

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
October 17, 2024**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting October 17, 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. Donna Catalanatto	Human Resources Manager, WJCUD
Mr. Jason Polite	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 – September 19, 2024**
- 5.2. Financial Reports**
- 5.3. Purchase Requisitions**
 - 5.1.1 Lisa Well Emergency**
- 5.4. Docket of Claims** **Lines 1 – 87 / \$1,996,977.33**
- 5.5. Leak Credits**
- 5.6. Grinder Station Approvals**

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

Attachments:

September 19, 2024 Previous Minutes

Financial Reports

Lisa Well Emergency Purchase Requisition

Docket of Claims

Leak Credits

Grinder Station Approvals

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 3

Mr. Spiers made a motion to approve Pay Application No. 11 to Bottom 2 Top Construction, LLC in the amount of \$479,923.33, 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. Westfall seconded the motion, and the motion passed unanimously.

Attachments:

Pay Application No. 11.

6.2 Wastewater Facilities Plan, Phase 4A

Mr. Westfall made a motion to approve Pay Application No. 17 to CB Developers, Inc. in the amount of \$57,735.68, 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 17.

6.3 Wastewater Facilities Plan, Phase 4B

Mr. Spiers made a motion to approve Pay Application No. 11 to CB Developers, Inc. in the amount of \$133,190.00, 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. Ms. Strayham seconded the motion, and the motion passed unanimously.

Attachment: Pay Application 11.

7.0 New Business

None.

8.0 Correspondence

Included for the Board's review was the following:

- 2024 10 09 Maintenance Operations Monthly Report
- 2024 09 18 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 September 2024
 - \$940,623.39 (compared to \$990,465.33 in September 2023)
 - 8,687 active customers (compared to 8,506 in September 2023)
- Water Production – September 2024
 - 60.5 MG - Total Production
 - 50.6 MG – Water Sold
 - 4.1 MG – Flushing

- 5.8 MG – Unaccounted For (10%)
- Income Statement – FY 2024 for twelve months ending September 30, 2024
- Liquid Assets – as of September 30, 2024
- Director’s Memorandum

10.0 Executive Session – If So Move

A motion was made by Ms. Strayham to enter executive session to discuss a personnel matter (grievance submitted by Laura Davis). The motion was seconded by Mr. Spiers and passed unanimously.

After conducting a hearing relating to a grievance submitted by Ms. Davis, a motion was made by Mr. Spiers to not disturb the decision of Director Greer relating to Ms. Davis’s salary and evaluation, and to request an update from the Director relating to her performance in 6 months. The motion was seconded by Westfall and passed unanimously.

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

A motion was made by Mr. Westfall to adjourn the meeting. The motion was seconded by Mr. Spiers and passed unanimously.

11.0 Other Business

None.

12.0 Adjournment

A motion was made by Mr. Westfall, seconded by Mr. Spiers, to adjourn the meeting at 11:15 A.M., October 17, 2024. Motion passed unanimously.


~~Andrew Westfall~~
SECRETARY/TREASURER, WJCUD

Mike Montgomery
Chairman, WJCUD