

WEST MADISON UTILITY DISTRICT BOARD OF
COMMISSIONERS REGULAR MEETING
December 11, 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 December 11, 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
Commissioner Evelyn Brown
Commissioner Scott Colson
Commissioner Valencia Buggs
Commissioner Letitia Reeves

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 December 11, 2018 Agenda:

Commissioner Colson motioned and Commissioner Reeves second to approve the Agenda for the December 11, 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
Commissioner Valencia Buggs
Commissioner Letitia Reeves

The matter carried unanimously and the Agenda for the December 11, 2018 meeting is hereby approved.

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 November, 2018
5. Acceptance of the December 11, 2018 minutes
6. Acceptance and Ratification of November 26, 2018 letter to Jasper and Sadie Heard Regarding their Sewer Line Situation
7. Acceptance of November, 2018 Financial Report

***** END OF CONSENT AGENDA *****

RE: OPERATOR'S REPORT

1. Both the water and wastewater system remain in compliance as there are no violations to report with either facility. Both water samples submitted in November passed the bacteriological standards as established by the Health Department.

2. The annual water supply report is due to the Health Department by December 31, 2018. Commissioner Bennett stated as of today's meeting he has signed the pertinent paper work and they would be mailed in.

3. Upon the board's direction at the last meeting, the following three quotes are being provided for a generator:

Taylor Power Systems	150 KW diesel - \$36,100 (13-14 week lead time)
Cummins	125 KW natural gas \$26,955 (12-13 week lead time)
Cummins	125 KW diesel \$25,925 (12-13 week lead time)

Please note the Taylor Power quoted a slightly larger generator, however, the Cummins' generator is a more heavy duty generator and is the equivalent of the Taylor 150 KW.

The Board members discussed the pros and cons of diesel versus a natural gas generator. The main concern of purchasing a diesel generator is the generator would not be used enough thereby allowing the gas to set in the engine and it could possibly gel. Also diesel fuel would cause higher maintenance for the engine. The concern about the natural gas was mainly a cost factor if there was not a gas line available in the area. Commissioner Colson volunteered to see how much a gas line would cost to install. The purchase of the generator will be continued discussion for January's meeting.

4. Grease - The cooler weather has significantly increased the calls for having the sewer lines jetted. In almost each instance, grease has been the culprit. In one situation, we were able to identify which house was causing the problem (200 Pine Street). They were advised that we would no longer jet their lines. Commissioner Bennett suggested that WMUD send out a reminder about pouring grease into pipes. Commissioner Brown commented that when customers don't take the steps to wipe the grease from pots and pans before washing them then that grease will usually gel more readily in cold pipes.

5. Fluoride - In the years past, WMUD was adding fluoride to the drinking water. A year or so ago, a request was made to the Health Dept. to allow WMUD to suspend the use of fluoride until our water loss problem was under control; due to the expense of the chemical. The water loss is now averaging 30-35% which may be as good as it gets until we replace all the meters. If there are no objections from the Board, the fluoride system will be back on line starting in January, 2019, (there were no objections to restart the fluoride treatment).

6. It has been determined that WMUD may not own as much property near the well as originally thought. Commissioner Colson and Commissioner Bennett went out to look at the property and was able to pull up the land on the Madison County website which shows that most of the property is owned by the Thrashers. Although, the County was able to repair the drive way leading to the well. More than likely we will need permission from the Thrasher's before we are able to clean up the trees and brush. There is also quite a bit of old Well casings and other scrap metals near the old Well. We could possibly check with KT to see if he would be interested in hauling the material away and selling it.

7. The bypass pump at the lagoon is working better than what was imagined. It handled the rain over the weekend with no problem. The motor has approximately 157 hours. The oil and all the filters were last changed at 150 hours. All of the routine maintenance on the unit is performed based upon the manufacturer's recommendations and recorded in a maintenance log.

8. At the meeting in November, the Board discussed the leak adjustment policy. It was discussed whether there should be a limit on how many times a customer should be able to receive a leak adjustment. Euro Plastics for example has utilized this policy 3 times this year for a total sewer adjustment of \$690.00. This customer has come back for a fourth time asking for an adjustment if possible. Commissioner Bennett said he had recently spoke with the customer and she said the reason for the leaks could only be contributed to a "run of bad luck", with the water pipes breaking. Commissioner Reeves said she inquired from other water districts to see what their policy was. Lake Lorman does adjustment only once a year, city of Ridgeland does adjustments 2 times a year for sewer. Commissioner Reeves is proposing that WMUD amend our current policy to allow customers adjustments 2 times a year for sewer with a cap of \$200.00. Since our current policy has not been

amended at this time we will have to abide by our policy but going forward with the newly revised amendment of twice a year and a cap of \$200.00 to be set in place. Commissioner Bennett asked for a motion to be made for the policy to be changed. Commissioner Reeves made the motion and Commissioner Colson second. Commissioner Bennett asked if there was any discussion on the matter. Commissioner Buggs wanted clarification on what our current cap on adjustments are and how many times a year can a customer request an adjustment. Commissioner Reeves said we currently do not have a dollar amount for caps and adjustments. Commissioner Brown asked, if the cap amount was \$200.00 per year and a customer had two adjustments that did not add up to \$200.00, will they still be able to request adjustments until they have used the allotted \$200.00? Again the motion was put forth for a vote. Commissioner Reeves and Commissioner Colson voted Aye, however, Commissioner Brown requested that the motion be ratified to allow customers to make an adjustment 3 times a year instead of 2 times with a cap of \$200.00. Commissioner Bennett asked for a motion and Commissioner Brown made the motion and Commissioner Buggs second. The vote on the matter being as follows:

Commissioner Scott Colson Nay
Commissioner Evelyn Brown Aye
Commissioner Valencia Buggs Aye
Commissioner Letitia Reeves Aye

9. A few customers have complained about their checks not clearing the bank in a timely manner. KT's written response was that it is each customers' responsibility to ensure their payment clears regardless of how long it takes to process the payment. Commissioner Brown suggested maybe we could return to the former system where as the office clerk could log in the checks then make out the deposit slips and take them to the bank for deposit. Afterwards the deposit slip could be given to the treasurer for reconciling at the end of the month. Commissioner/treasurer Colson said he does the checks electronically by scanning them to the Bank. Commissioner Reeves said she was not in-favor of having one person do everything. Currently, the office clerk logs the checks into the system, then they are put into an envelope for Commissioner Colson to pick-up. Commissioner Bennett asked if there was any reason for the checks to be held for a lengthy period of time? Commissioner Colson replied he does not have an excuse but he does have a reason. His office manager does the scanning of the checks and he gets paid to do it (by Commissioner Colson); but my office manager does Iron Innovation work first then will do WMUD checks. Therefore, there could possibly be a delay. Commissioner Colson said "not to put blame on anybody, but "some of the problem is that the checks are not being balanced right and we are finding a lot of mistakes". By scanning the checks to the bank the balance must match, so a lot time is being spent on corrections. Commissioner Brown stated that if the office clerk logged the checks into the systems, filled out the deposit slips and take the checks and deposit slips to the bank, the bank would catch any error amount. Commissioner Colson said the office clerk shouldn't be making our deposit. Commissioner Reeves said she agreed because that leaves open for issues to occur and the same person that is inputting shouldn't be making the deposit. Commissioner Colson said he was the treasurer and the checks are his responsibility; and he would continue to process the checks in the same manner; as it stands, too many hands are handling the checks before they get to him. " Charity, the office clerk logs them in, then they are faxed over to Tiffany, KT's office manager who puts them into the RV System so unless someone else want to take over he will not change". Commissioner Bennett indicated that KT should be made aware of the data input errors.

10. The customer at 201 Pine Street paid his bill on November 10th, with a money order in the amount of \$58.00. The Bank rejected the money order due to a missing MICR number. The account has been debited for the amount of the money order. (The customer will be addressing the Board later).

11. There was a total of 19 meters changed out <see attached report>.

12. See attached Purchase order report.

Commissioner Bennett asked if there were any comments regarding the Operator' report? Commissioner Colson commented that our past due list is a lot less which is a good thing. Commissioner Reeves stated that she had asked KT to calculate the year to-date-loss on accounts that are non-collectible Commissioner Bennett wanted to know if this had anything to do with the company that the city

of Flora uses to collect their past due debts? Commissioner Reeves said there are several companies that people use and she was inquiring before a decision was made on what we were going to do in trying to collect past due accounts. There are quite a few customers who left owing us a substantial amount of money. Before we make a decision we should know our options. Commissioner Bennett said there was a delinquent account from March, 2018 that owed us \$769.00. Commissioner Brown asked, when we retain the service of a collection agency how are they paid. Commissioner Reeves said we do not pay anything and the collection agency gets a percentage of what is collected from the customer. She also spoke with Shannon, our CPA about removing old outstanding debts (that's not collectible) from our finance reports. Shannon said they want be removed from the system, but they can be made not to show on the report which in-turn will not make it seem like we have more outstanding than it really is.

RE: CUSTOMER'S ISSUES

1. John Henry Jones - 201 Pine Street- Mr. James Jones was there on behalf of his father, John. Mr. Jones Money order had been rejected and he wanted to know why? Commissioner Colson explained to him that the MICR number at the bottom of the money order had been torn away and he would have to go back to the place of purchase and have a new one issued. Commissioner Colson gave Mr. Jones a copy of the money order and told him WMUD would not charge him a late fee and to bring the money order back to receive credit for this bill.

2. Mrs. Rhonda Mullins, 2912 Virilia Road. Mrs. Mullins had made a previous request to be connected to West Madison Water and we had told her to come back to the December meeting and we would let her know the cost and it appears that if WMUD ran the line it would cost about \$6,000.00. Mrs. Mullins said she would not be able to pay that kind of money. She wanted to know wasn't it the responsibility to provide water to that area? It was told to her that we do provide water to the area but we currently did not have service as far out as to where she lived. Also it is the customer responsibility to bring a service line down 20 feet within to where water meter is installed and WMUD had no service line out as far as her property started. Commissioner Reeves said WMUD would need to go back and make sure she is in our certificated area; it could very well be she is in Bear Creek district. Unfortunately, we will not be able to give you a definite answer at this meeting because more research is still needed.

3. Ms. Willie Ellis just wanted to revamp what was said about putting a cap on adjustments for sewer. She feels that a stipulation should be made between a business merchant and a consumer. Based on the conversation if it is a business then yes a cap should be put on it, but if it is residential look at how long it has taken WMUD to redo pipes in the area; therefore, all of this needs to be taken into consideration before saying at one year it will be capped at \$200.00. Do a survey first to see how many times you had to go back and give an adjustment on residential customers versus commercial customers. Look at changing the policy to say commercial customers' adjustments would be \$200.00 every two years and maybe residential customers a \$300.00 adjustment every 3 years. Commissioner Brown said allowing residential three times a year is a benefit to the customer. There are not too many customers who ask for an adjustment more than once or twice a year.

The grease issue there is nothing wrong, with sending a friendly reminder about not pouring grease down a drain.

Another point of my concern is on the clean-up. Why not let someone from the community do that job instead of KT. Commissioner Bennett responded that a person would need heavy equipment to remove the material. Commissioner Colson also explained the liability risk by letting a resident do the job instead of someone who has the equipment and experience.

The deposit on the data system that has a check and balance ability. Commissioner Colson said it does have that capability but it is usually human input error.

Ms. Ellis wanted to know about the loss from old accounts, questioned is there an app on the system that allowed for customers to give a reference contact? That way they could be more easily found and WMUD could do their own debt collections.

Commissioner Bennett thanked her for her observations and comments.

RE: OLD BUSINESS

The items listed for old business Mrs. Mullins, Sewer Line adjustments and Unpaid Water Accounts had already been discussed.

Community Center - There was an issue where the center was trashed. Therefore, we may need to start charging a \$100.00 refundable deposit if the building was cleaned and no damage to property the customer would get their refund. Commissioner Bennett asked for a motion. Commissioner Reeves motioned and Commissioner Colson second that a \$100.00 fee be incorporated for rental of the community center and the \$100 fee must be paid with a separate check or money order because it would be refunded after the building was inspected.

The vote on the matter carried as follows:

Commissioner Colson	Aye
Commissioner Letitia Reeves	Aye
Commissioner Valencia Buggs	Aye
Commissioner Evelyn Brown	Aye

RE: NEW BUSINESS

None

RE: EXECUTIVE SESSION

Cellular antennae/elevated water tower
Update on MCWA litigation

Executive Session was adjourned and Board was returned to regular session. Commissioner Bennett asked if there was no other business to discuss a motion to adjourn could be made. Commissioner Colson motion to adjourn meeting and Commission second