

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

May 16, 2013

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, May 16, 2013, in the Pearlinton Community Center.

In Attendance:

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

The Chairman called the meeting to order at 4:00 p.m. The Pledge of Allegiance was said followed by a moment of silent reflection.

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Walters, to approve April 11, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Jackson, to accept the April, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Jackson, to accept the April, 2013 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve Morreale Construction Payment Application Number 1 in the amount of \$13,594.00. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to approve Rural Development Request for cash numbers 1 through 10 in the total amount of \$131, 656.03. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to transfer reimbursed funds from the Operations Account to the Short Lived Asset Replacement and Emergency Operations Account. Motion was approved.

**COMPTON ENGINEERING**

- Compton representative Nick Mignone delivered the Morreale Construction Payment Application Number 1 and reported on the progress of the Storage Building.

**CHAIRMAN REPORT**

- The chairman reported that discussion had been held at the Hancock Utility Authority meeting regarding the desire of Pearlinton District for the authority to proceed with pending installations and the impact to the residents by these delays. HCUA was still unable to provide a date when the installations would

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occur. A suggestion was made that the authority allow the PWSD to complete the installations with reimbursement from HCUA.

Mr. Mignone advised that the PWSD would probably only be allowed to do the installations provided the total cost did not exceed \$50,000 and the district may not be eligible to obtain reimbursement for use of the existing tanks.

The remaining number of incomplete installations in Pearlington is being put on hold in order to obtain two remaining easements. The district is of the opinion that this is unacceptable and would like for the authority to proceed with the bid process and remove the two easements from the bid if they have not been obtained by the time the project starts with the understanding that PWSD would accept responsibility for those two easements.

- The board authorized Mike Haas to contact Ronnie Artigues and Jack Pittman to determine if it would be possible for HCUA to go ahead and bid the project with the understanding that PWSD would accept responsibility for the two easements if they could not be obtained by HCUA.
- Chairman informed the Board that he had received a letter from USACOE in which they agreed to the termination of the agreement and would notify PWSD of any funds due within 90 days.

#### ADMINISTRATIVE REPORT

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to approve SOP 2013.2, Processing Invoices. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve revisions to the Employee Handbook. Motion was approved.
- Discussion was held regarding recommendation to approve On-Line training of Harris Billing System for the General Manager. **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to approve the Harris Billing System training for the General Manager. Motion was approved.
- Discussion of delinquent accounts was deferred for the executive session.
- CADD files of the water distribution system which was designed by Digital Engineering is still needed. This has been requested to HCUA numerous times and is a critical need to maintenance and operations of the water distribution system. Chairman Lamy will contact HCUA again.
- Request was made to the General Manger to revisit the Emergency Response Plan with the Employees and update as necessary. This should be completed before the next meeting.

#### ATTORNEY REPORT

- Attorney Haas presented a letter of request from Utility Services requesting the PWSD to provide a letter of support to the Public Service Commission. Utility Services is a company that is purchasing all of the TESI certificates in

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Mississippi. Attorney Haas provided a draft response that the district had not objections. **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to respond to the request with no objection. **Motion** was approved.

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to authorize the attorney to prepare a request to transfer assignment of easement rights, permits, and right of way permits within the PWSD certified area from HCUA to PWSD. **Motion** was approved.

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

- The General Manager presented three items to be purchased from the Rural Development Equipment funds, Three quotes were available for the truck but only one quote was attached for a Mini Trac Hoe and Trailer. Rural Development has stated that procurement from the equipment funds must be processed through Compton, the Engineering firm.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to authorize Compton Engineering to proceed with necessary actions for procurement of the vehicle and also procurement of the Mini Trac Hoe and Trailer, pending receipt of additional quotes from the General Manager. **Motion** was approved. The General Manager was instructed to obtain the additional quotes as soon as possible.

The General Manager was instructed to develop a list of all needed equipment which should also contain cost estimates and be prioritized. It was requested that this be available by the next meeting.

- MEMA conducted an audit this past month. The MEMA representative will now submit his report which is required before MEMA will reimburse their 12.5% portion of the ISAAC damage. The representative could not provide an estimate of when the funds would be forthcoming.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve a one day training course for Jon Collins, Ronnie Pack, and Kelly Foster. Registration cost of the course is \$75.00 each for Jon Collins and Ronnie Pack. There is no registration fee for the course approved for Kelly Foster. **Motion** was approved.
- Four (4) new installations of water and sewer were accomplished. Three of these four were low/moderate income. The General Manager was very pleased with the contractor performance.

### **PUBLIC REQUEST TO SPEAK**

- None

### **NEW BUSINESS**

- Date of next meeting June 13, 2013.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to enter executive session to discuss legal issues. Commissioners

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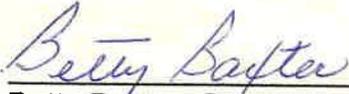
Baxter, Lamy, Bell, Walters and Jackson voted yea and motion was approved. Executive session was entered at 6:03 p.m.

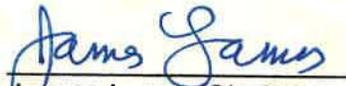
- The board reviewed delinquent accounts and accounts where it is suspected that property owners have reverted back to using their well.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to leave executive session and motion was approved with Commissioners Baxter, Lamy, Bell, Walters, and Jackson voting yea.
- Regular session was reconvened at 6:41 p.m. with no actions being taken in executive session.

**Regular Session (reconvened)**

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to authorize the attorney to proceed with filing of liens for inactive accounts with balances due and to proceed to file in court for delinquent accounts that are older than 90 days. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters to require payment agreements to be paid current within a six month period. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to adjourn the meeting. Motion was approved.

There being no further business, the Chairman adjourned the meeting at 6:44 p.m.

  
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Betty Baxter, Secretary

  
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James Lamy, Chairman