

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Thursday, September 12, 2013
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection
- Presentation

OLD BUSINESS

- Approval of August 15, 2013 Minutes.
- Approval of August, 2013 Docket
- Approval of August, 2013 Treasurer Report
- Request for Cash #22 August M&O \$24,757.40

GUEST SPEAKER

- Ty Necaise

COMPTON ENGINEERING

- Status of Storage Building

CHAIRMAN REPORT

- HCUA Activity –Letter from Mayor Waveland and Response

ADMINISTRATIVE REPORT

- Transferred RD July M&O reimbursements to SLAR and EOF Accounts
- Flood Insurance for Storage Building
- Truck received and payment issued
- USACOE –Final Settlement for Grant Termination \$22,789.81

ATTORNEY REPORT

- Liens & Court filing-Status
- Freedom of Information Request - Status

B&B FIELD REPORT

- Equipment List to Purchase with RD funds (Zoe) Status
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

NEW BUSINESS

- Surplus of old truck
- Date of next regular monthly meeting (October 10, 2013)

PUBLIC REQUEST TO SPEAK

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
MONTHLY MEETING
SEPTEMBER 12, 2013**

PRINTED NAME	SIGNED NAME	ADDRESS
Ty Necaize	Ty Necaize	
Betty Baxter		
William Franke	Will Franke	15130 Franke Dr.
Marie/Herma		5258 Hwy 604
Steve Franke	Steve Franke	16051 9th St
Rennie Pack	Rennie Pack	16006 first st.
ana weidie		5271 Lenee St.
Michelle Hoag	Michelle Hoag	

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

September 12, 2013

The Pearlington Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, September 12, 2013, 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
Tom Johnson, RCAP

Absent:

Elbert Walters, Commissioner
Rosa Jackson, 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.

- Absence of Commissioner Walters was excused due to illness.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to approve August 15, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to accept the August, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to accept the August, 2013 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 22; August M&O, in the amount of \$24,757.40. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 23 for Morreale Construction, in the amount of \$51,680.00. Motion was approved...

GUEST SPEAKER

Ty Necaise, Necaise & Company Certified Public Accounting Firm, presented his findings after review of the District's internal controls and accounting procedures and effectiveness of financial reporting. He outlined several areas in Quickbooks that must be addressed to improve internal controls and operating efficiency. Some of the data being kept by Commissioner Baxter on Spreadsheets are not being maintained in Quickbooks. Commissioner Baxter ask Mr. Necaise what would be needed for him to come in and get Quickbooks correctly configured. Mr. Necaise offered to provide his service for this project at a reduced rate to be capped at 30 hours and recommended the board give further consideration to ongoing monthly services. (Attachment A)

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to obtain the services of Ty Necaise to make necessary changes and/or modifications to Quickbooks with payment to be capped at 30 hours at his reduced rate. Motion was approved.

The board will have further discussion regarding obtaining monthly CPA services.

COMPTON ENGINEERING

- The Storage Building is now complete. A final inspection was provided to the Commissioners this week and Rural Development Personnel will do a final inspection on September 17, 2013, at 11:00 a.m.
- Certificate of Occupancy has been provided.
- Certificate of Substantial Completion with date of issuance as September 3, 2013 was presented to the board for approval.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve the Certificate of Substantial Completion, contingent on satisfactory inspection and approval by Rural Development and receipt of As-builds of the building. Motion was approved.

CHAIRMAN REPORT

- HCUA Director/Chairman Bill Johnson submitted his letter of resignation. His last meeting will be the January meeting.
- The bid advertisement for the remaining Pearlington connections/installations along with the Bay Side project was approved.
- Chairman Johnson appointed Mayor Fillingame and Interim Director Baxter to a new committee for the purpose of addressing investigation and recommendations for payment of the SRF loan.
- HCUA received a very large water bill (>2,000) from the city of Waveland for the Waveland Treatment Plant. Interim Director Baxter offered a recommendation to implement the recirculation project within the new budget which would be a cost avoidance of this large water bill. The Waveland water manager spoke and stated he thought this bill was in error and was working with David Pitalo to resolve the issue. No action was taken at this time on Interim Director Baxter's recommendation.
- The new budget was approved. Additional line item of \$ 16,400 was added to the budget for possible employee raises in the future. Raises were not approved at this time but if conditions improve, the board may authorize in the future.

ADMINISTRATIVE REPORT

- The 2014 monthly meeting schedule was deferred to the next meeting.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

- July 2013 M&O reimbursements from Rural Development were transferred between the SLAR and EOF accounts.
- Flood insurance is in place for the Storage Building
- New 2012 F150 Truck purchase from Estabrook is complete
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy to pay Grant Termination Cost of \$22, 89.81 to the USACOE. Motion was approved.
- Letter of approval was received for RFC # 18 for \$54,953.23 equipment purchases. The district will need to send a letter of request for funds, with copies of invoices for each purchase before any funds are deposited to the Rural Development Construction account.
- Three of the Equipment orders from Ditch Witch were processed and will be delivered Wednesday, September 18, 2013. Letter for funding will go out to Rural Development on Friday, September 13, 2013.

ATTORNEY REPORT

- Mike Haas reported that he and Chairman Lamy had not been able to get together to obtain Chairman's signatures for court filings. Necessary paperwork was with him for signatures after the meeting.
- Mike Haas reported that he had not received response from the Board of Supervisor's regarding the request through the Freedom of Information Act. He will continue to pursue this request for information related to Buy-outs.
- Discussion was held regarding legal ramifications on removal of abandoned septic tanks. Mr. Haas recommended that a copy of the legal regulations be forwarded to the Board of Supervisors with request that step tanks be included in any demolition of buy-outs.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize payment in the amount of \$345.00 to Mike Haas as reimbursement for the cost of filing fees and court cost. Motion was approved. This cost will be reimbursed to the district at which time the court requires payment from the property owner and the property owner makes the payments.

B&B FIELD REPORT

- A second equipment list is in preparation.
- General Manager requests the board surplus the old F150 Truck.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to declare the old F150 Truck surplus and to place it with Cuevas Auction. Motion passed.
- Water usage for August, 2013, was 2,144,000 gallons. Average Chlorine residual 0.7 mg/l. Meter reading laptop programs have been upgraded and new water meter heads are being changed when found to be faulty.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

- The new F150 Truck is in process of being outfitted. Request approval to purchase Pipe Rack and Mats for the new truck for a cost of \$554.00.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to authorize purchase of Pipe rack and mats for the new truck at cost of \$554.00. Motion was approved.
- Employee evaluations were given this month.
- Two new customers were brought online in September.
- There was one customer cut-off in September and two NFS checks.
- General Manger request authorization to obtain contractor services for defoliate spraying of the storage yard at cost of \$275.00.
- Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize defoliate spraying of the storage yard for \$275.00. Motion was approved.
- General Manger presented request from Ms. Weide that she not be billed for water since she is using her well. Ms. Weide was in attendance at the meeting and spoke, requesting the district not bill her for water. The board explained to Ms. Weide that the ordinance requires connection to the system and charging for the system. A copy of the ordinance was provided to Ms. Weide. Ms. Weide also has issue with her step tank connection. It was brought up that her installation was not the usual configuration due to the fact that she refused to allow the contractor to remove or disconnect from her old sewer tank. The flow goes through her old tank into the step tank which flows to the collection pipe. The General Manager will visit Ms. Weide to address her issues with her sewer flow.
- Mr. Reynolds has not taken any action to reconnect to the water system. The board requested this be turned over to the attorney. General Manager will send Mr. Haas the necessary details.
- Commissioner Baxter gave the General Manager a list of items submitted by Mr. Steve Fricke and requested she have each item investigated and responded to by next meeting. The list provided by Mr. Fricke identified areas that needed maintenance or repair.

NEW BUSINESS

- Date of next meeting October 10, 2013.

PUBLIC REQUEST TO SPEAK

- None

EXECUTIVE SESSION

- Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to go into executive session to discuss personnel issues. Motion was approved and executive session was entered at 5:45 p.m.
- Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to come out of executive session. Motion was approved; executive session ended; and regular session entered at 6:10 p.m. with no action being taken.

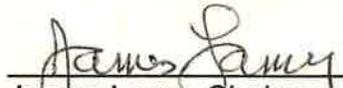
PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

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

There being no further business, the Chairman adjourned the meeting at 6:11 p.m.



Betty Baxter, Secretary



James Lamy, Chairman