

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Thursday, November 14, 2013
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection

OLD BUSINESS

- Approval of October 10, 2013 Minutes
- Approval of October, 2013 Docket
- Approval of October, 2013 Treasurer Report
- Request for Cash #29 Equip List II - \$27,023.16
- Request for Cash # 30 October 2013 M&O \$21,487.47

CPA REPORT (Ty Necaise)

CHAIRMAN REPORT

- HCUA Activity –

ADMINISTRATIVE REPORT

- FY13 Audit Proposal w/ Single Audit \$9,860
- Surplus of Truck – Completed
- Sewer/water/bathroom for Storage Building

ATTORNEY REPORT

- Liens & Court filing - Report

B&B FIELD REPORT

- Equipment List 1 Purchases - Status
- Operators Report
- Maintenance/Installation Activities
- Insurance for Purchased Equipment
- Status of Lights at Storage Building
- Customer Complaints
 - Detailed Response to Mr. Fricke's List of Items

NEW BUSINESS

- Date of next regular monthly meeting (December 12, 2013)

PUBLIC REQUEST TO SPEAK

EXECUTIVE SESSION

ADJOURNMENT

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

NOVEMBER 14, 2013

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, November 14, 2013, in the Pearlinton 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

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 Baxter, seconded by Commissioner Bell, to approve October 10, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to accept the October, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the October, 2013 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 29; Equipment List II, in the amount of \$26,860.38. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Baxter, to approve Rural Development Request for Cash # 30 for October, 2013 M&O reimbursements in the amount of \$21,487.47. Motion was approved.

CPA REPORT

Mr. Ty Necaise, C.P.A., updated the district on the progress he had made with the district's financial tracking and reporting. He has made several revisions to the Quickbooks data. The district is now able to track sewer and water revenue and expenses separately and he has also included grant and loan sources in the reporting. He will also provide new reporting and budget tracking for the district. Much of his efforts have been to get the district "audit ready". He will coordinate with the auditor to provide all requested documentation in appropriate format. To date, he has spent a total of nine, eight hour days and estimates he has one to two days left to complete his current tasking.

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Discussion was held regarding the fact that the district has a need for the full services of a CPA to provide greater oversight of the district financials and budget planning than what is currently available from an accountant.

Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to hire Necaise & Company CPA Firm, to provide monthly services to the district. Motion was approved.

Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to terminate the accountant services of LRM Support Services, LLC. Motion was approved.

CHAIRMAN REPORT

- The authority provided a draft service agreement "Wholesale Water Rate Schedule for Fiscal Year 2013-2014". Under this agreement, PWSD will pay a base monthly payment to use 1,500,000 gallons per month. This base monthly payment will be applicable regardless of whether metered water usage is less. Metered water in excessive of the base allocation of 1,500,000 will be sold by the authority to the district at a discounted rate.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the Service agreement between the Pearlington Water & Sewer District and The Hancock County Utility Authority for "Wholesale Water Rate Schedule for Fiscal Year 2013-2014". Motion was approved.
- Commissioners were updated on the Authority's proposal to obtain a bridge loan to pay off the HCUA SRF Loan, after which SRF will initiate a new 20 year SRF loan to the authority. This SRF payment would be the obligation of all the participating districts to repay. These monthly payments will impact all the districts (except Diamondhead) but the alternative is to default on the loan. Decisions and actions must come forth in very near future.
- Motion was made at the authority meeting to request the Diamondhead Water & Sewer District to consider using the Authorities Northern Treatment Plant for their sewer treatment in lieu of building a new treatment plant. Charles Johnson, the new Diamondhead representative to the authority, was requested to take the motion to his board for consideration and a follow on meeting between the two boards.
- Motion was made at the authority meeting to start billing Waveland for their water quota as they now have the capability for the authority to provide them wholesale water.
- Discussion was held with Bay St Louis Mayor regarding their overdue bills. The mayor assured the other Directors that payment would be made in near future. This has created a funds shortage for the authority.

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ADMINISTRATIVE REPORT

- FY13 Audit proposal of \$9,860 from Gerald Rigby was presented for action.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the FY13 Audit proposal from Gerald Rigby. Motion was approved.
- The old truck was auctioned and check for \$697.50 is in the mail. These funds are to be deposited in the Emergency Operations Fund.
- Discussion was held regarding installation of bathroom facilities in the storage building and the need for a sewer disposal station to be used for off loading of pumped gray water.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize installation of a step tank for the storage building to serve the storage building and for off loading. Motion was approved.
- General Manager was task to prepare estimate of cost for installation of a commode and lavatory on the second floor of the building to include wall partition and to determine if it will be done in-house or contracted.

ATTORNEY REPORT

- Five (5) cases were before the court on Thursday, November 14, 2013. Only two of these cases made appearance. Default liens were awarded in the other three cases that did not appear in court. The court ruled in favor of the district in the two cases that did appear. The attorney will follow through with proper recording of these cases.
- Previous action item – HCUA agreed to provide a copy of the plan for repainting of the water tower to our district in adequate time for review and in adequate time for notification to the residents. This activity would require the water tower to be out of operation for a period of time.

B&B FIELD REPORT

- Equipment list I – 93% of items have been purchased but not all have been received yet.
- The contractor working on the bridge is buying water from the district. We are using our new Fire Hydrant meter to measure his usage. His contract requires him to use potable water.
- The General Manager has been approached regarding installations of six (6) step tanks on property adjacent to Highway 90. It is unclear if the requestor intends to subdivide property or what his intentions are. Commissioners requested the General Manager to obtain additional information and to also coordinate with HCUA to determine if they have any special requirements that must be addressed.
- Inland Marine insurance has been purchased for the purchased equipment.
- Outside lights at the storage yard have been turned off. Coast Electric will install a security light which should provide sufficient night light at less cost.

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- The response to Mr. Steve Fricke's list was provided. Commissioner Baxter returned the list for further follow up as the corrective actions taken were not clearly defined.

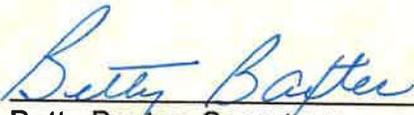
NEW BUSINESS

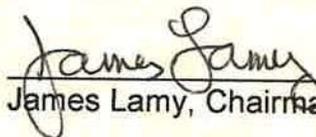
- Date of next regular meeting is December 12, 2013

PUBLIC REQUEST TO SPEAK

- Mr. Ben Taylor was concerned about his water bill being higher than normal and the fact that it was not billing in even amounts. He said this had been happening for the past four months and requested that his water meter be changed. Additional discussion was held and one of the commissioners stated that the same thing was happening to her. The General Manager will investigate by testing the meter and running a graph and the billing program will be checked to determine if some coding was perhaps changed. These actions will be taken before the meter will be changed as it appears to be affecting other customers.
- Mr. Taylor also ask if the Pearlington Water source was good water since the Commissioners were all using bottled water at the table. Commissioners accepted this comment as constructive criticism and will purchase pitchers and drinking glasses for use in the future.
- 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 5:45 p.m.


Betty Baxter, Secretary


James Lamy, Chairman