

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

JANUARY 10, 2013

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, January 10, 2013, in the Pearlinton Community Center.

In Attendance:

Tom Busenlener, Chairman
Betty Baxter, Commissioner
Rosa Jackson, Commissioner
James Lamy, Commissioner
Elbert Walters, Commissioner
Mike Haas, Jr., Attorney

Absent:

Tom Johnson, RCAP

Also in attendance was Walter Dillon with Rural Development, Geoff Clemens and Nick Mignone with Compton Engineering.

The Chairman called the meeting to order at 4:00 p.m. He welcomed members of the public in attendance. Due to late arrival of the attorney, agenda items were presented out of order.

- **Motion** was made by James Lamy, seconded by Elbert Walters, to approve December 13, 2012 minutes. Motion was approved.
- **Motion** was made by James Lamy, seconded by Elbert Walters, to accept the December, 2012 docket. Motion was approved.
- **Motion** was made by James Lamy, seconded by Elbert Walters, to accept the December, 2012, Treasurer Report. Motion was approved.
- There was no Request for Cash submitted for approval.

ADMINISTRATIVE REPORT

- Revisions to the Employee Handbook have been distributed to the commissioners for review. These revisions will be presented for approval at the reconvened meeting on January 17, 2013.
- Commissioner Baxter has been in contact with Mr. Andrew Johnson of First Data, regarding Hancock Bank's Merchant Services. Mr. Johnson provided information about their electronic check processing, Credit and Debit Card and on-line payments.
- **Motion** was made by Betty Baxter, seconded by James Lamy, to invite Mr. Johnson for further discussion and possible implementation of the Merchant Services product. Motion was approved.
- The annual audit being conducted by Rigby is in progress. All requested documentation has been provided to Mr. Rigby.
- Meeting dates for 2013 have been posted. The February and March dates were changed from the regular schedule to accommodate the attorney who will be out of the country on the regular scheduled dates.

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- Meeting is scheduled with HCUA and Port and Harbor representatives on January 23, 2013 to discuss possible alternatives for a second well.
- **Motion** was made by Betty Baxter, seconded by James Lamy, to move \$74,000 from the Operations account to an Emergency Operations Account. Motion was approved.

ELECTION OF OFFICERS

- Chairman Busenlener requested that attorney Mike Haas take the chair for the purpose of electing officers for 2013.
- Mike Haas opened the floor for nominations for Chairman. Betty Baxter nominated James Lamy for Chairman. No other nominations were offered and nominations for Chairman were closed. **Motion** was made by Betty Baxter, seconded by Rosa Jackson, to accept James Lamy for Chairman by acclamation. Motion was approved with James Lamy abstaining and Rosa Jackson, Betty Baxter, Tom Busenlener, and Elbert Walters voting yea.
- Mike Haas opened the floor for nominations for Vice Chairman. Rosa Jackson nominated Tom Busenlener for Vice Chairman. No other nominations were offered and nominations for Vice Chairman were closed. **Motion** was made by Betty Baxter, seconded by Rosa Jackson, to accept Tom Busenlener for Vice Chairman by acclamation. Motion was approved with James Lamy, Betty Baxter, Rosa Jackson, and Elbert Walters voting yea and Tom Busenlener abstaining.
- Mike Haas opened the floor for nominations for Secretary/Treasurer. James Lamy nominated Betty Baxter for Secretary/Treasurer. No other nominations were offered and nominations for Secretary/Treasurer were closed. **Motion** was made by Rosa Jackson, seconded by James Lamy, to accept Betty Baxter for Secretary/Treasurer by acclamation. Motion was approved with James Lamy, Rosa Jackson, Elbert Walters and Tom Busenlener voting yea and Betty Baxter abstaining.
- **Motion** was made by Betty Baxter, seconded by Rosa Jackson, to retain Mike Haas as attorney for 2013. Motion was approved with Betty Baxter, Rosa Jackson, James Lamy, Tom Busenlener, and Elbert Walters voting yea.
- Board attorney Mike Haas performed the swearing in ceremony for all offices.
- The new Chairman, James Lamy, took the Chair for the remainder of the meeting.

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- **BID OPENING FOR STORAGE/MAINTENANCE BUILDING**
- Mike Haas, Attorney for the Board and Geoff Clemens, Compton Engineering opened and read aloud the bids for the storage/maintenance building. Eight (8) contractors submitted bids as follows:

Contractor	Base Bid	Alt#1 Deduct	Alt#2 Deduct	Alt#3 Deduct
Delta Construction #09792	\$284,710.	\$8,400.	\$40,792.80	\$8,736.
Lassiter Construction #15499	\$279,512.	\$4,300.	\$25,650.	\$10,500.
Cassablanca Construction #01640	\$311,400.	\$6,300.	\$28,000.	\$16,200.
Gibson Maintenance #13076	\$266,585.	\$7,900.	\$44,504.	15,650.
Samuel B Day Construction #09315	\$307,200.	\$8,100.	\$38,400.	\$16,800.
George P Hopkins, Inc #530	\$328,000.	\$14,000.	\$20,000.	\$6,000.
Morreale Construction, LLC.#16121	\$264,062.33	\$9,775.	\$15,000.	\$7,980.
Holliday Construction, LLC #13111	\$339,513.	\$9,450.	\$19,699.	\$11,458.

- **Motion** was made by Betty Baxter, seconded by Tom Busenlener, to take the bids under consideration until this meeting is reconvened on January 17th. Motion was approved.
- Mr. Walter Dillon with Rural Development provided information on their process for closing the loan, once the bidder is selected. He also requested updated title loan search from the attorney, and budget update from the district. He will also work with Mr. Tom Johnson for revisions to the Short Lived Asset items in the budget.

CHAIRMAN REPORT

- There was no HCUA activity to report at this time.

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- Commissioner Busenlener reported that B&B services have been expanded to provide an interim General Manager to evaluate resource requirements and efficiency improvements for office, billing, and maintenance areas.

ATTORNEY REPORT

- Discussion was held regarding funding to pay for easements of new installations. The district does not have any CBDG funds available to purchase easements if the requestor is not willing to donate the easement. The attorney is going to check with the HCUA attorney to determine requirements or if funds are available and what easements have already been obtained.
- The attorney needs to do additional research to determine requirements for hiring of a contracted general manager and will report at the reconvened meeting on January 17th.

B&B FIELD REPORT

- The General Manager, Zoe Bretizus-Bowers, provided each commissioner with a new 3 ring binder with reference documentation.
- The ISAAC FEMA/MEMA reimbursement project worksheets and required documentation has been submitted and approved. Ms. Bowers is able to access the FEMA system to obtain status for the reimbursements. As of this date, the district is just waiting on a check for the approved amount.
- The issue of defective installation at Mr. Harvey Hood's property was discussed. Mr. Hood was present at the meeting to also provide input. The HCUA contractor continues to say the property owner's wiring was substandard and is unwilling to correct the issue.
- **Motion** was made by Rosa Jackson, seconded by Elbert Walters, to authorize the General Manager to obtain estimate to correct the issue with Mr. Hood's installation and to proceed with correction provided the cost does not exceed \$500. General Manager to contact Mr. Hood.
- Commissioner Walters informed the board that he had been contacted by Mr. Ronnie Cuevas regarding several months' bills he had just received for water and sewer. Apparently the district had an incorrect address which was corrected. Mr. Cuevas said that he did not mind payment starting with January, but did not think he should be liable for the previous months as the home was not occupied. This issue was referred to the General Manager to determine when the Occupancy permit had been issued. The district can adjust the sewer billing from the date of the occupancy permit; however the water billing remains valid. General Manager to contact Mr. Cuevas.

COMPTON ENGINEERING

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- Nick Mignone, Compton Engineering, reported that thirty-nine (39) step tanks are still under the 1 year warranty.
- Approximately twelve (12) more customers are to be connected by HCUA contractor.

NEW BUSINESS

- **PUBLIC REQUEST TO SPEAK**
- None
- Date to reconvene this meeting will be January 17, 2013.
- Date of next regular meeting is scheduled for February 07, 2013.

EXECUTIVE SESSION

Motion was made by Betty Baxter, seconded by Tom Busenlener, to enter into executive session to discuss legal, security, and personnel issues. Motion was approved by Baxter, Busenlener, Jackson, Walters and Lamy and executive session was entered at 5:45 p.m.

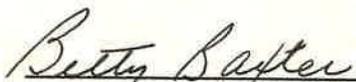
Discussions were held with no action being taken in the executive session.

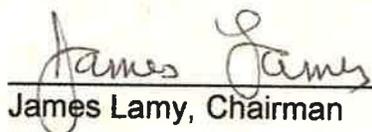
Motion was made by Betty Baxter, seconded by Rosa Jackson, to leave executive session. Motion was approved by Baxter, Busenlener, Jackson, Walters and Lamy and executive session was closed at 6:05 p.m.

NEW BUSINESS (CONTINUED)

- **Motion** was made by Rosa Jackson, seconded by Betty Baxter, to authorize Zoe Bretizus-Bowers, General Manger, to approve Purchase Requests up to \$1,200.00. Motion was approved.
- **Motion** was made by Rosa Jackson, seconded by Tom Busenlener, to authorize Zoe Bretizue-Bowers, General Manger, to review, approve and sign employee time cards. Motion was approved,

There being no further business, the meeting was recessed until Thursday, January 17, 2013 at 4:00 p.m.


Betty Baxter, Secretary


James Lamy, Chairman