

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
May 21, 2024**

Special Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the special board meeting May 21, 2024, 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 9:05 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. Andrew Westfall	Secretary/Treasurer, WJCUD
Mr. Curtis Spiers	Commissioner, WJCUD
Mr. Bryan David	Commissioner, WJCUD
Mr. Josh Danos	Board Attorney, WJCUD
Mr. Anthony Greer	Director, WJCUD
Mr. Brian Bennett	Deputy Director, WJCUD
Ms. Laura Davis	Financial Controller, WJCUD
Ms. Whitney McCarra	Accountant II, WJCUD
Ms. Donna Catalanatto	Human Resources Manager, WJCUD
Mr. Gerrod Kilpatrick	MP Design Group

Members of the Public:

Chantai Ferguson

2.0 Invocation / Pledge of Allegiance

Opening Prayer was presented by Laura Davis of Wells of Southgate Ministries.

3.0 Change to Meeting Agenda

None.

4.0 Community Input

Chantai Ferguson, new customer at 6739 Old Fort Bayou Road, addressed the Board regarding missing grinder station equipment that was not disclosed by the seller of the home.

Mr. Spiers made a motion to pursue criminal charges against the previous homeowner. The motion was seconded by Mr. David and passed unanimously.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes – April 18, 2024**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims** **Lines 1-72 / \$1,272,793.31**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

Attachments:

April 18, 2024 Previous Minutes

Financial Reports

Docket of Claims

Leak Credits

Grinder Station Approvals

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 3

Mr. David made a motion to approve Pay Application No. 06 to Bottom 2 Top Construction, LLC in the amount of \$270,366.83 relating to Wastewater Facilities Plan, Phase 3, and to authorize staff to utilize the M&M loan in anticipation of grant funding to satisfy the same. Mr. Spiers seconded the motion and the motion passed unanimously.

Attachment: Pay Application No. 06.

6.2 Wastewater Facilities Plan, Phase 4A

Mr. Spiers made a motion, seconded by Mr. Westfall, approving a resolution for CB Developers, Inc. Change Order No. 3 adding 180 contract days to Wastewater Facilities Plan, Phase 4A, as recommended by MP Design Group, and the motion passed unanimously.

Attachment: Change Order 3.

6.3 Wastewater Facilities Plan, Phase 4B

Mr. Westfall made a motion to approve Pay Application No. 06 to CB Developers, Inc. in the amount of \$328,770.23 relating to Wastewater Facilities Plan, Phase 4B, and to authorize staff to utilize the M&M loan in anticipation of grant funding to satisfy the same. Mr. David seconded the motion and the motion passed unanimously.

Attachment: Pay Application 06.

7.0 New Business

7.1 Approval of Annual Newsletter & CCR Water Quality Report

Mr. David made a motion, seconded by Mr. Westfall, approving the content of the Annual Newsletter and authorization to publish and distribute with the inclusion of the EPA-required annual Consumer Confidence Report (CCR). Motion passed unanimously.

Attachment: Annual Newsletter & CCR Water Quality Report.

8.0 Correspondence

Included for the Board's review was the following:

- 2024 04 17 Jackson County Planning/Zoning Minutes
- 2024 05 Maintenance Operations Monthly Report
- 2024 05 13 MDEQ letter to WJCUD regarding Wastewater Facilities Plan, Phase 4A Completion Date

9.0 District Operations

9.1 Attorney Report

None.

9.2 Director Report

Updates were given on the following:

- Billing Summary attached for April 2024
 - \$949,200.06 (compared to \$881,600.09 in April 2023) 7.7% increase
 - 8,607 active customers (compared to 8,405 in April 2023) 2.4% increase
- Water Production – April 2024
 - 58.6 MG - Total Production
 - 54.0 MG – Water Sold
 - 4.5 MG – Flushing
 - 76,111 thousand gallons – Unaccounted For (0%)
- Income Statement – FY 2024 for seven months ending April 30, 2024
- Liquid Assets – as of April 30, 2024
- Director's Memorandum

10.0 Executive Session – If So Move

Mr. Spiers made a motion to enter executive session to discuss personnel matters, seconded by Mr. David and passed unanimously.

Mr. David made a motion to enter open session. The motion was seconded by Mr. Westfall and passed unanimously.

11.0 Other Business

None.

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Mr. David, to adjourn the meeting at 10:18 A.M., May 21, 2024, and the motion passed unanimously.


~~Andrew Westfall~~
~~SECRETARY/TREASURER, WJCUD~~

Mike Montgomery
Chairman, WJCUD