

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

JANUARY 16, 2014

The Pearlington Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, January 16, 2014, in the Pearlington Community Center.

In Attendance:

James Lamy, Chairman
Betty Baxter, Commissioner
Cabrina Bell, Commissioner
Mike Haas, Jr., Attorney
Zoe Bretzius-Bowers, Gen. Mgr
Ty Necaise, CPA
Tom Johnson/RCAP

Absent:

Rosa Jackson, Commissioner
Elbert Walters, Commissioner

The Chairman called the meeting to order at 4:02 p.m. The Pledge of Allegiance was said followed by a moment of silent reflection...

- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to approve December 12, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to accept the December, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to accept the December, 2013 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 32; December, 2013 M&O in the amount of \$19,029.48. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 33, for legal services in the amount of \$750.00. Motion was approved.

CPA REPORT (Ty Necaise)

- Presented the FY13 audit to the board for acceptance.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the FY13 audit to file. Motion was approved.
- Discussion was held regarding the Rural Development Reserve Accounts and auditors recommendation to meet the reserve requirements as required by the Rural Development agreement.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to move any funds in excess of the amount required by Rural Development to the Emergency Operations Fund. Motion was approved.
- The auditor noted that the Rural Development requires creation of a Bond and Interest Fund in which funds for repayment of the loan plus interest shall be deposited. Discussion was held regarding redefining of an existing account instead of establishing a new account. The Treasurer will work with

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Mr. Necaie to determine when the existing account will be available for restructure.

- Discussion was held regarding the possibility of elimination and/redefinition of the Construction account and the Payroll account. No action was taken at this time.
- Mr. Necaie gave a budget report review and recommended corrections for the areas that indicated overruns.
- Mr. Necaie recommended consideration to obtain signature stamps and development of a procedure for the use and security of the stamps. The board tabled this recommendation pending development of a procedure and further consideration.
- Mr. Necaie recommended consideration to obtain check printing compatible with our accounting software. Cost is estimated to be \$120 to \$130 and would allow checks to be printed vs. handwritten.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize necessary procurement for printing of the checks. Motion was approved.
- Mr. Necaie recommended consideration of credit card processing. There is a company that offers the service to Government entities at no cost to the entity and reverse fees to the owner of the card. The district had previously declined allowing use of credit card due to cost to the district. Commissioners are interested if no cost would be incurred by the district. Mr. Necaie agreed to contact the company and obtain further information for the district.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve the service agreement between Necaie Company and PWSD for their services. Motion was approved.

CHAIRMAN REPORT

- Chairman Lamy reported that he would be able to resume his duties as Director on the HCUA board since they had changed the time of the meetings to 4:30 p.m. He extended his appreciation to Commissioner Baxter for serving as his backup for the past several months.
- Commissioner Baxter reported that HCUA elected new officers. Director Yarborough was elected Chairman; Director Stahler, Vice-Chairman. Bill Johnson retired; Director Graham replaced Al Smith and Bill Johnson's replacement should be known by next meeting.
- MSDEQ gave permission to HCUA to go ahead and advertise the Bayside Park/Pearlington project and said if any changes were necessary it could be accomplished by a modification.
- A workshop is scheduled for January 27, 2014, at 4:30 p.m., Northern Treatment plant to discuss water billing. Commissioner Baxter will attend that workshop as Commissioner Lamy will be out of town.

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ADMINISTRATIVE REPORT

- Equipment List II has been approved and funds are in the account. General Manager was given the go ahead to proceed with procurement of the items.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the proposed changes to the Employee Handbook and to accept the CPA's recommendation that all employees sign and date the handbook. Motion was approved.
- Final payment of \$35,000.00 was submitted to the Board of Supervisors. This completes repayment of the \$40,000.00 loan.

ATTORNEY REPORT

- Attorney Haas had filed a judgment on those customers who were taken to court last November and have still not settled their accounts.
- Attorney Haas recommended that election of officers be deferred until next meeting since only three Commissioners were available at this meeting.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to defer the election of officers until next meeting. Motion was approved.

B&B FIELD REPORT

- Two quotes were provided for construction of a small bathroom at the storage building. Morreale Construction quote for a 4'x6' was \$4,300 and Allen Graham Construction for a 5'x6' was \$4,995. The board requested the General Manager to solicit more quotes.
- Equipment List 1 had one item remaining for purchase. The company that originally quoted this item no longer has it in stock. The General Manager has found a comparable item and is in the process of procurement.
- The district had three (3) new customer accounts in December and one (1) new customer account to date in January, 2014.
- Two (2) customer complaints of high chlorine smell/taste received at the office were due to the extreme flushing operations while HCUA was painting the water tower.
- Quotes for map services were discussed. Commissioner Baxter is of the opinion that it is important to maintain updates in the county geoportal utilities maps in addition to having the hard copy maps needed by the maintenance group. She requested the General Manager to continue to negotiate with GCT to determine the cost to obtain the needed maps and CAD files.

NEW BUSINESS

- Commissioner Baxter brought a customer request for billing adjustment. This customer had no electricity and had not lived in the home for several months. Apparently, she failed to notify the district that she had not occupied the home nor did she respond to mail notifications. She now would like to occupy the home and request billing adjustment for the period of time the home was not occupied and had no electricity. She agreed to bring proof of when the electricity was turned off before the board to request the adjustment.

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- Date of next regular meeting is February 13, 2014

PUBLIC REQUEST TO SPEAK

- Mr. Billy Fricke made the board aware that the company repainting the water tower had dumped all their sand, paint, etc. by the store on Highway 90 and requested that they clean up their mess and dispose of it properly. The board advised that this work was accomplished under contract with HCUA and agreed to forward his concern to the Executive Director of HCUA

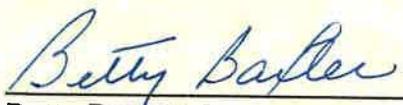
EXECUTIVE SESSION

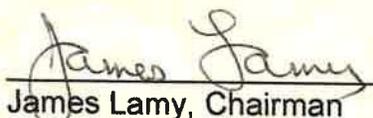
Motion was made by Commissioner Baxter, seconded by Commissioner Bell to go into executive session for the purpose of personnel issues. Motion was approved and entered executive session at 5:55 p.m. Commissioners requested the General Manger and Mr. Necaise in the session.

Motion was made by Commissioner Baxter, seconded by Commission Bell, to adjourn executive session with no actions taken and resume regular session at 6:21 p.m. Motion was unanimously approved.

Motion was made by Commissioner Baxter, seconded by Commissioner Lamy, to adjourn the meeting. Motion was unanimously approved

There being no further business, the Chairman adjourned the meeting at 6:22 p.m.


Betty Baxter, Secretary


James Lamy, Chairman