

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
September 19, 2024**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting September 19, 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 9:00 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
Ms. Joan Strayham	Vice-Chairman, WJCUD
Mr. Andrew Westfall	Secretary/Treasurer, WJCUD
Mr. Curtis Spiers	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. Tasha Brown	Billing & Customer Service Manager, WJCUD
Ms. Donna Catalanatto	Human Resources Manager, WJCUD
Mr. Gerrod Kilpatrick	MP Design Group

Members of the Public:

Rhonda Bethune, WJCUD customer residing at 13521 Money Farm Road.

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

Ms. Rhonda Bethune, customer residing at 13521 Money Farm Road, addressed the Board regarding her account and billing issues.

5.0 Consent Agenda

5.1 Reading of Previous Minutes

5.1.1 Previous Minutes – August 15, 2024

5.1.2 Special Meeting Minutes – September 4, 2024

5.1.3 Special Meeting Minutes – September 12, 2024

5.2 Financial Reports

5.3 Purchase Requisitions

5.4 Docket of Claims **Lines 1 – 82 / \$1,283,108.55**

5.5 Leak Credits

5.6 Grinder Station Approvals

Mr. Westfall made a motion, seconded by Ms. Strayham, approving the Consent Agenda as presented. Motion passed unanimously. Mr. Spiers was not present for the vote.

Attachments:

August 15, 2024 Previous Meeting Minutes

September 4, 2024 Special Meeting Minutes

September 12, 2024 Special Meeting Minutes

Financial Reports

Docket of Claims

Leak Credits

Grinder Station Approvals

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 3

Ms. Strayham made a motion to approve Pay Application No. 10 to Bottom 2 Top Construction, LLC in the amount of \$470,053.08, relating to Wastewater Facilities Plan, Phase 3, as recommended by MP Design Group contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Mr. Spiers seconded the motion, and the motion passed unanimously.

Ms. Strayham made a motion, seconded by Mr. Spiers, approving the resolution for Change Order No. 1 from Bottom 2 Top Construction, LLC extending the contract time by 90 days resulting in the new substantial completion date of January 13, 2025, and adds sewer installation bid as Alternate 4, as recommended

by MP Design Group and approved by Mississippi Department of Environmental Quality. Motion passed unanimously.

Attachments:

Pay Application No. 10.

Change Order No. 1.

6.2 Wastewater Facilities Plan, Phase 4A

Mr. Westfall made a motion to approve Pay Application No. 16 to CB Developers, Inc. in the amount of \$121,798.21 relating to Wastewater Facilities Plan, Phase 4A, as recommended by MP Design Group contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Ms. Strayham seconded the motion, and the motion passed unanimously.

Attachment: Pay Application 16.

6.3 Wastewater Facilities Plan, Phase 4B

Mr. Spiers made a motion to approve Pay Application No. 10 to CB Developers, Inc. in the amount of \$274,214.17 relating to Wastewater Facilities Plan, Phase 4B, as recommended by MP Design Group contingent upon approval by the Mississippi Department of Environmental Quality for currently reimbursable items. Mr. Westfall seconded the motion, and the motion passed unanimously.

Attachment: Pay Application 10.

7.0 New Business

7.1 New Employee Benefits

Ms. Strayham made a motion, seconded by Mr. Spiers, approving the resolution authorizing the new employee benefits list as presented by staff. Motion passed unanimously.

Attachment: New Employee Benefits Agenda Item Page.

7.2 Election of Officers

Mr. Spiers made a motion, seconded by Mr. Westfall, appointing Commissioner Mike Montgomery as Chairman of the West Jackson County Utility District Board of Commissioners. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Mr. Westfall, appointing Commissioner Joan Strayham as Vice-Chairman of the West Jackson County Utility District Board of Commissioners. Motion passed unanimously.

Mr. Spiers made a motion, seconded by Ms. Strayham, appointing Commissioner Andrew Westfall as Secretary/Treasurer of the West Jackson County Utility District Board of Commissioners. Motion passed unanimously.

7.3 SRF Projects Authorized Signatory

Mr. Spiers made a motion, seconded by Ms. Strayham, approving the resolution authorizing Director Anthony Greer to be the designated primary agent and authorized signatory for all State Revolving Fund (SRF) projects and loan agreements. Motion passed unanimously.

8.0 Correspondence

Included for the Board's review was the following:

- 2024 09 13 Maintenance Operations Monthly Report
- 2024 08 21 Jackson County Planning/Zoning Minutes
- 2024 09 04 Jackson County Board of Supervisors letter & resolution regarding Commissioner Montgomery appointment to WJCUD Board of Commissioners

9.0 District Operations

9.1 Attorney Report

None.

9.2 Director Report

Updates were given on the following:

- Billing Summary attached for August 2024
 - \$992,063.64 (compared to \$991,984.73 in August 2023)

- 8,762 active customers (compared to 8,592 in August 2023) 2% increase
- Water Production – August 2024
 - 68.1 MG - Total Production
 - 58.9 MG – Water Sold
 - 6.1 MG – Flushing
 - 3.1 MG – Unaccounted For (4%)
- Income Statement – FY 2024 for eleven months ending August 31, 2024
- Liquid Assets – as of August 31, 2024
- Director’s Memorandum

10.0 Executive Session – If So Move

Mr. Westfall made a motion, seconded by Mr. Spiers, to close the meeting to determine whether executive session is appropriate. Motion passed unanimously.

Mr. Westfall made a motion to enter executive session to discuss Miller litigation and personnel matters, seconded by Mr. Spiers. Motion passed unanimously.

Ms. Strayham made a motion to accept and approve the district employee salary report. Mr. Westfall seconded the motion, and the motion passed unanimously.

Mr. Westfall made a motion to enter open session, seconded by Mr. Spiers, and the motion passed unanimously.

11.0 Other Business

None.

12.0 Adjournment

A motion was made by Mr. Spiers, seconded by Ms. Strayham, to adjourn the meeting at 10:21 A.M., September 19, 2024. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD