

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Wednesday, October 15, 2014
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection

PUBLIC REQUEST TO SPEAK

- Kevin Hill
- Evelyn Dawsey
- Malon Dawsey
- Rodney & Denise Wilkinson

OLD BUSINESS (5 minutes)

- Approval of September 17, 2014 Minutes
- Approval of September 2014 Docket
- Approval of September 2014 Treasurer Report
- Final Request for Cash # 45, September 2014 M&O & Payroll –Final \$7,790.04

CHAIRMAN REPORT (10 Minutes)

- HCUA Activity
- Clarification of Overtime Pay for call-outs (from last meeting)
- **CPA REPORT (Ty Necaise) (15 Minutes)**
- Monthly Budget Report
- Web Site

ADMINISTRATIVE REPORT (10 Minutes).

- Final RFC to Rural Development
- New Hire
- Change in Window Hours
- Employee vacation/sick-personal leave for part-time permanent

ATTORNEY REPORT (10 Minutes)

- Liens & Court
- Other

B&B FIELD REPORT (10 Minutes)

- New IRI Program Announcement
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

NEW BUSINESS (10 Minutes)

Date of next regular monthly meeting (November 19, 2014)

EXECUTIVE SESSION

ADJOURNMENT

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

October 15, 2014

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Tuesday, October 15, 2014, in the Pearlinton Community Center.

In Attendance:

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

Absent:

Betty Baxter, Commissioner, with excuse

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. Michael D. Haas, Jr. was appointed by the Chairman as acting Secretary due to the absence of Betty Baxter.

PUBLIC REQUEST TO SPEAK

- Mr. Kevin Hill requested to speak to the Board regarding collection efforts against Pearlinton Grocery. He advised the Board that he had met with Kelly at the office regarding the statement and he believes that he is entitled to a credit of \$717.48. His business was closed and the power turned off September 2012 according to his information. He believes that there is a balance due of \$91.48. The Board advised him that they would look into the matter and that they would report to him as soon as possible and appreciated him attending the meeting and discussing this important issue. The Board directed Zoe Bretzius-Bowers to look into this matter and if correct, advise Mr. Hill, and if incorrect, advise Mr. Haas to continue with legal collection efforts.
- Evelyn Carver appeared before the Board on behalf of her mother, Mary Dawsey. Ms. Carver also lives in the house. She complained that the water should not be charged for since she has an allergy to chlorine. The Board advised her that the policy of the District is that all customers are charged for a minimum monthly water bill even if they do not connect to the water and that this also includes the benefit of the fire protection provided by the fire hydrant every 500 feet. Ms. Carver disagreed and advised that she would seek an attorney for legal action.
- Malon Dawsey appeared regarding his water service on Dawsey Lane. He refused to give an address for the property, but stated that everyone knows where he lives. He was concerned about the quality of the water and that it smells bad. The Board advised him that they would check out the quality of the water and determine if there are any issues with the quality of the water. Zoe Bretzius-Bowers was directed to go to the

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property the following morning and inspect the water for color, clarity, and odor. Mr. Dawsey advised that he was not using the water currently and the Board advised him that he would still have to pay the minimum water bill as advised to the previous speaker.

- Mrs. Denise Wilkinson presented a written report to the meeting. The Board requested that the attorney attach this report to the minutes (**Att A**). The Board invited Mrs. Wilkinson to view all existing policies and welcomed any input regarding improvements to same. She believes that the notice on the bill needs to be improved to state a cutoff date if this is going to occur. The Board approved to revise this and directed Zoe Bretzius-Bowers to implement this into the computer system or by stamp noting a cutoff date for Delinquent Accounts. Currently the Board policy states "a notice of discontinuance of service" will be provided in writing. This policy needs to be addressed to determine if the billing notice complies with this policy or if the policy needs to be revised.

OLD BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve September 17, 2014 minutes. Motion was approved.
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to accept the September, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to accept the September, 2014 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve Rural Development Final Request for Cash # 45; September, 2014 M&O in the amount of \$7,790.04. Motion was approved.

CHAIRMAN REPORT

- HCUA Activity:
 - Water Issues were the predominant discussion at the September HCUA Meeting. Waveland made it clear at their public hearing attended by Chairman Lamy that Waveland is not interested in buying any water from the HCUA.
 - Hancock County Utility Authority meeting included a discussion of water issues and it was determined that many issues need to be resolved including that of the Diamondhead Water and Sewer Districts participation in HCUA. A letter was directed to the Board of Supervisors from HCUA requesting that they follow-up on the Diamondhead participation issue.
 - SRF Loan Interest for the current fiscal year has been agreed to be forgiven which will expire September 20, 2015.
 - HCUA was under budget for its, 2013-2014 fiscal year. The Board of HCUA approved raises for employees of 3.5% being a cost of living adjustment.

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ADMINISTRATIVE REPORT

- The Board discussed generally clarification of the Overtime Policy for call outs. The Board after significant discussion authorized preparation of a memo to be prepared by Ty Necaïse for all employees. This policy would allow a 1 hour minimum for the first call out and actual time for any additional callouts within a two hour time frame. Example: call out at 8:00 p.m of 45 minutes = 1 hour; call out at 9:00 p.m. of 30 minutes = total of 1.5 hours. Additional call outs outside of that two hour time frame would restart the 1 hour minimum within a 2 hour time frame.
- **Motion** made by Commissioner, Rosa Jackson, seconded by Chairman, James Lamy, the Board authorized Ty Necaïse to prepare this overtime policy memorandum. Motion was approved.
- District employee Kelly Foster resigned. Zoe Bretzius-Bowers advised the Board that she believed due to the lack of two week notice that immediate hiring needed to be done and she received three qualified applicants without posting the position. After review of the three applicants she hired a part time employee. This is not a full time position at this time. The Board was updated on the possibility of revamping work hours; however, no decision was made at this time.
- James Lamy updated the Board that all Rural Development funds have now been paid in full including grant funds and this project is being closed out by Mississippi Rural Development.
- The Board discussed generally part time, permanent, vacation and sick-personal leave. The Board requested that the Manager and the CPA review this and tabled the matter until the next meeting of the Board.

- **CPA REPORT (TY NECAÏSE)**
- Mr. Necaïse reported that the yearend income statement had been finalized. A copy is attached hereto and made a part hereof (**ATT B**). Total cash inflow was \$73,373.00 which is a positive for the current fiscal year budget.
- Budget for 2014-2015 will need to be amended to reflect the SRF Loan forbearance and interest forgiveness. Further, it will need to be adjusted to clarify employee cost which had been revised after the last discussion. Mr. Necaïse requested the Board consider deferring any action on amending the budget until the December, 2014 Board meeting to allow him time to review all of the numbers.
- Ty Necaïse requested the Board authorize him to establish a website for Pearlington Water & Sewer District. He estimated that the cost would not exceed \$500.00 including set up fees and expenses. The website would allow credit card payments online and publication of Board By-Laws, policies and the Annual Water Quality Report, as well. **Motion** was made by Chairman, James Lamy to approve same, seconded by Commissioner, Rosa Jackson. Motion was approved.

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ATTORNEY'S REPORT

- Michael D. Haas, Jr. reported that the District has obtained another Judgment against one of the people involved with the buyout list. This has been filed in the Circuit Clerks office in the Judgment Rolls. There are three other suits ready to be filed and these will be filed as soon as possible. One other suit involves Pearlington Grocery Store, Kevin Hill and this is being deferred at the request of the Board.

B&B FIELD REPORT

- Zoe Bretzius-Bowers published to the Board a proposal by RG3 Meters to replace all of the water meters in the District at a cost of \$65.00 per meter head. She reviewed the cost the District had incurred in replacing all of the meter heads totaling 486 meters at approximately \$20.00 labor per meter and recommended the Board reject the offer from RG3.
- **Motion** was made by Commissioner Rosa Jackson, seconded by Chairman James Lamy, to reject the offer to replace the meters. Motion was approved.
- Zoe Bretzius-Bowers published to the Board a written Operator's Report. A copy of which is attached hereto and made a part hereof (ATT C).

NEW BUSINESS

- Date of next regular meeting is November 19, 2014

EXECUTIVE SESSION

- None

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

There being no further business, the Chairman adjourned the meeting.



Michael D. Haas, Jr., Acting Secretary



James Lamy, Chairman