

**PEARLINGTON WATER & SEWER DISTRICT**  
**Board of Commissioners**  
**Regular Scheduled Monthly Meeting**  
**Thursday, February 13, 2014**  
**AGENDA**

## **CALL TO ORDER/WELCOME/ROLL CALL**

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection

## **ELECTION OF OFFICERS FOR 2014**

- Chairman
- Vice Chairman
- Secretary/Treasurer

### **OLD BUSINESS**

- Approval of January 16, 2014 Minutes
- Approval of January 2014 Docket
- Approval of January, 2014 Treasurer Report
- Request for Cash # 34 January 2014 M&O \$29,524.93
- **CPA REPORT (Ty Necaize)**
- Budget Report
- Employee Cell Phones
- Signature Stamp Policy

### **CHAIRMAN REPORT**

- HCUA Activity
  - Meetings changed to 4:30 p.m.

### **ADMINISTRATIVE REPORT**

- Dumping of Well Trash – Report
- Training
- Maps-Seymour Engineering
- Customer Adjustments

### **ATTORNEY REPORT**

- Liens & Court
- Other

### **B&B FIELD REPORT**

- Training Status
- Sewer/water/bathroom for Storage Building - Status
- Equipment List I Purchases – Status
- Equipment List II Purchases - Status
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

### **NEW BUSINESS**

- Date of next regular monthly meeting (March 13, 2014)

### **PUBLIC REQUEST TO SPEAK**

### **EXECUTIVE SESSION**



PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

February 13, 2014

The Pearlington Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, February 13, 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

Absent:

Rosa Jackson, Commissioner  
Elbert Walters, Commissioner  
Tom Johnson/RCAP

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.

Election of officers, normally held at January meetings, rescheduled for this February meeting proceeded. Chairman Lamy requested attorney Mike Haas to take the chair for the purpose of election of officers

- Nomination was taken for Chairman. Commissioner Baxter nominated Commissioner Lamy for Chairman. No other nominations were offered. **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to elect Commissioner Lamy as Chairman, **Motion** was approved with Commissioner Baxter and Bell voting yea and Commissioner Lamy not voting.
- Nomination was taken for Vice Chairman. Commissioner Baxter nominated Commissioner Bell as Vice Chairman. No other nominations were offered. **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to elect Commissioner Bell as Vice-Chairman. **Motion** was approved with Commissioner Baxter and Lamy voting yea and Commissioner Bell not voting.
- Nominations were taken for Secretary/Treasurer. Commissioner Lamy nominated Commissioner Baxter as Secretary/Treasurer. No other nominations were offered. **Motion** was made by Commissioner Lamy, seconded by Commissioner Bell, to elect Commissioner Baxter as Secretary/Treasurer. **Motion** was approved with Commissioner Bell and Lamy voting yea and Commissioner Baxter not voting.
- Attorney Haas administered the Oath of Office for all officers and Commissioner Lamy assumed the chair as Chairman for 2014.

## **OLD BUSINESS**

- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to approve January 16, 2014 minutes. Motion was approved.

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the January, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the January, 2014 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to approve Rural Development Request for Cash # 34; January, 2014 M&O in the amount of \$29,524.93. Motion was approved.

**CPA REPORT (Ty Necaise)**

- Amended budget report was presented to the board (ATT A).
- Employee cell phone allowance was discussed. Mr. Necaise explained the IRS policy and the pro and con's of providing a cell phone allowance vs. providing company cell phones for employees. He recommended employer provided cell phones.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, for the district to obtain cell phones for the two technicians. Motion was approved.
- Mr. Necaise provided a draft policy, as requested at the last meeting, for using a signature stamp on checks.
- **Motion** was made by Commissioner Lamy, seconded by Commissioner Baxter, to approve the policy with changes as noted and requested the General Manager to put the draft policy in Standard Operating Policy (SOP) format. Motion was approved.
- Mr. Necaise provided information on proposal from Morning Star to provide the district capability to accept credit card/debit card payments for Visa, MasterCard, and Discover. There will be no fee to the district and a \$3.25 per transaction fee to the customers.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the proposal from Morning Star to provide credit/debit card acceptance for the district. Motion was approved (Attachment B).

**CHAIRMAN REPORT**

- HCUA insurance renewal for 2014 resulted in a reduction in premiums of \$5,000.
- HCUA workshop was held to discuss Bay St Louis coming on line and the water rates. Director Fillingame (Bay St Louis) and Director Stahl (Waveland) do not agree with the current method of distribution of water cost and both Waveland and Bay St. Louis will not purchase the amount previously used in calculating cost. Mr. Bill Mitchell of Brown and Mitchell, gave a power point presentation of various methods of satisfying the HCUA water budget. All of the methods, except the one currently in use increase the cost per thousand gallons over double. No resolution was accomplished at this workshop and further discussion will be needed.
- Extension on the SRF loan was discussed and letter of intent from MSDEQ has not been received.

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

**ADMINISTRATIVE REPORT**

- Letter of appreciation for repayment of the loan was received from the Board of Supervisors.
- David Pitalo checked on the report of dumping by the contractor who repainted the well. It was confirmed that the dumping was not done by the contractor.
- Kelly Foster is scheduled for Excel and Word training courses. These courses will benefit her in job performance.
- Seymour Engineering was selected to prepare Maps for the district. They were the only responder that met the requirement to provide the files in CAD format.
- Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to clarify the policy for customer account adjustments. The request for adjustment must be approved by the board before it can be applied to the account. The General Manager is authorized to bill the customer only a basic monthly charge pending approval for the adjustment by the board. Motion was approved.

**ATTORNEY REPORT**

- Attorney notified the board of rate increase for his services to \$175.00 per hour. Services for Caroline Haas will be \$100.00 per hour.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to accept the rate change for attorney services. Motion was approved.
- Considerable discussion was held regarding the HCUA Bay St Louis representative, Mayor Fillingame's request for change in method of billing for wholesale water and the impact that would be imposed on the other districts.

**B&B FIELD REPORT**

- Additional quotes are being solicited for installation of toilet facilities at the storage/maintenance building. Receipt of several quotes is still pending.
- Improvement has been seen in payment of delinquent accounts. Four customers came in and paid past due balances.
- All items on Equipment List # 1 have been purchased and received.
- Purchasing items on Equipment List # 2 has been initiated and some items have already been received.
- Checks for printing have been ordered at cost of \$80.00 for 250 checks.
- There was minimum damage to PWSD assets during the severe and freezing weather. All of the Fire Hydrant Auto Flushers were removed during the freeze and have now been reinstalled where needed. The crew assisted customers with turning on/off water meters during and after the freeze. There would normally be a service charge for performing this service; however, no charges were made to the customer accounts for performing this service during the period of severe weather.

PEARLINGTON WATER & SEWER DISTRICT  
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- Major water line leak was repaired on 8" line on Whites road on February 4, 2014. It appeared that the leak was result of faulty contractor installation. Hancock County Water & Sewer District (HCWSD) crew assisted in the repair. Three homes were without water for forty-five (45) minutes.
- Hourly rate schedule for labor and equipment was presented for consideration (ATT C).
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to approve the rate schedule. Motion was approved.

**NEW BUSINESS**

- Date of next regular meeting is March 13, 2014

**PUBLIC REQUEST TO SPEAK**

- None

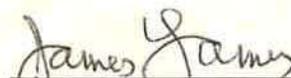
**EXECUTIVE SESSION**

- None

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

There being no further business, the Chairman adjourned the meeting at 6:27 p.m.

  
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Betty Baxter, Secretary

  
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James Lamy, Chairman