

**West Jackson County Utility District
7200 McCann Road
Biloxi, Mississippi 39532
March 20, 2025**

Regular Meeting

MINUTES

1.0 Call Meeting to Order:

The West Jackson County Utility District (WJCUD) convened the scheduled board meeting March 20, 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 9:03 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

Absent:

Bryan David, Commissioner

Members of the Public:

Ruthie Lawrence, customer - Linten Drive
Toni Aucoin, customer - Cook Road
Davi Uher, relative to customer - Cook 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

Members of the community were able to voice their concerns to the Board of Commissioners regarding billing issues.

5.0 Consent Agenda

- 5.1. Reading of Previous Minutes – February 20, 2025**
- 5.2 Financial Reports**
- 5.3 Purchase Requisitions**
- 5.4 Docket of Claims** **Lines 1 – 83 / \$757,450.53**
- 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:

February 20, 2025 Previous 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 Wastewater Facilities Plan, Phase 3 Change Order No. 3, from Bottom 2 Top Construction, LLC extending the contract time by 40 days resulting in the new substantial completion date of April 13, 2025, as recommended by MP Design Group and contingent upon approval by Mississippi Department of Environmental Quality. Mr. Spiers seconded the motion, and the motion passed unanimously.

Attachment: Change Order No. 3.

6.2 Wastewater Facilities Plan, Phase 4B

Ms. Strayham made a motion to approve Wastewater Facilities Plan, Phase 4B, Pay App 14 to C.B. Developers, Inc. in the amount of \$180,504.54, as recommended by MP Design Group contingent upon MDEQ Approval. Mr. Westfall seconded the motion, and the motion passed unanimously.

Attachment: Pay App No. 14.

7.0 New Business

None.

8.0 Correspondence

8.1 MS Dept. of Health letter regarding Phase 5 Water Distribution System Improvements

8.2 2025 02 19 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 February 2025
 - \$916,132.74 (compared to \$997,292.10 in February 2024) -8.1%
 - 8,743 active customers (compared to 8,585 in February 2024) 2.1%

**Meter reading dates for January, February, and March of 2024 were slightly skewed due to the implementation of tower reads.
- Water Production – February 2025
 - 48.0 MG - Total Production
 - 43.1 MG – Water Sold
 - 3.1 MG – Flushing
 - 1.8 MG – Unaccounted For (4%)
- Income Statement – FY 2025 for five months ending February 28, 2025
- Liquid Assets – as of February 28, 2025
- Operations & Maintenance Monthly Report – March 2025
- Director’s Memorandum

10.0 Executive Session – If So Move

10.1 Personnel Matter

Mr. Westfall made a motion to enter closed session to determine whether executive session is necessary. Ms. Strayham seconded the motion, and the motion passed unanimously.

Mr. Spiers made a motion to enter executive session to discuss various personnel matters, seconded by Ms. Strayham, and the motion passed unanimously.

Mr. Westfall made a motion, seconded by Mr. Spiers, to approve salary, employment, and title change recommendations. Motion passed unanimously.

Ms. Strayham made a motion to enter open session, seconded by Mr. Westfall, 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 10:00 A.M., March 20, 2025. Motion passed unanimously.



Andrew Westfall
SECRETARY/TREASURER, WJCUD