

**PEARLINGTON WATER & SEWER DISTRICT
MONTHLY MEETING
JULY 16, 2014**

PRINTED NAME	SIGNED NAME	ADDRESS
Ty Necaise	Ty Necaise	BSL, MS
Betty Baxter		
William Fricker	Will Fricker	15130 Fricker Dr.
Steve Fricker	Steve Fricker	16051 9 th St.
Mike Hays	Mike Hays	
Cabrina Bell	Cabrina Bell	Pearlington

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Wednesday, August 20, 2014
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection

OLD BUSINESS (5 minutes)

- Approval of July 16, 2014 Minutes
- Approval of July 2014 Docket
- Approval of July, 2014 Treasurer Report
- Request for Cash # 42 , July 2014 M&O \$23,369.30
- **CHAIRMAN REPORT (10 Minutes)**
- HCUA Activity
- Elbert Walters Resignation
- Clarification of Overtime Pay for call-outs (from last meeting)
- **CPA REPORT (Ty Necaise) (15 Minutes)**
- Monthly Budget Report
- FY15 – Presentation of Budget for approval

ADMINISTRATIVE REPORT (10 Minutes)

- Employee Handbook Revisions
- Revision to SOP 2014-9 Cell Phone Policy
- Equipment III RD Purchase
- Remove Elbert Walters as authorized signee of bank accounts and add Cabrina Bell as authorized signee. Authorized signee's are James Lamy, Betty Baxter, and Cabrina Bell.

ATTORNEY REPORT (10 Minutes)

- Liens & Court
- Other

B&B FIELD REPORT (10 Minutes)

- Equipment List II Purchases – Status
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

NEW BUSINESS (10 Minutes)

Date of next regular monthly meeting (September 17, 2014)

PUBLIC REQUEST TO SPEAK

EXECUTIVE SESSION

ADJOURNMENT

James Lamy
Chairman

Mike Haas, Jr.
Attorney

**PEARLINGTON
WATER AND SEWER DISTRICT
5265 HIGHWAY 604
POST OFFICE BOX 130
PEARLINGTON, MS 39572
228.533.0037**

Betty Baxter
Cabrina Bell

Rosa Jackson
Elbert Walters

August 12, 2014

From: Betty Baxter, Secretary/Treasurer *BB*

To: Distribution

The regular monthly meeting of the Pearlinton Water & Sewer District will be held Wednesday, August 20, 2014 at 4:00 p.m. in the Pearlinton Recovery Center.

The minutes, financial, and docket reports for July and the August agenda are attached for your review.

Distribution: Commissioners
Michael Haas, Jr/ Attorney
Tom Johnson/RCAP
Zoe Bretzius_Bowers

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

July 16, 2014

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Wednesday, July 16, 2014, in the Pearlinton Community Center.

In Attendance:

James Lamy, Chairman
Betty Baxter, Commissioner
Cabrina Bell, Commissioner
Rosa Jackson, Commissioner
Zoe Bretzius-Bowers, Gen. Mgr
Ty Necaise, CPA
Mike Haas, Attorney

Absent:

Elbert Walters, Commissioner

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.

OLD BUSINESS

- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to approve June 18, 2014 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the June, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the June, 2014 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to approve Rural Development Request for Cash # 39; Compton Engineering in the amount of \$1,785.25. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy to approve Rural Development Request for Cash # 40; Request for approval to procure equipment \$36,145.97. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy to approve Rural Development Request for Cash #41, June 2014 M&O, \$24,599.06. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to approve Budget Modification # 3,(MDA Decrease of \$189,149.42)(Federal Decrease of \$633,705.35). Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to approve MDA/USACOE Request for Cash # 15 for \$15,841.88. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to approve MDA/USACOE Request for Cash # 16, for \$2,500 for Gouras Associates. Motion was approved.

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- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to approve close out package CDBG R-109-427-01-KCR. Motion was approved.

CHAIRMAN REPORT

- Commissioner Baxter provided update of the HCUA meeting.

CPA REPORT (Ty Necaize)

- Monthly budget report was provided.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to spread on the minutes, a Board Attendance Per Diem Log to be used to verify attendance and payment of per diem for attendance at meetings. Motion was approved.
- Discussion was held regarding Delinquent Accounts and the most efficient method to deal with payments.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize payment options for 6/12/24 months, and authorize the General Manager to determine the option based on circumstances. Twenty-five (25) percent of the past due balance will be required before any agreement can be initiated. Motion was approved.
- Insurance reimbursement policy has been established for employees. Discussion was held regarding a time limit for employees to submit proof of payment for reimbursement.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to allow employees a ninety (90) day period to submit claims for reimbursement, after which time the claim would not be eligible for reimbursement. Motion was approved.
- Discussion was held regarding clarification of overtime pay for after hour call outs. Action was deferred for further research.
- Presentation was made outlining accomplishments of the General Manager and CPA over the past year.
- FY 15 Proposed Operating Plan (POP) was presented to the Commissioners and Public in attendance. Each line item was discussed and opened for comments. The final POP will be presented at the August meeting for approval and submittal to Rural Development.

ADMINISTRATIVE REPORT

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve the changes to Employee Handbook regarding the Health Premium Reimbursement Policy and to also add the requirement that

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employees must submit their proof of payment within ninety (90) days in order to be eligible for reimbursement. Motion was approved.

- Request for approval to procure vacuum excavator is still at the Rural Development Hattiesburg office.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, to extend the termite contract for the storage building at annual cost of \$125.00. Motion was approved.
- Discussion was held regarding renewal of bond for Commissioner Walters. It was decided not to renew his bond as he is in the process of resigning his commission.
- Discussion was held regarding signing authorizations for checking accounts. Commissioner Baxter recommended that the General Manager be an authorized signee along with Commissioners Baxter, Bell, and Lamy. CPA had concern regarding General Manager being an authorized signee. No action was taken and issue was tabled for later discussion.

ATTORNEY REPORT

- Attorney Haas had three cases ready to file with the court for nonpayment of accounts.
- Attorney Haas informed the district that after speaking with the Tax assessor, he was of the opinion that it would be almost impossible to obtain agreement to add court awarded judgments to any tax bills.

B&B FIELD REPORT

- Completed maps are to be printed by Seymour Engineering tomorrow, July 17, 2014.
- Equipment List II procurement is complete. IPADS have been purchased to be utilized by the technicians in the field. Maps will be loaded into this equipment to assist the technicians in the field.
- One new customer was acquired this month.
- HCUA contractor has set six step-tanks with one remaining to be set. Contractors still have to complete the actual hook ups to the homes.
- One complaint was received and resolved by use of the auto flusher.

NEW BUSINESS

- Date of next regular meeting is August 20, 2014.

PUBLIC REQUEST TO SPEAK

- Mr. Joseph Keys requested to be on the agenda but was not in attendance.

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EXECUTIVE SESSION

Motion was made by Commissioner Jackson, seconded by Commissioner Baxter, to go into executive session to discuss personnel and legal issues. Motion was approved with Commissioners Lamy, Baxter, Bell, and Jackson voting yea. Executive session was entered at 6:18 p.m.

Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to exit Executive session. Motion was approved and General session was resumed at 7:14 p.m.

NEW BUSINESS (CONT'D)

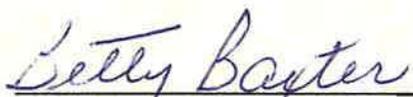
Motion was made by Commissioner Baxter, seconded by Commissioner Bell, authorize Sick Leave to be redefined as "Sick Leave/Personal Leave Day". Employees will be required to provide adequate advance request unless the nature of the illness does not allow. The General Manager is authorized to approve or disapprove the request based on his/her discretion. Failure to provide adequate advanced notice will result in the payment not being approved. Motion was approved.

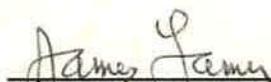
Delinquent accounts of Book 34 were reviewed and **Motion** was made by Commissioner Baxter, seconded by Commissioner Jackson, for the General Manager to review each account to determine the reason for these customers being delinquent and why their meters had not been locked. The General Manager was instructed to notify these customers they have ten (10) days to bring their balance current of risk having their meters locked. Motion was approved.

Motion was made by Commissioner Baxter, seconded by Commissioner Jackson, to authorize the district to offer a twelve month payment plan for account owner 133. Motion was approved.

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

There being no further business, the Chairman adjourned the meeting at 7:16 p.m.


Betty Baxter, Secretary/Treasurer


James Lamy, Chairman