

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
July 18, 2024**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting July 18, 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 9:01 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:

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|-----------------------|--|
| Mr. Mike Montgomery | Chairman, WJCUD |
| Ms. Joan Strayham | Vice-Chairman, 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. Amanda Parisi | Assets Manager & Grants Administrator, WJCUD |
| Ms. Donna Catalanatto | Human Resources Manager, WJCUD |
| Mr. Gerrod Kilpatrick | MP Design Group |

Members of the Public:

None.

2.0 Invocation / Pledge of Allegiance

Opening prayer was given by Laura Davis of Wells of Southgate Ministries.

3.0 Change to Meeting Agenda

None.

4.0 Community Input

None.

5.0 Consent Agenda

- 5.1 Reading of Previous Minutes – June 20, 2024**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims** **Lines 1 – 79 / \$1,192,160.04**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

Attachments:

June 20, 2024 Previous Meeting 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. 08 to Bottom 2 Top Construction, LLC in the amount of \$110,150.10 relating to Wastewater Facilities Plan, Phase 3 as recommended by MP Design Group contingent upon Mississippi Department of Environmental Quality approval. Ms. Strayham seconded the motion and the motion passed unanimously.

Attachment: Pay Application No. 08.

6.2 Wastewater Facilities Plan, Phase 4B

Mr. David made a motion to approve Pay Application No. 08 to CB Developers, Inc. in the amount of \$324,072.13 relating to Wastewater Facilities Plan, Phase 4B as recommended by MP Design Group contingent upon Mississippi Department of Environmental Quality. Ms. Strayham seconded the motion and the motion passed unanimously.

Mr. David made a motion, seconded by Ms. Strayham approving Wastewater Facilities Plan, Phase 4B Change Order 1 extending the contract time by 180 days resulting in the new substantial completion date of January 19, 2025, as

recommended by MP Design Group, contingent upon Mississippi Department of Environmental Quality approval. Motion passed unanimously.

Attachment: Pay Application 08 and Change Order 1.

7.0 New Business

7.1 Draft Employee Handbook Revisions

Ms. Strayham made a motion, seconded by Mr. David, approving certain revisions to the Employee Handbook, including provisions relating to sick leave, deferred compensation, donation of benefits, vacation time, and holiday declarations. Motion passed unanimously.

Attachment: Draft Employee Handbook Revisions.

8.0 Correspondence

Included for the Board's review was the following:

- 2024 07 12 letter to Jackson County regarding tax revenue FYE 09-30-2025
- 2024 07 10 Maintenance Operations Monthly Report
- 2024 06 19 Jackson County Planning/Zoning Minutes

9.0 District Operations

9.1 Attorney Report

None.

9.2 Director Report

Updates were given on the following:

- Billing Summary attached for June 2024
 - \$990,299.96 (compared to \$948,637.42 in June 2023) 4.4% increase
 - 8,631 active customers (compared to 8,461 in June 2023) 2.0% increase
- Water Production – June 2024
 - 64.3 MG - Total Production
 - 55.7 MG – Water Sold
 - 4.1 MG – Flushing
 - 4.5 MG – Unaccounted For (7%)
- Income Statement – FY 2024 for nine months ending June 30, 2024

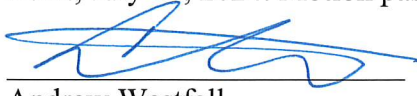
- Liquid Assets – as of June 30, 2024
- Director's Memorandum

10.0 Executive Session – If So Move

11.0 Other Business

12.0 Adjournment

A motion was made by Ms. Strayham, seconded by Mr. David, to adjourn the meeting at 9:44 A.M., July 18, 2024. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD