

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

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting November 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 9:02 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. 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. Amanda Parisi	Assets Manager & Grants Administrator, WJCUD
Ms. Donna Catalanatto	Human Resources Manager, WJCUD
Mr. Gerrod Kilpatrick	MP Design Group

Members of the Public:

LaRose Busby, WJCUD customer.

2.0 Invocation / Pledge of Allegiance

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

3.0 Change to Meeting Agenda

Pull Agenda Items 7.5 and 7.6.

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**
- 5.4 Docket of Claims** **Lines 1 – 80 / \$1,505,573.49**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

Attachments:

October 17, 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. Spiers made a motion to approve Pay Application No. 12 to Bottom 2 Top Construction, LLC in the amount of \$79,971.74, 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. David seconded the motion, and the motion passed unanimously.

Attachments:

Pay Application No. 12.

6.2 Wastewater Facilities Plan, Phase 4A

Mr. David made a motion to approve Pay Application No. 18 to CB Developers, Inc. in the amount of \$111,932.27, 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. Mr. Spiers seconded the motion, and the motion passed unanimously.

Mr. David made a motion, seconded by Mr. Spiers approving Wastewater Facilities Plan, Phase 4A Change Order 4 extending the contract time by 14 days

resulting in the new substantial completion date of November 24, 2024, as recommended by MP Design Group, contingent upon Mississippi Department of Environmental Quality approval. Motion passed unanimously.

Attachments:

Pay Application 18.
Change Order No. 4.

6.3 Wastewater Facilities Plan, Phase 4B

Mr. Spiers made a motion to approve Pay Application No. 12 to CB Developers, Inc. in the amount of \$178,401.11, 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. David seconded the motion, and the motion passed unanimously.

Attachment: Pay Application 12.

7.0 New Business

7.1 FY 2024 Audit

Mr. David made a motion, seconded by Mr. Spiers, to approve the engagement letter with Fletcher & Company, PLLC for FY 2024 audit, and to approve the Contract for Professional Services for Audit of a Component Unit. Motion passed unanimously.

Attachments:

Fletcher & Company, PLLC Engagement Letter.
Contract For Professional Services For Audit of Component Unit.

7.2 MOU for \$500,000 MS State Grant – Elevated Water Tank

Mr. Spiers made a motion, seconded by Mr. David, approving the Memorandum of Understanding (MOU) with the State of Mississippi as presented in order to access the legislative appropriation received during the 2023 legislative session. Motion passed unanimously.

Attachment: Memorandum of Understanding.

7.3 BoardEffect Contract

Mr. David made a motion, seconded by Mr. Spiers, approving the BoardEffect contract for new Board meeting software as presented. Motion passed unanimously.

Attachment: BoardEffect Contract.

7.4 Agreement Regarding Lofts II

Mr. David made a motion, seconded by Mr. Spiers, to approve the Memorandum of Agreement (MOA) in support of The Lofts II development as presented. Motion passed unanimously.

Attachment: Memorandum of Agreement Between WJCUD and Pine Belt Capital, LLC.

7.5 American Municipal Services Agreement

Pulled.

7.6 DDG As Needed Miscellaneous Engineering Services Contract

Pulled.

7.7 New Merchants & Marine Bank Accounts

Mr. David made a motion, seconded by Mr. Spiers, approving the resolution authorizing two new Merchants and Marine Bank accounts for the District. Motion passed unanimously.

7.8 Request for Credit for Water During Fires

Mr. Spiers made a motion, seconded by Mr. David, approving the request for credit for water usage during fires as presented. Motion passed unanimously.

Attachment: Customers Requesting Credit For Water Usage to Deter Fires From Engulfing Homes/Yards.

7.9 Disposal of Assets

Mr. David made a motion, seconded by Mr. Spiers, approving the disposal of assets as presented. Motion passed unanimously.

Attachment: Disposal of Assets List.

7.10 Dental, Vision, & Life Insurance Renewals

Mr. David made a motion, seconded by Mr. Spiers, approving the 2025 dental, vision, & life insurance renewals. Motion passed unanimously.

Attachments: Insurance Rate Sheets.

8.0 Correspondence

Included for the Board's review was the following:

- 2024 11 13 Maintenance Operations Monthly Report
- 2024 10 18 Jackson County Planning/Zoning Minutes

9.0 District Operations

9.1 Attorney Report

Mr. David made a motion to approve the Settlement, Release, and Indemnity Agreement between West Jackson County Utility District, Miller Enterprises, LLC, Cherokee Directional Drilling, Inc., Merchants National Bonding, and BITCO General Insurance Corp. in relation to certain claims asserted by the District against the additional parties. The motion was seconded by Mr. Spiers and carried unanimously.

Attachment: Mutual Settlement, Release, and Indemnity Agreement.

9.2 Director Report

Updates were given on the following:

- Billing Summary attached for October 2024
 - \$948,040.14 (compared to \$966,277.58 in October 2023) -1.9%
 - 8,691 active customers (compared to 8,526 in October 2023)1.9%
- Water Production – October 2024
 - 69.6 MG - Total Production
 - 53.6 MG – Water Sold
 - 7.1 MG – Flushing
 - 8.9 MG – Unaccounted For (13%)
- Income Statement – FY 2025 for one month ending October 31, 2024
- Liquid Assets – as of October 31, 2024
- Director's Memorandum

10.0 Executive Session – If So Move

None.

11.0 Other Business

Mrs. LaRose Busby, WJCUD customer, addressed the Board regarding sewer charges and sewer tie-in by the contractors.

12.0 Adjournment

A motion was made by Mr. David , seconded by Mr. Spiers, to adjourn the meeting at 9:58 A.M., November 21, 2024. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD