

WEST MADISON UTILITY DISTRICT BOARD OF
COMMISSIONERS REGULAR MEETING
February 12, 2020

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 February 12, 2020, 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 Letitia Reeves
Commissioner Evelyn Brown

Absent
Commissioner Scott Colson
Commissioner Valencia Buggs

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 February 12, 2020 Agenda

Commissioner Reeves motioned and Commissioner Reeves second to approve the Agenda for the West Madison Utility District. The vote on the matter being as follows:

Commissioner Larry Bennett Aye
Commissioner Letitia Reeves Aye
Commissioner Evelyn Brown Aye

The matter carried unanimously and the Agenda for the February 12, 2020 meeting is hereby approved

RE: Approval of Agenda Consent Items:

Commissioner Reeves motioned to approve the Consent Agenda, Commissioner Brown second the motion. Consent Items listed as follows:

4. Acknowledgement and Acceptance of EOM RVS Report for January, 2020
5. Acknowledgement and Acceptance of the December 31, 2019 Financial Reports
6. Acceptance of the January 14, 2020 Minutes
7. Acknowledgment of January 2020 letter sent to Customers regarding Water Tank Rehabilitation
8. Acceptance of Bilateral Compliance Agreement with the Health Dept. to extend rehabilitation of elevated water storage tank to June 19, 2020
9. Acknowledgment of January 30, 2020 letter from Glatfelter Claims Management, Inc.
10. Acceptance and Approval of the 2019 End of Year Report to USDA/Rural Development
11. Acceptance and Approval of the 2020 Budget
12. Acceptance and Approval of January 30, 2020 letter to Shelton Vance regarding Lep Childress Road

The vote on the matter being as follows:

Commissioner Letitia Reeves Aye
Commissioner Larry Bennett Aye
Commissioner Evelyn Brown Aye

The matter carried unanimously and the Consent Items for the February 12, 2020 meeting are hereby approved.

RE: Customer's Concerns and Issues

1. Derek Schives (former customer) was concerned about the billing statements and the \$100.00 deposit when new customers requested service. He specifically wanted to know how the money is spent and what type of account the money was put into. Commissioner Bennett explained that the deposit is an activation fee and it goes into the general operating account. At one time when new customers gave a deposit it was refunded when the customer terminated their water service with WMUD; WMUD was

required to maintain an escrow account for these deposits but to simplify accounting WMUD and some other utility districts no longer use this method.

Mr. Schives was also upset because he keeps getting notices for non-payment of his water bill. It appears that his water bill was being sent to an incorrect address. Although he was paying his bill late, he would still get notices saying he had not paid. Mr. Schives was gravely concerned that his credit record would be affected. Commissioner Bennett assured him that his credit history would not be affected and that the billing department would correct the matter.

2. Dorothy Bennett is the Community Center Manager and handles the booking for the Community Center rentals. There was an incident with a lady who gave notice of wanting to rent the Center but did not make a deposit. The person was to bring in the deposit and the rental fee (\$275.00) when she got paid the day before the reserved rental date. In the meantime, a deacon from one of the local churches had passed and his family wanted to hold the repast at the Community Center. Dorothy tried to contact the person who had reserved the center on the day the lady was supposed to bring in the total fee of \$275.00. Unfortunately, Dorothy's phone calls went unanswered and the lady did not show up to pay for the Center. Dorothy wanted clarification as to how long should the center be held for a customer if no deposit has been given. Commissioner Bennett said any time a person is reserving the Community Center they must pay the \$75.00 retainer fee up front. If more than one person is trying to book the Center on the same date, then the person who pays first will be the one who gets to rent the building. Dorothy should make clear to anyone that another person has requested the same date and the first one to bring in the deposit will receive that date. All money(s) must be received one week prior to reserved date.

Mrs. Bennett also voiced her concerns involving flooding in her home from heavy rain water. Commissioner Reeves stated that is not a WMUD issue but she would have to speak with the Board of Supervisors. Carl Banks is the person that she should contact. Commissioner Reeves also suggested that she take pictures of any damages done due to flooding.

3. Louvella Lawson was at the meeting to express her concerns about the unusual high water bill for January, 2020. On the water bill it showed that the meter was read on January 28, 2020. Mrs. Lawson went outside to check her water meter and found that water was covering the meter. Mrs. Lawson was very upset because there was no way the meter could have been read with water in the hole. She called the office and asked for a reread. When the maintenance worker came to reread the meter she was on site with him. The difference between the first read and the reread showed that 1,200 gallons of water had been used in a 10 (ten) day period. She stated if that was the case, over a 30 day period she would use about 5,000 gallons of water which is in line with her past bills. Mrs. Lawson had her November, 2019 bill which showed a little over 5,000 gallons used. In November, she had a water leak which was fixed by a plumber. In December, 2019 there was guest visiting at her home. Again, the water bill showed a little over 5,000 gallons of water being used. So her question was, how can the January bill be much higher when it was only her and the husband at home as there were no leaks and no extra people using water? Commissioner Bennett stated that he could not give her an answer, but the matter would be looked into. Commissioner Bennett wanted to make sure that the meters are being read and not just being estimated by the workers.

Mrs. Lawson's second issue was that the water readings were not being done in a thirty day window. She had bill receipts which showed the meters were being read anywhere from the 24th thru the 28th day of the month. Therefore, her conclusion is the amount people are being billed is incorrect. Commissioner Bennett assured her again that the matter is being taken very seriously and would be looked into. Commissioner Bennett thanked her for bringing this matter to the Board's attention.

ENGINEER'S REPORT

Morgan Sims stated the first thing he wanted to do is give an update on the SRF project. The contractor has approximately 1/3 of the interior contained and rehabilitated, about 1/2 of the exterior pressured wash and prepped, the vent had been installed on top of the tank, the cage has been removed from around the ladder and the ladder on the pole of the tank has been fixed the ladder on the pole of the tank, which was

the main cause of the compliance issue. Commissioner Bennett asked Mr. Sims if he had went into the interior of the tank to inspect it? Mr. Sims replied that they have an inspector who goes down into the tank and performs the inspections.

Engineering Services has submitted and requested one invoice for when they started in January, so he had that for the board's review and signature(3 copies of invoice). The invoice has 4 parts: the cover page is actually the SRF invoice, the second page is the parts standard invoice page which gives the summary of projects and behind that are the quantities that have been completed. The last two pages are the certification from TPS stating they used source of America. The last page shows the compliance. The amount that will be drawn from the SRF funding is \$28,737.50. This invoice will be submitted to SRF who will then transfer the funds digitally to WMUD's SRF account. Next a check will be given to Stephen TPS. Commissioner Reeves reminded Mr. Sims that the treasurer, Scott Colson would need to be notified of the procedure.

Commissioner Bennett was asked to sign all contracts. Commissioner Reeves stated that there were contracts in the office which needed to be signed. Mr. Sims said that if the attorney, Jim Herring has given approval regarding the Contracts for replacing water distributions to J. Beard Construction Co. then it would be okay for Commissioner Bennett to sign the contracts. Commissioner Bennett reminded Mr. Sims that WMUD did not want two contracts running at the same time. Mr. Sims said the contracts can be signed but not work not begun until WMUD issued a notice to proceed. He would also contact J. Beard Construction and inform it that WMUD does not want to start until the elevated tank is rehabilitated and back in service. The turn around for time water replacement distribution is about four weeks with weather permitting. Commissioner Reeves then suggested that Commissioner Bennett go ahead and sign the contracts at this time so they would be on ready when needed. The suggestion was put to a motion and second by Commissioner Brown. All three Commissioners in attendance voted Aye.

Mr. Sims next topic of discussion were the illustration drawings for C-Spire antenna to be mounted on the elevated water tank. The antenna will not be placed on top of the water tank as it was originally proposed. Instead there will be an ice bridge which will house the cables. The bridge will then be attached to a leg on the water tank. Commissioner Bennett expressed his concern about C-Spire's concrete pad interference with access to the water tower. Mr. Sims went over the drawings from C-Spire. (See attached illustration to clarify). Commissioner Bennett also stated that C-Spire was to use the tower for 10 years without charge. After a ten year period, C-Spire would then start making annual payments to WMUD. Mr. Sims said Mr. Jerry Skipper would contact Commissioner Reeves with details of the contract.

Mr. Sims also presented contracts that would be backed dated for Commissioner Bennett's signature. These contracts had been approved at the October, 2019 Board meeting but were not signed. The contracts are for SRF compliance agreement which states everything is in-order. SRF had sent the contracts to WMUD's email and not to Commissioner Bennett directly, and, therefore, the signature was not received.

Mr. Sims gave an update on loan consolidation. During the first week of February, Mr. Sims attended a presentation on Loan Consolidation by banks and the services they can offer Rural Water Association districts and utilities. One of the services they offer is refinancing existing USDA loans. WMUD has two outstanding loans at this time. There is threshold for Co-Bank Loan consolidation. At this time there is no advantage for WMUD because one of the loans will mature in 2025, (the monthly premium is \$1,800); and the other loan is \$900.00 per month which will mature in 2024.

Mr. Sims revisited a proposal of replacing an existing valve at the base of the water tank. Originally, replacing the valve was part of the SRF contract, but to stay on budget it was eliminated. The valve is old and it would be used to isolate the tank for opening and closing as well as draining the tank. Mr. Sims's suggestion was that the Board consider putting a new valve in now while the tank is drained. The valve will allow assurance of being able to open and close it when needed. Also when we isolate the

tank and drain it for future inspections and flushing, it can be done without affecting the system pressure. The valve would be installed, then a fire hydrant and another valve attached. The price to have the job done would be about 16K.

The first option would be to have a company named Consolidated do the initial valve tap into the water tank for \$6K. KT said he would be able to do the remainder of the work of putting in the fire hydrant and connecting the second valve using a "T" connection.

The second option is that KT could come in at night when customer's water usage was very minimal and install the valve with a "T" connection, and install the fire hydrant. The most difficult part of the job is installing the valve. KT would get back with Commissioner Bennett or Commissioner Reeves regarding the pricing if he had to do the entire job.

The third option is for a contractor to do the entire job. If the contractor used an 8 inch pipe it would cost \$19K, if he used a 10 inch pipe it would cost \$24K. KT said a 10 inch pipe would have to be used. After discussion by the Board, it was agreed that it would be more cost efficient to let Consolidated do the initial valve installation by performing a "hot" install and have K. T complete the job of putting in a "T" and the fire hydrant.

Commissioner Bennett said the valve should be put in before the tank goes back live. Commissioner Reeves said the tank is schedule to go back live prior to June of 2020. It would take about 4 weeks to install the valve.

OPERATOR'S REPORT

1. Water samples submitted in January passed bacteriological standards as established by the Health Department.
2. Big Black River issue with the Lagoon. It is closer to deteriorating than we realize. All of the rain weather has caused several trees to fall. There is one large tree in particular that has fallen into the lagoon and we are going to have to figure out how to remove it. Commissioner Reeves said she had spoken with Supervisor Karl Banks about meeting with K.T. so that K. T. could take the Supervisor Banks to the lagoon to see the erosion first hand. KT is suggesting that Board members go to the Lagoon so we want be totally unprepared for what needs to be done.
3. The tank is off line and the well is pumping directly to distribution, it has gone flawless so far. There was one leak on the bridge at Virllila Road. Other than that there have not been any issues. Customers have been cooperative and there are some fire hydrants running across the system with pressure relief valves open. We have been alternating between the big well and back-up well, and both are satisfying the demand without any trouble at all. Due to the inclement weather the big well is running at this time because this is where the generator is. If the well goes out the generator will kick on in about 10 minutes. Bennett asked how many clean samples water will need to be collected for the Health Department. K. T. stated that it depends on the amount of customers affected, and the Dept. of Health will tell you how many samples are needed.
4. Purchase Order Report is attached
5. Christine Dukes whose water bill was still listed under Wayne Ottinger called and asked that the water be put in her name. Commissioner Reeves said she must come in and sign a new agreement, then the account can be changed. K. T. stated that he informed Ms. Dukes of that.

OLD BUSINESS

None.

NEW BUSINESS

None.

Commissioner Bennett stated if there were no more questions someone could make a motion adjourn. Commissioner Reeves motioned to adjourn and Commissioner Brown second with all Commissioners voting in favor. The meeting was adjourned.