

WEST MADISON UTILITY DISTRICT BOARD OF  
COMMISSIONERS REGULAR MEETING  
June 12, 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 June 12, 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 June 12, 2018 Agenda**

Commissioner Colson motioned and Commissioner Brown second, to approve the Agenda for the June 12, 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 Letitia Reeves Aye  
Commissioner Evelyn Brown Aye

The matter carried unanimously and the Agenda for the June 12, 2018 meeting is hereby approved.

**RE: Approval of Consent Items**

Commissioner Bennett asked if there were any questions or a need to discuss any of the following consent item prior to acceptance of the consent agenda items:

3. Acknowledgement and Acceptance of EOM RVS Report for May, 2018
4. Acceptance of the May 8, 2018 minutes
5. Acceptance of April 30, 2018 Financials
6. Confirmation of adoption of Resolution Authorizing Disposal of Surplus Property
7. Acceptance to run Advertisement in the Madison County Herald for 2 weeks on Surplus Property
8. Confirmation and acceptance of sale 2004 Chevy Silverado, Model C15743, VIN#2GCEC19V441377958 to Tony Battle for \$500.00 and authorization for Pres. of Board to sign over title and Bill of Sale upon payment of \$500.00
9. Confirmation and acceptance for Thomas Management Group, LLC to remove all debris from WMUD's office area per quote
10. Acceptance to enter into one year contract with Nexbillpay and authorize the President to execute the required documents.

There being no discussion, Commissioner Colson made the motion to approve the consent agenda items and Commissioner Brown second the motion. Vote on the matter carried being as follows:

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

**RE: Engineering Report Update**

Alan Scott of Engineering Services recapped the Draft Facility plan by stating there are two reasons for the



draft. (1). WMUD must have a public hearing and the minutes of that public hearing will be added into the draft for the State Revolving Loan Fund (SRF). The State Board of Health wants to go ahead and get the application so they can start reviewing the plans while WMUD is advertising for the public hearing to take place. (2). WMUD has loans with Rural Development and since Rural Development is the first lien holder on our facility they must give their permission to borrow money from any other source. WMUD must file an application with Rural Development requesting to borrow this money. This application has been completed and filed with Rural Development. Once these two procedures have been completed the facility plan will go from being a draft to being final. The facility plans gives a narrative as to what the project is, what the existing system looks like, and how the system will look after all of the project is completed. Letters have been submitted to the Wildlife and Fishery, Archives and History and the Corp of Engineers stating what the project consists of. Two comment letters have been received: one is from the Corp of Engineers wanting to know about how we will open cut across some of the ditches. The Corp of Engineers will pull a quad map that shows anything that looks like a stream. They don't want you to cut across it. Engineering Services responded that we will not cut across but will bore under it, so that the Corps of Engineers responded back that they will approve the plans. The second letter was received from the Department of Archives and History stating that the elevated water tank was a cultural resource according to the State of Mississippi and wanted to know what we were going to do with it. A letter was sent to them stating we are going to sand blast and paint it per requirements of the Department of Health. They acknowledged that was fine. Also, in the Facility Plan document there is information on financial analysis, how much money WMUD wants to borrow, it goes through an analysis of comparing the water rates to the median income for the area. There is a formula that they use and anything over the average water bill higher than 1.5% of the median monthly income is consider a high cost project. This project averaged out to 1.61%. This does not mean it will not be accepted as it is so close to 1.5%. However, if they do, WMUD could reduce the size of the project. This may be something WMUD wishes to consider if there is a comment about the percentage. On most of the SRF projects you borrow all of the money and because some of it is coming from the Federal funds they cannot call it a grant. In the past they may give you a principal forgiveness that can go as high as 35%. For example if you are looking to borrow \$600,000. you could end up paying back \$420,000. We won't know that until they go through the review. The Board needs to decide if a motion should be made for WMUD to sign the Facilities Plan Draft. The next step will be to determine what local paper you will use to advertise the public hearing for the community to come in and give their comments in written form.

Commissioner Reeves suggested that the ad be placed in the Madison County Herald. The Herald is delivered on Thursday mornings. The add must be placed by Wednesday to go in next Thursday's paper. Alan said if that is the case, then the ad would probably be in the June 21, paper and the earliest you could have the Public Hearing is July 23, 2018. The hearing could be held in the morning, afternoon or evening. Board Commissioners won't have to be present at the. Commissioner Brown asked if the add could be placed in more than one paper? Alan said you could post in as many papers that you would like because you want to have this area have access to the Public Hearing. Commissioner Reeves said a posting could be put on the water company's door and the WMUD website regarding the hearing? Alan said if it is put on the website then a snapshot should be put in the plan binder so State Board of Health can see that several venues were used to reach the public.

Commissioner Colson made the motion that the Public Hearing take place on July 23, 2018 at 6:00 pm., Commissioner Brown second, the matter carried forth unanimously.

Commissioner Bennett asked what does the Public Hearing involve? The public hearing would constitute Engineering Services meeting with the public. Customers could submit written questions if they so desire. A Facility Plan would need to be on file to view by any customer that is requesting to see it during the month the add is being run. If a customer has a comment on the project, the comments must be submitted in writing no later than the evening before the Public Hearing is to take place. All of the written comments would be read at the Public Hearing and ask if anyone present at the meeting has a comment. You don't have to give an answer but it must be recorded in the minutes what is being said. If no one from the Board is there to take minutes that someone from Engineering Services would record the minutes. The minutes would then come part of the Facility Plan binder. At this stage of the game, especially since this is a much needed project to benefit your customers, it doesn't matter too much what



the comments are, it's just you must allow the customers to voice their opinion. If all the comments are negative, then when the Board of Health review the Plans and they will want to know how WMUD is going to address these issues. Alan commented that projects may have other options that can be put into place such as down grading the overall project which will reduce the amount of money being requested by WMUD. However, with this project there are not a lot of options. For example, the water tower needs painting so it's either yes or no, and the galvanized pipes need to be replaced with the larger PVC pipes, so it's either yes or no. This project is pretty much cut and dry. Most of the time, there are no people to show up at the Public Hearings.

Commissioner Bennett stated that if everything goes smoothly, what is the quickest we can get something moving? Alan Scott stated that the earliest we would know about the funding is in August, 2018, assuming everything has gone smoothly. By the first of October, 2018, a draft letter will be sent stating the amount of money you will receive and the amount of loan forgiveness. If you don't get your money, then you would send a letter to Engineering Services saying to stop on any further procedures. If you do get your money, then Engineering Services will proceed with the plans. However, more than likely, the project could not start until the spring of 2019. In January and February you would want to run an ad for the painters so that it would be bid by April or May and the work could start. The painting tank project could take about two to three months. Commissioner Reeves wanted to know what would be done to have the well running continuously? KT said a valve that is spring operated would be installed. When a certain psi number has been reached the valve will open and the well will run. There will be an increase in the electrical bill. Generally, the painting company will blast part of the day and paint part of the day. It depends on the humidity. Once something has been blasted it cannot sit over night to humidity exposure because rust could start to take place.

The installing of new pipes could take five or more months depending on the weather. During the installing of the new pipes it will not interrupt customer's water usage. KT said about 23,000 feet of new pipe need to be laid. Alan informed the board about 500 feet could be laid in a day. When the new lines are up and running the customer will probably see an increase in their water pressure and based upon that, a slight increase in rates as more water will be pushed through the lines when they turn on the water. This will be happen because of the proficiency of the water pressure going thru the pipes.

#### **RE: Operation Report**

No issues with any water samples nor are there any compliance issues with DEQ, and the waste water facility remains in compliance. The invoice from Taylor Power for the transfer switch is for Commissioner Colson. The installation bill will be a separate invoice from Grinder Drilling.

The 500 gallon diesel tank should be delivered on June 13, 2018 at the lagoon for the by-pass pump. KT was not sure if the tank was being brought or rented. Commissioner Reeves stated once he found out please let her know so she could inform the CPA. The purchase will be part of the inventory and the insurance record.

It will cost \$2,350 for a new pump at the lagoon. The aerator, chlorine pump, the by-pass pump and both sub pumps are working good. The only problem that is happening now is golf balls are appearing in the lagoon. It is not clear where or why they are getting into the lagoon. K.T. stated that he would raise the submersible pumps some in the lagoon to help alleviate this problem.

The small grinder/lift station that was placed in Carolyn Robert's backyard is working just fine.

The lift station on Livingston Vernon is working correctly but it needs a float which will be installed one day this week. KT was not sure if it was ever discussed about the lift station in the Woodlands area along Kearney Park Road, but one of the pumps went out. The cost to replace is \$2,396.00. Someone had called DEQ because raw was running in the ditch. When DEQ contacted us we happened to be at the site working on the situation. The following day DEQ came out and was satisfied with what we had done and a report was filed on the incident.

The main water well and the back-up well are fine. The back-up well is being used once a month as we had discussed. The loss of water usage is lower than what we have had in a very long time. The remaining 25% water loss is due to old meters that are still being used.

Item #13 on the Operator's report was addressed regarding a customer, Artesia Brown, that had their water off for six days and is asking for an adjustment. Commissioner Bennett had asked wouldn't that have made her water bill less? K.T. agreed. Commissioner Colson stated that it wasn't WMUD's fault that a customer waited six days before notifying WMUD that their water was off and why would someone wait that long. K.T. stated that he did not know but that it was fixed as soon as WMUD was notified.

Commissioner Colson made the motion to purchase the two pumps required, one for the lagoon and one for the lift station. Commissioner Brown second the motion with all present voting "aye."

Commissioner Colson stated that there was an issue with Consolidated Pipe's invoice statements. KT said it has been a complicated issue with this account. KT said they will be sending the bills to him and he will forward to Treasurer Colson.

#### **RE: Customer Issues**

(1) James Wilson; Account #346; 105 Norris Str

Ms. Kay Retha McField, Mr. Wilson's niece, said she cannot understand why the bill keeps alternating by being high one month and low the next month. KT came and changed the meter out without any one telling him to. If the meter was working correctly, then there should not have been a need to change it out. Commissioner Bennett asked her what had she done to secure the water activity. She said she had not done anything and that if truth be told, she purposely had turned on the water and let it run on Monday. She wanted to see what the difference would be with her running the water versus the water not being used. She expressed her frustration with having to deal with the same issue over and over again. She went on to say the "water company must do what they have to do". Commissioner Bennett said the company had no other comment. K.T. informed everyone that he had removed the meter to have it tested and it tested as 98% accurate so the readings are correct and the current meter is reading correctly.

No other customers who were on the agenda attended the meeting.

**OLD BUSINESS** - None

**NEW BUSINESS** - None

**EXECUTIVE SESSION** - None

There being no further business to discuss, Commissioner Colson made a motion to adjourn the meeting with a second by Commissioner Reeves, with all present voting "aye" The meeting was adjourned.