

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
January 16, 2025**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting January 16, 2025, 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. 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 – December 19, 2024**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims** **Lines 1 – 73 / \$1,139,177.37**
- 5.5 Leak Credits**
- 5.6 Grinder Station Approvals**

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

Attachments:

December 19, 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. Westfall made a motion to approve Pay Application No. 14 to Bottom 2 Top Construction, LLC in the amount of \$41,383.41, 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.

Mr. Westfall made a motion to approve Wastewater Facilities Plan, Phase 3, Change Order No. 2, from Bottom 2 Top Construction, LLC., extending the contract time by 45 days resulting in the new substantial completion date of February 27, 2025, as recommended by MP Design Group contingent upon approval by Mississippi Department of Environmental Quality. Mr. Spiers seconded the motion, and the motion passed unanimously.

Attachments:

Pay Application No. 14

Change Order No. 2.

6.2 Wastewater Facilities Plan, Phase 4A

Mr. Spiers made a motion to approve Wastewater Facilities Plan, Phase 4A, Change Order No. 5, (Final Summary) from CB Developers, Inc. for the deduct amount of \$2,629,033.88, as recommended by MP Design Group and approved by Mississippi Department of Environmental Quality. Mr. Westfall seconded the motion, and the motion passed unanimously.

Mr. Spiers made a motion to approve Pay Application No. 20 to CB Developers, Inc. in the amount of \$231,098.73, 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. Westfall seconded the motion, and the motion passed unanimously.

Attachment:

Change Order No. 5

Pay Application No. 20.

6.3 Wastewater Facilities Plan, Phase 4B

Mr. David made a motion to approve Wastewater Facilities Plan, Phase 4B Change Order No. 2, from CB Developers, Inc., extending the contract time by 45 days resulting in the new substantial completion date of March 5, 2025, as recommended by MP Design Group and approved by Mississippi Department of Environmental Quality. Ms. Strayham seconded the motion, and the motion passed unanimously.

Attachment: Change Order No. 2.

7.0 New Business

None.

8.0 Correspondence

- 8.1** Transmittal of Wastewater Facilities Plan, Phase 4B Corrective Action Letter #2 is closed
- 8.2** Transmittal of Wastewater Facilities Plan, Phase 4A Sewer Documents to MDEQ
- 8.3** MS Dept. of Health Notice of Design Approval for Phase 5 Water Project
- 8.4** 2024 12 18 Jackson County Planning/Zoning Minutes

9.0 District Operations

9.1 Attorney Report

Mr. Westfall made a motion to apply a credit of \$432.00 to the property at 13525 Stennis Road to account for a one-year period the property was not connected to sewer in 2001. Mr. David seconded the motion, and the motion passed unanimously.

9.2 Director Report

Updates were given on the following:

- Billing Summary attached for December 2024
 - \$908,369.45 (compared to \$914,156.33 in December 2023) -0.6%
 - 8,716 active customers (compared to 8,534 in December 2023) 2.1%
- Water Production – December 2024
 - 57.1 MG - Total Production
 - 47.4 MG – Water Sold
 - 4.1 MG – Flushing
 - 5.6 MG – Unaccounted For (10%)
- Income Statement – FY 2025 for three months ending December 31, 2024
- Liquid Assets – as of December 31, 2024
- Operations & Maintenance Monthly Report – January 2025
- 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. Spiers, seconded by Mr. David, to adjourn the meeting at 9:34 A.M., January 16, 2025. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD