

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Thursday, April 11, 2013
AGENDA

- **CALL TO ORDER/WELCOME/ROLL CALL**
 - Welcome /Pledge of Allegiance/ Moment of Silent Reflection
 - Presentation
- **OLD BUSINESS**
 - Approval of March 21, 2013 Minutes.
 - Approval of March, 2013 Docket
 - Approval of March, 2013 Treasurer Report
 - Request for Cash
- **COMPTON ENGINEERING**
 - Status of Storage Building
- **CHAIRMAN REPORT**
 - Management Position Selection
 - HCUA Activity
 - PWSD and P/H water distribution status
 - Notification to USACOE and MDA requesting termination of agreements
- **ADMINISTRATIVE REPORT**
 - Letter with check for \$5,000 payment on loan sent to Board of Supervisors
 - Compiling January/February/March maintenance and operations invoices for RD reimbursement
 - Submitted first batch of invoices for payment in April to RD for funding.
- **ATTORNEY REPORT**
 - Status of RD Contract Closing
 - Filed UCC Financing Statement with Secretary of State
- **B&B FIELD REPORT**
 - Equipment List to Purchase with RD funds (Tom Johnson & Zoe
 - Surplus of Van
 - Video/Audio installation
 - Status of ISAAC MEMA Reimbursement – (12.5% Reimbursement pending)
 - Operators Report
 - Maintenance/Installation Activities
 - Customer Complaints
- **NEW BUSINESS**
 - Date of next regular monthly meeting (May 09, 2013)
- **PUBLIC REQUEST TO SPEAK**
 - None
- **EXECUTIVE SESSION**
- **ADJOURNMENT**

PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

APRIL 11, 2013

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, April 11, 2013, in the Pearlinton Community Center.

In Attendance:

James Lamy, Chairman
Betty Baxter, Commissioner
Cabrina Bell, Commissioner
Elbert Walters, Commissioner
Mike Haas, Jr., Attorney
Tom Johnson, RCAP
Zoe Bretzius-Bowers, General Manager

Absent:

Rosa Jackson, Commissioner

Commissioner Jackson was unable to attend due to work obligations.

The Chairman called the meeting to order at 4:04 p.m. Ms. Bowers led the Pledge of Allegiance followed by a moment of silent reflection.

- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to approve March 21, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to accept the March, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to accept the March, 2013 Treasurer Report. Motion was approved.
- There was no Request for Cash submitted for approval.

COMPTON ENGINEERING

- Compton Engineering representative was not available to attend the meeting but called to report that the Contract for the Storage Building had been signed and sent to Rural Development for review. A Pre-Construction meeting is scheduled for Thursday, April 18th and upon review and approval from Rural Development the notice to proceed will be issued.

CHAIRMAN REPORT

- The Board published Request for Proposals for Management services (Att. A) to be received no later than 8th April, 2013. One response was received from Zoe Bretzius-Bowers of B&B Services. The board members reviewed the proposal and found that the applicant met the minimum requirements.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to select Zoe Bretzius-Bowers, for the management position. Motion was approved with Commissioners Lamy, Baxter, Bell, Walters voting yea. Ms. Bowers is now the General Manager of the Pearlinton Water and Sewer District.

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- Hancock County Utility Authority (HCUA) responded to the letter from PWSD requesting action on the remaining properties to be handled by HCUA. There were four (4) remaining easements to be obtained. HCUA will made effort for a resolution of these four easements and attempt to take action within a month to add those easements that have already been obtained to an existing contract or bid a new contract.
- Chairman held discussion with HCUA regarding requested Maps.
- Steve Landry with Port and Harbor (PH) met with PWSD representatives regarding the connection between PWSD water distribution and PH water distribution. Mr. Landry informed PWSD that his directors made a decision to not participate in the project at this time. Reasons given were primarily the condition of their current distribution system and funding. They are still interested in the project should they have a new customer with requirements for large volume of water in the future.
- PWSD has no other option at this time but to request termination of the USACOE and MDA Grant Agreement. **Motion** was made by Commisisoner Baxter, seconded by Commissioner Walters, to authorize letter of request for termination of the agreements to both USACOE and MDA. Motion was approved.
- Hancock County Utility Authority Report – The State Revolving Fund (SRF) loan of seven million that has been deferred every year since Katrina can no longer be deferred. The authority representatives are currently in conversation with legislators to find a workable solution or agreement.

ADMINISTRATIVE REPORT

- Payment of \$5,000. Was made to Board of Supervisor, leaving a balance of \$35,000. Information only
- Commissioner Baxter, Lamy, and Walters, are now the authorized signee's on the PWSD bank accounts.
- Invoices are now being submitted to Rural Development for reimbursement under the Maintenance and Operations part of the Contract.

ATTORNEY REPORT

- The attorney has received 75% of his Rural Development (RD) contracted payment and 25% withheld pending completion of the final Title Opinion.
- Mike Haas has submitted the final Title Opinion and expects RD to deposit the remaining 25% within the next few days.

B&B FIELD REPORT

- Submitted requested equipment list to be procured under the RD contract. General Manager is to request 3 quotes for each item and submit to RD through Compton Engineer for approval. This list is sorted by priority and funding for this equipment is in the Equipment part of the contract.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

- The Van was delivered to Cuevas auction yard on April 4, 2013. The next auction is scheduled for May 9, 2013. The District will maintain insurance on the Van until it is sold.
- The video/audio installation was completed April 5, 2013. Signs are posted to inform the public.
- Letter was sent to MEMA on April 2, 2013, stating that the district is ready for the required field inspection. This inspection is required before MEMA will reimburse the district for their 12.5% reimbursement for ISSAC damage.
- Unaccountable water loss for the month of March 2013 was 23%.
- Lead and Copper test results were mailed to twenty residents. The Consumer Confidence Report will be posted.
- The district has 1 new commercial and 3 low-mod residential requests for services. Contractor quotes are being obtained.
- Excessive amount of batteries being required for the safe. Consideration for procurement of a new safe that does not use batteries requested. Commissioners ask General Manager to contact manufacturer to determine if the current safe could be repaired.
- Motion was made by Commissioner Baxter, seconded by Commissioner Walters, to authorized General Manager to purchase a new weed eater to replace the current weed eater which cannot be repaired. Motion was approved.
- Customer Complaints
 - Commissioner Walters visited Robert Jordan resident on Tonga Road to investigate his complaint of damaged driveway and damaged well cover. Conclusion was that the well cover was extremely rotten and not damaged by the district. It was visible where minor damage was done to the driveway which a bucket of asphalt would easily fix. **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to submit a check in the amount of \$70.59 to Mr. Jordan for repair of his driveway. Motion was approved.
 - Cabrina Bell property – This has been ongoing issue which was created by the HCUA contractor during original installation. HCUA has not responded with corrective action and the condition has continued to worsen with gunk backing up in the bathtub and sink. Ms. Bowers investigated and offered two possible solutions: 1) install flusher nearer the home which would mean creating a wetland or standing water on her property or 2) shorten the length of the water pipe by moving the connection to the front of the home (the original plan) which requires boring under the concrete drive. Discussion was held regarding the need to go ahead and correct the problem by relocating the pipe and making a shorter run. **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, that due to contractor negligence that the district should run a new line for the property owner. Motion was approved with Commissioner Bell abstaining.

PEARLINGTON WATER & SEWER DISTRICT
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PUBLIC REQUEST TO SPEAK

- None

NEW BUSINESS

- Date of next meeting May 8, 2013. *16 BeB*
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to enter executive session to discuss personnel issues. Commissioners Baxter, Lamy, Bell, and Walters voted yea and motion was approved. Executive session was entered at 5:57 p.m.
- **Motion** was made by Commissioner Lamy, seconded by Commissioner Bell, to leave executive session and motion was approved with Commissioners Baxter, Lamy, Bell, Walters voting yea.
- Regular session was reconvened at 6:42 p.m. with no actions being taken in executive session.

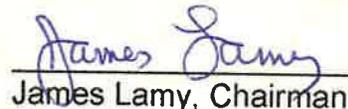
Regular Session (reconvened)

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to eliminate the practice of compensation time and that all employees are to be paid according to Federal guidelines, to be effective April 15, 2013. Motion was approved. Employees will be paid for any comp time on the books as of April 15, 2013.
- **Motion** was made by Commissioner Lamy, seconded by Commissioner Baxter, to adjourn the meeting. Motion was approved.

There being no further business, the Chairman adjourned the meeting at 6:45 p.m.



Betty Baxter, Secretary



James Lamy, Chairman