

**WEST MADISON UTILITY DISTRICT BOARD OF
COMMISSIONERS REGULAR MEETING
November 13, 2018**

BE IT REMEMBERED that the regular meeting of the Board of Commissioners of the West Madison Utility District was duly convened, held and conducted on November 13, 2018, in the Kearney

Park Community Center at 443 Livingston Vernon Road, Flora, MS, as follows to wit:

The President of the Board, Larry Bennett, presided and called the meeting to order.

The following members were present:

Commissioner Larry Bennett	Absent: Commissioner Valencia Buggs
Commissioner Evelyn Brown	Commissioner Letitia Reeves
Commissioner Scott Colson	

The Board President announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Commissioner Brown opened the meeting with a prayer.

RE: Approval of the November 13, 2018 Agenda

Commissioner Colson motioned and Commissioner Brown second, to approve the Agenda for the November 13, 2018 meeting for the Board of Commissioners of the West Madison Utility District.

The vote on the matter being as follows:

Commissioner Scott Colson Aye
Commissioner Larry Bennett Aye
Commissioner Evelyn Brown

RE: APPROVAL OF AGENDA CONSENT ITEMS

Commissioner Colson made the motion to approve consent agenda items and Commissioner Brown second the motion. All Commissioners voted "Aye" and the consent items listed as follows were approved:

Agenda Items, as follows, to wit:

4. Acknowledgement and Acceptance of EOM RVS Report for October, 2018
5. Acceptance of the October 9, 2018 Minutes
6. Acknowledgement and Acceptance of September 30, 2018 Financials
7. Acknowledgement and Acceptance of October 31, 2018 Financials

The vote on the matter carried being as follows:

Commissioner Scott Colson Aye
Commissioner Larry Bennett Aye
Commissioner Evelyn Brown Aye

RE: OPERATOR'S REPORT

1. Both the water and wastewater systems remain in compliance as there are no violations to report with either facility. Although the water tank is not in compliance, the SRF Grant will address this issue in the future once work has started.
2. The automatic transfer switch has been installed at the well. However, in the event of a power outage we must continue to rely on the availability of a generator from Madison County. An updated quote has been received for a generator in the event WMUD decides to purchase a generator in the future. Commissioner Bennett said to clarify, a transfer switch is installed and if a generator was hooked up to the switch it would come on automatically? KT said that was correct. Commissioner Bennett wanted to know how long would it take to receive a generator? KT replied that there were currently two generators in stock which could be delivered immediately but if those two were sold it could possibly take up to twelve weeks for delivery. The generator would be stationary which would require it to be on a slab and bolted down. Commissioner Colson wanted to know if and when the water tank work was started would a generator would be needed to pump the water continuously and that without the generator there would be no water for the customers in the event of an electrical outage. KT confirmed that assessment. Commissioner Bennett said the purchase of a generator is something we have talked about off and on, and he would take it up under Old Business tonight.
3. There are no major mechanical issues to report with either the water or wastewater systems.
4. Work orders are promptly addressed as they are reported. Currently there are no outstanding work orders.
5. Euro-American Plastic, in accordance with the sewer adjustment policy, had another leak and wants another adjustment for sewer. KT asked if there are a limited amount of adjustments that can be made? This will be the third adjustment this year for the customer. Commissioner Colson asked what is causing the leaks. It appears that the customer has some type of boiler issues within the facility. Commissioner Bennett stated that he perhaps needed to speak to someone at Euro-American Plastic and asked KT to get a contact person for him to speak with. However, as of now there is no limit for sewer adjustment and Commissioner Bennett said this may be a discussion for the Board to have when all members are in attendance at the next Board meeting.
6. Sharon Ross is currently on a payment plan; however, she recently had another water break which has caused her to have another high water bill. Ms. Ross is asking for a redo and to add the new bill in with the installment plan. Commissioner Colson asked if WMUD policy allowed this because it seems that a one time adjustment option was the policy.

Commissioner Brown stated the one time adjustment policy was for customers seeking hardship adjustment. Therefore, she would qualify to have the two bills on a payment plan.

7. & 8. KT has provided attachments for meter change outs and purchase order reports.

RE: System Totals Report

Commissioner Bennett stated that in comparing KT's report with the CPA's report it does not match. The CPA's report is actually a month older than KT's. However, KT's report is showing that amount past due of over sixty days is \$18,952.81. KT said the report is showing every customer that WMUD has ever had and left owing money. Commissioner Bennett wanted to know if any of these past due debts could be collected? KT replied that most of them are over 5 years old. Commissioner Colson wanted to know if these debts should just be wrote-off. Customers that are 30 to 60 days could possibly be collected. Customers 90 days on a payment plan is collectible. Customers with 90 days and no activity toward paying and who are just left on the books is something the Board will need to discuss. Since we are at the end of the year a decision will need to be made about writing off customers so we can clean up the books for the new year or if we have customers that need to be turned over to collections should we turn over those customers.

Commissioner Bennett had a question about the water loss and why it was so high? KT said the main reason is the customers that live along side of the railroad tracks off of Livingston Vernon has a flushing faucet that never shuts off. It can not be cut off because once the water is cut-off then everyone who is on that line has their water turn brown. Once the pipes are replaced next year this should eliminate the continuous running faucet for flush out purposes.

RE: Customers Issues

(1.) Mr. Richard Monroe was at the meeting to receive feed back on his request to have customers that miss paying their water bill by under \$1.00 be not charged the \$20.00 late fee. Commissioner Bennett responded that the Board had discussed the late fee issue and had come to an agreement that the policy will stand as is with the exception that the late fee had been reduced to \$15.00. Also, customers that overlook or incorrectly fill out their check/money order by anything under a dollar, WMUD will have the office clerk notify them (providing a telephone number is listed and the bill was paid far enough in advance of the cut-off date) to bring in the missing amount of money so as to not be charged a late fee.

(2.) Mrs. Rhonda and Casey Mullins(son), 2912 Virililia Road. Mrs. Mullins is currently on well water since 1978. The water is on a business ACS and the business is no longer maintaining the water, only the pumps. Therefore his mother is now looking to convert to county water since the water is no longer drinkable. KT said their property is located 6/10ths to 8/10ths of a mile from the last WMUD customer so the main line is across the way. KT was not sure if the current water line could accommodate another customer. If it cannot, then the line will have to be from the other side of the road and run down to their property. Another possibility will be to connect from Kearney Park Farms by running a line and connect the meter back at Hidden Lake. However, this is on private property and that may not work out. There are several factors that must be evaluated before WMUD can give

a quote as to the costs to connect with the county water system. Commissioner Bennett asked KT to look into the matter and let the Board know before the next meeting.

(3.) Ms. Annette Sims, 101 Compress Street. Ms. Sims had previously attended Board meetings and the last time she was at a meeting, a discussion was held regarding changing the water pipes and meters. Ms. Sims says she cannot attend most meetings but would like to get copies of the minutes. Commissioner Bennett said we do have a website but the minutes are not being posted as of yet. Commissioner Brown stated that the minutes can be reviewed in the WMUD office and if she wanted a hard copy it would cost \$1.00 per page. Ms. Sims commented that she had attended the meeting where information was being given about changing out the old galvanized pipes and she was not against making the change. However, recently she and her brother had to dig up pipes in her yard and saw what bad shape they are in and now she wholeheartedly is for changing out the old pipes.

RE: OLD BUSINESS

1. In regards to the quote on the generator, Commissioner Bennett said WMUD should have at least three quotes on a generator and asked KT if he would get at least two more. The generator size will be 150KW with a 600 amp circuit breaker capacity.
2. Commissioner Bennett asked KT to look at getting quotes for a gate and fencing for the new well location. Commissioner Colson said he would also look at getting a quote.
3. KT stated that he thought Mr. and Mrs. Heard would be in attendance at tonight's meeting. Since they were not here and he had not heard from them in regard to replacing their sewer line, he wanted to know what was the Board's policy moving forward for fixing future "blockages" at their home. Commissioner Bennett gave the following recap of the situation:
 - a. The first letter that was sent to them was refused. Mr. and Mrs. Heard attended the meeting in November and expressed their concerns about the stipulations made on the letter.
 - b. It was agreed by the Board members to send out another letter stating the plans and revising the letter by providing a drawing to be attached to the Agreement that clearly shows their personal line versus WMUD's line.
 - c. No response has been made to the last letter and Agreement that was sent to them. If they contacted a lawyer, their lawyer was supposed to contact WMUD's lawyer. To date, no contact has been made.

Commissioner Bennett stated that WMUD needed to send a letter stating that it is against our policy to continue working on their line. WMUD would also give a cut-off date stating it will no longer be responsible regarding any service involving their private sewer line unless it is within the lawful limit of 20 feet of the main sewer. It is understood that per Ms. Heard that several years ago WMUD employees put in a their personal sewer line for them, (unfortunately, this was illegal doing on WMUD's part), and also put a flap over their drain trap. Over the past couple of years the flap is no longer preventing sewer back-up in their toilets and bathtubs. The Heards' are now requesting extensive repairs be done by

WMUD which would be against the law and our policy. As with all home owners, it is their responsibility to repair or replace a line within 20 feet of the main sewer line. Therefore the Board will send a letter to the Heards stating their position regarding this matter.

RE: NEW BUSINESS

Since Commissioner Reeves was unable to attend tonight's meeting she asked Commissioner Bennett to pass the following information to the Board:

Commissioner Reeves approached a site acquisition agent in regard to possibly placing cellular antennas on top of the elevated water tank. Commissioner Reeves indicated that she would like for WMUD to do this as a service for the Kearney Park Community as their is little, if any, cellular reception in this area. Commissioner Colson inquired what was the name of the company who offered to do this and would there be a fee for this service? Commissioner Bennett said he did not know the name of the company and there would be a fee. When Commissioner Reeves returns at the December meeting she could give the Board more information. He also stated that currently he was not in-favor of anyone putting a cell site on top of the water tower until after all repairs had been done on the tower.

Executive Session

Upon Motion of Commissioner Bennett and second by Commissioner Scott, the Board of Commissioners entered Executive Session.

The Board of Commissioners exited Executive Session. Commissioner Bennett asked if there was anything else that needed to be discussed and if not, a motion to adjourn should be made. Commissioner Colson motioned and Commissioner Brown second to adjourn the meeting.