01
1½", up to.....	4,000 Gallons.....	\$38.30.....	\$43.55
2", up to.....	6,000 Gallons.....	\$44.84.....	\$50.09
Each 1,000 Gallons over Base Volume.....		\$2.78.....	\$2.78
JCUA Treatment Charge per 1,000 Gallons.....		\$3.78.....	\$3.78

\* District residential customers w/o a water meter will be assessed a \$59.35/month flat rate for sewer services

\* Non-District residential customers w/o a water meter will be assessed a \$64.60/month flat rate for sewer services.

\*\* JCUA Treatment Charge is adjusted annually concurrently with annual JCUA adjustment

**Commercial**

<u>Meter Size</u>	<u>Base Volume</u>	<u>Base Rate</u>
1" and Smaller, up to.....	4,000 Gallons.....	\$59.48
1½", up to.....	8,000 Gallons.....	\$91.93
2", up to.....	12,000 Gallons.....	\$125.45
3", up to.....	27,000 Gallons.....	\$235.77
4", up to.....	40,000 Gallons.....	\$352.57
6", up to.....	80,000 Gallons.....	\$675.94
8, up to.....	130,000 Gallons.....	\$1,016.61
Each 1,000 Gallons Over Base Volume.....		\$2.78
JCUA Treatment Charge per 1,000 Gallons.....		\$3.78

\* Commercial customers with no public water supply will be assessed a \$62.48/month flat rate for sewer services.

\* Commercial Maintenance Plan (if approved equip) \$20.00

\* Commercial rate also includes schools, fire departments, public buildings, and hotels.

\*\* JCUA Treatment Charge is adjusted annually concurrently with annual Jackson County Utility Authority adjustment

## **CONNECTION FEE**

<b><u>Capacity</u></b>	<b><u>Water</u></b>	<b><u>Sewer</u></b>
Residential.....per dwelling unit	\$1,200.00	\$1,200.00
Apartments/Condos/Trailer Parks.....per unit	\$800.00	\$800.00
Motel/Hotel .....per unit	\$400.00	\$400.00
All Other Commercial.....per meter size		
5/8"	\$1,200.00	\$1,200.00
1"	\$3,000.00	\$3,000.00
1 1/2"	\$6,000.00	\$6,000.00
2"	\$10,000.00	\$10,000.00
3"	\$19,000.00	\$19,000.00
4"	\$30,000.00	\$30,000.00
6"	\$60,000.00	\$60,000.00
8"	\$95,500.00	\$95,500.00

### **Water Tapping**

Residential (5/8" x 3/4")\* .....per dwelling unit .....\$620.00\*\* + directional drilling labor & equipment costs  
Commercial.....per connection.....equal to cost of labor, material, and equipment by District

*\*1" meter tapping fees are greater due to cost of materials*

*\*\* Adjusted automatically to reflect the District's current pricing for the equipment*

### **Sewer Tapping**

Residential (Gravity) .....per dwelling unit.....\$250.00 + directional drilling costs if service is across public street  
Residential (Grinder Station).....per dwelling unit.....\$2,345.75\*\* + directional drilling costs if service is across public street  
Commercial.....per connection.....equal to cost of labor, material, and equipment by District  
Inspection Fee\* .....per connection.....\$50.00

*\* Includes the following: preliminary inspection and final inspection, additional inspection requests will incur a Re-Inspection Fee of \$50.00 for every inspection*

*\*\* Adjusted automatically to reflect the District's current pricing for the equipment*

## **MISCELLANEOUS FEES**

### **Service Fees**

Returned Checks..... \$30.00  
Late Charge Fee..... 10% of existing bill  
Copy Requests of District Documents..... \$2.50 per page  
Site Service Survey Fee \* ..... \$50.00  
Meter Tampering Fee..... \$150.00  
New Service Connection Fee..... \$30.00  
Disconnect Processing Fee (during hours of operation).... \$50.00  
Disconnect Processing Fee (after hours)..... \$75.00

*\* Includes the following: site survey to issue intent to serve document, customer-requested meter data logging (one "free" annually)*

### **Deposits**

Residential - three 1/2 times the prevailing monthly base charge  
Commercial three 1/2 times the prevailing monthly base charge (based upon meter size)



SOP # 4

Implementation Date: 04/20/2023

SOP Owner: Customer Service

***SOP Subject: Customer Nonpayment and Late Fees***

**I. Customers with past due balances**

- Any customer with a balance due, will receive a late fee of 10% on the current balance, 5 days after due date.
- After 10 days of non-payment of the balance due, the customer will be sent out for disconnect and a onetime \$50.00 disconnect/reconnect processing fee will be charged to the account.
- Late Fees will be added to the customer's account each month of occupancy until either balance is paid in full or account reaches 60 days of delinquency.
- After 60 days of non-payment, the customer's account will be handed over to the Compliance Department for an initial letter to be sent out and all late fees will be discontinued.
- If balance due is paid and no water has been utilized, then the water charges for everything after disconnection will be removed due to no usage.



**ORDER NUMBER \_\_\_\_\_**

**WHEREAS**, the West Jackson County Utility District (hereinafter, "the District") has submitted a grant application for certain ARPA funds, as more fully described in the attached documentation; and

**WHEREAS**, one or more applications were approved; and

**WHEREAS**, in order to receive funding, the District must enter into the attached SubAward Agreement with the Jackson County Board of Supervisors; and

**WHEREAS**, the Board of Commissioners hereby finds that entering this SubAward Agreement is in the best interests of the District; and

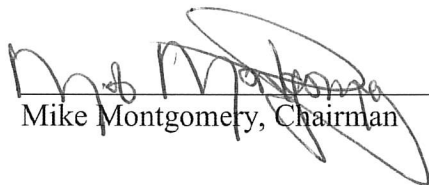
**IT IS HEREBY ORDERED** by the Board of Commissioners, that entering the attached SubAward Agreement is hereby authorized and approved.

**IT IS FURTHER ORDERED** that the Director is authorized to execute any and all documents necessary for this purpose.

The motion to approve the foregoing Order was made by Spiers, seconded by Westfall, and the following vote was recorded:

Chairman Montgomery yes  
Commissioner Spiers yes  
Commissioner Strayham yes  
Commissioner Westfall yes  
Commissioner David yes

**WHEREUPON**, the Board of Commissioners of West Jackson County Utility District, declared the motion carried and the Order adopted this the 20th day of April, 2023.

  
Mike Montgomery, Chairman

ATTEST:

Donna Catalanatto





# West Jackson County Utility District

Physical Address:  
7200 McCann Road  
Biloxi, MS 39532

Mailing Address:  
P.O. Box 1230  
Ocean Springs, MS 39566-1230

Phone (228) 872-3898

[www.wjcupd.com](http://www.wjcupd.com)

Fax (228) 872-3861

## BOARD MEETING SIGN IN SHEET

DATE 04/20/2023

1: Mark Seynow Jr.

2: Matt Kirkland

3: Abe Hodges

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

8: \_\_\_\_\_

9: \_\_\_\_\_

10: \_\_\_\_\_

West Jackson County Utility District  
Docket of Claim  
As of April 20, 2023

	Vendor			
1	Ace Data Storage	30.00		30.00
2	Advance Auto Parts	52.24		52.24
3	AGJ Systems & Networks (3 invoices)	4,862.00		4,862.00
4	Amazon Business	294.92	<b>Paid Online</b>	294.92
5	AnSer (2 invoices)	2,582.75		2,582.75
6	Astro Ford	2,711.38		2,711.38
7	Bay Motor Winding	3,969.00		3,969.00
8	Bay Pest Control	75.00		75.00
9	Blue Cross Blue Shield	21,468.65	<b>Auto Draft</b>	21,468.65
10	Boot Outlet (2 invoices)	363.70		363.70
11	Bordis & Danos	5,000.00		5,000.00
12	Bottom 2 Top (3 invoices)	130,537.53		130,537.53
13	C spire	410.24	<b>Auto Draft</b>	410.24
14	Cardmember Services (Elan CC)	538.63	<b>Paid Online</b>	538.63
15	Center Point Energy (3 invoices)	168.98	<b>Auto Draft</b>	168.98
16	Chancery Clerk - Josh Eldridge	131.00		131.00
17	Cintas Corporation (5 invoices)	1,921.04		1,921.04
18	Coast Chlorinator & Pump (6 invoices)	2,393.50		2,393.50
19	Consolidated Pipe (8 invoices)	8,097.30		8,097.30
20	CUSI (2 invoices)	125.20		125.20
21	D&H Auto Repair / Towing (2 invoices)	250.00		250.00
22	David, Bryan	40.00	<b>DD</b>	40.00
23	DMS Mail Management (2 invoices)	5,777.59	<b>Auto Draft</b>	5,777.59
24	Engineer Supply LLC	5,340.97		5,340.97
25	ESRI / Environmental Systems Research	11,300.00		11,300.00
26	First Advantage Background SVC	161.01		161.01
27	Fuelman (5 weeks of Invoices)	5,567.99	<b>Paid Online</b>	5,567.99
28	Galloway Johnson	1,165.50		1,165.50
29	Grease Monkey - Wisc. Quick Lube (3 invoices)	263.80		263.80
30	Green Equipment	223.81		223.81
31	Guardian	2,647.89	<b>Auto Draft</b>	2,647.89
32	Guideline Geo, Inc.	418.00		418.00
33	Gulf Breeze Landscaping	2,310.00		2,310.00
34	Gulf Coast Pump (3 invoices)	7,700.00		7,700.00
35	Gulf South Janitorial	950.00		950.00
36	Hodges, Denise	890.28		890.28
37	Hodges, William	890.29		890.29
38	Hometown Lumber	18.98		18.98
39	IBS of South MS (2 invoices)	278.90		278.90
40	IVR Technology Group	285.25		285.25
41	Jack Henry	114.50	<b>Auto Draft</b>	114.50
42	Jackson County Utility Authority	201,210.00		201,210.00
43	Jay Lee Company	1,125.00		1,125.00
44	Kloud 7 LLC	253.02		253.02
45	Lenny's Automotive (3 invoices)	620.50		620.50
46	Machado Patano (10 invoices)	123,160.00		123,160.00
47	Magnolia Consultants	1,750.00		1,750.00
48	McClatchy Company	126.42		126.42
49	Micro-Methods, Inc. (11 invoices)	920.00		920.00

West Jackson County Utility District  
Docket of Claim  
As of April 20, 2023

	Vendor			
50	Mission Communications ( 3 invoices)	1,175.40		1,175.40
51	Mississippi Power Company	114.22	Auto Draft	114.22
52	Mississippi Utilities/Ferguson (23 invoices)	22,328.36		22,328.36
53	Mississippi Valuations/Valbridge (5 invoices)	9,000.00		9,000.00
54	Mobile Solvent and Supply (2 invoices)	7,363.50		7,363.50
55	Montgomery, Michael	40.00	DD	40.00
56	MS Rural Water Assoc (2 invoices)	1,220.00		1,220.00
57	Murphy, Daniel (2 invoices)	2,267.60		2,267.60
58	Murphy, Deborah	1,052.09		1,052.09
59	Murphy, James	1,052.09		1,052.09
60	Murphy, Thomas (2 invoices)	2,267.60		2,267.60
61	Myers & Company	5,000.00		5,000.00
62	Napa / Massett Supply	35.96		35.96
63	ODP / Office Depot (2 invoices)	353.28		353.28
64	Peachtree/ Sage - Annual Support	4,181.95	Auto Draft	4,181.95
65	Petty Cash	59.02		59.02
66	Philadelphia Insurance	2,500.00		2,500.00
67	Pittman Howdeshell	1,180.00		1,180.00
68	Pro-Lock Locksmith Service	52.50		52.50
69	Puckett Rents	350.19		350.19
70	Regions Bank	2,500.00		2,500.00
71	Sams Club	183.15	Paid Online	183.15
72	Schaffer, Charles	1,875.07		1,875.07
73	Singing River Electric (3 invoices)	17,404.49	Auto Draft	17,404.49
74	Singing River Health System	125.00		125.00
75	South Ms. Business Machines	284.35		284.35
76	Southern Exteriors Fence Co.	200.00		200.00
77	Southern Linc	656.07		656.07
78	Southern Pipe and Supply (3 invoices)	2,612.19		2,612.19
79	Southern Tire Mart	783.88		783.88
80	Spiers, Curtis	40.00	DD	40.00
81	Strayham, Joan	40.00	DD	40.00
82	Sudden Service Inc.	1,722.40		1,722.40
83	Tapper Security, Inc. (2 invoices)	248.97		248.97
84	Tiblier, Michelle (2 invoices)	5,947.00		5,947.00
85	Tiblier, William (2 invoices)	5,947.00		5,947.00
86	Tracer Electronics	16,650.00		16,650.00
87	U.S. Postal Service	592.00		592.00
88	Uniti Fiber / Southern Light LLC	525.00		525.00
89	Verizon Connect Fleet (2 invoices)	79.50		79.50
90	Waste Pro	399.40	Auto Draft	399.40
91	Westfall, Andrew	40.00	DD	40.00
92	Wright J.H. & Assoc. Inc.	29,400.00		29,400.00
93	Deposit Refunds	\$10,796.46		10,796.46
	<b>TOTAL ACCOUNTS PAYABLE</b>	<b>\$722,138.45</b>		<b>\$722,138.45</b>
	<b>Notes Payable, P/R, Taxes</b>			
94	Payrolls 03/27/23 & 04/10/23 NET	\$81,869.06	DD	\$81,869.06
95	Payroll 941 taxes 03/27/23 & 04/10/23	\$23,588.50	Paid Online	\$23,588.50
96	PERS contributions MAR 2023	\$45,895.12	Paid Online	\$45,895.12



West Jackson County Utility District  
Docket of Claim  
As of April 20, 2023

	Vendor			
97	MS Dept of Revenue-MAR 2023 PR Tax Whldg	\$3,715.00	Paid Online	\$3,715.00
98	MS Dept of Revenue MAR 2023 SALES TAX	\$12,785.02	Paid Online	\$12,785.02
99	MSDES - QTR 1 SUTA	\$3,166.61	Paid Online	\$3,166.61
100	MSDH- Garnishment	\$344.34	Paid Online	\$344.34
101	AFLAC (Employee Funded)	\$1,500.08	Paid Online	\$1,500.08
102	MSDEQ C280870-04-02	\$18,783.65		\$18,783.65
103	MSDEQ C280870-02-02	\$12,245.38		\$12,245.38
104	MSDEQ C280870-03-02	\$39,896.42		\$39,896.42
105	MSDH Loans -03,04, 05, 06 & 07	\$66,403.48		\$66,403.48
	Total N/P, P/R & Taxes	\$310,192.66		\$310,192.66
	<b>TOTAL OPERATING FUNDS DOCKET</b>	<b>\$1,032,331.11</b>		<b>\$1,032,331.11</b>
	<b>CONSTRUCTION PAYMENTS</b>			
	<u><b>APPROVED BY BOARD: 3/16/2023</b></u>			
106	DNP - Pay App #15 WTR Wells - FINAL	\$47,437.10		\$47,437.10
107	CB Developers SWR PH 4A - Pay App #3	\$171,893.59		\$171,893.59
	<b>TOTAL CONSTRUCTION PAYMENTS</b>			<b>\$219,330.69</b>
	<b>MISCELLANEOUS</b>			
	<u><b>APPROVED BY BOARD</b></u>			
				\$0.00
	<b>TOTAL MISC</b>	<b>\$0.00</b>		<b>\$0.00</b>
	<b>TOTAL DOCKET</b>			<b>\$1,251,661.80</b>