

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

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

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

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. 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

Pull agenda item 7.2.

4.0 Community Input

None.

5.0 Consent Agenda

- 5.1. Reading of Previous Minutes – November 21, 2024**
- 5.2. Financial Reports**
- 5.3. Purchase Requisitions**
- 5.4. Docket of Claims** **Lines 1 – 66 / \$2,374,392.04**
- 5.5. Leak Credits**
- 5.6. Grinder Station Approvals**

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

Attachments:

November 21, 2024 Previous Minutes

Financial Reports

Docket of Claims

Leak Credits.

6.0 Old Business

6.1 Wastewater Facilities Plan, Phase 3

Mr. Spiers made a motion to approve Pay Application No. 13 to Bottom 2 Top Construction, LLC in the amount of \$114,904.49, 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.

Attachment: Pay Application No. 13.

6.2 Wastewater Facilities Plan, Phase 4A

Mr. Westfall made a motion to approve Pay Application No. 19 to CB Developers, Inc. in the amount of \$67,150.56, 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.

Attachment: Pay Application No. 19.

6.3 Wastewater Facilities Plan, Phase 4B

Ms. Strayham made a motion to approve Pay Application No. 13 to CB Developers, Inc. in the amount of \$234,981.22, 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.

Mr. Spiers made a motion to approve Amendment No. 1 to MP Design Group Construction Phase Services Agreement to reflect a fixed fee cost rather than a cost based on construction price. Ms. Strayham seconded the motion, and the motion passed unanimously.

Attachments:

Pay Application No. 12.

Amendment No. 1.

7.0 New Business

7.1 American Municipal Services Agreement

Ms. Strayham made a motion, seconded by Mr. Westfall, to approve the American Municipal Service Agreement to perform collections services for the District on appropriate accounts. Motion passed unanimously.

Attachment: American Municipal Services Agreement.

7.2 DDG As Needed Miscellaneous Engineering Services Contract

Pulled.

7.3 Disposal of Board Books dated before 2019

Mr. Spiers made a motion, seconded by Ms. Strayham, approving the disposal of board books dated before 2019 based on Requirements of the Mississippi Government Record Retention Policy. Motion passed unanimously.

7.4 Draft Employee Handbook Revisions

Mr. Spiers made a motion, seconded by Mr. Westfall, approving the revisions to the WJCUD Employee Handbook as indicated in the attached supporting documentation. Motion passed unanimously.

Attachment: Draft Employee Handbook Revisions.

8.0 Correspondence

- 8.1 MDOH Letter (2024 11 20) to WJCUD regarding Water Distribution System Improvements – Phase 5 Plan Approval
- 8.2 Emails regarding MDEQ Letter (2024 12 11) to WJCUD regarding Wastewater Facilities Plan, Phase 4A
- 8.3 2024 11 20 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 November 2024
 - \$968,898.77 (compared to \$933,743.22 in November 2023) 2.8%
 - 8,708 active customers (compared to 8,535 in November 2023) 2%
- Water Production – November 2024
 - 60.9 MG - Total Production
 - 55.1 MG – Water Sold
 - 4.1 MG – Flushing
 - 1.7 MG – Unaccounted For (3%)
- Income Statement – FY 2025 for two months ending November 30, 2024
- Liquid Assets – as of November 30, 2024
- Operations & Maintenance Monthly Report – December 2024
- Director’s Memorandum

10.0 Executive Session – If So Move

None.

11.0 Other Business

None.

12.0 Adjournment

A motion was made by Mr. Westfall , seconded by Mr. Spiers, to adjourn the meeting at 9:56 A.M., December 19, 2024. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD