

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Wednesday, November 19, 2014
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection

PUBLIC REQUEST TO SPEAK

OLD BUSINESS *(5 minutes)*

- Approval of October 15, 2014 Minutes
- Approval of October 2014 Docket
- Approval of October 2014 Treasurer Report
- **CHAIRMAN REPORT** *(10 Minutes)*
- HCUA Activity
- **CPA REPORT (Ty Necaise)** *(15 Minutes)*
- Monthly Budget Report
- Call Out Overtime Policy
- Web Site

ADMINISTRATIVE REPORT *(10 Minutes).*

- Gerald Rigby Proposal for FY 14 Audit \$8,970
- Record Retention Policy
- Company Credit Card Policy SOP 2014.10
- Admin Assistance –full time or part time permanent
- Employee vacation/sick-personal leave for part-time permanent
- Closing the Rural Development Construction Account

ATTORNEY REPORT *(10 Minutes)*

- Liens & Court
- Other

GENERAL MANAGER REPORT *(10 Minutes)*

- Operations
 - Training on Billing Software scheduled for 08:00 to 10:00 on 11/24,11/25, 12/1
- Maintenance/Installation Activities
 - Status of order for pumps/filters
- Customer Complaints
 - Kevin Hill Store Delinquent Account – report of resolution
 - Status of water quality at Malon Dawsey residence

NEW BUSINESS *(10 Minutes)*

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

EXECUTIVE SESSION

ADJOURNMENT

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PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

November 19, 2014

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Wednesday, November 19, 2014, in the Pearlinton Community Center.

In Attendance:

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

Absent:

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.

PUBLIC REQUEST TO SPEAK

None

CHAIRMAN REPORT

Chairman welcomed Mrs. Denise Wilkinson, the new PWSD Commissioner, to the board.

• **HCUA Activity:**

Chairman reported that the Mississippi Rural Water Association study for actual cost for Bay St. Louis to produce water was \$0.91 per thousand gallons. Mayor Fillingame will present this information to the city council and is hopeful The city council will support the city purchasing their water from HCUA.

Hancock County Water and Sewer District is now purchasing all of their water from HCUA for a six month trial period in order to verify cost data.

MS DEQ is scheduled to meet with HCUA in January and it is hopeful their visit will help clarify several pending issues.

A letter was sent to Diamondhead Water & Sewer District requesting their consideration for using the Northern Treatment plant in lieu of building a new plant.

Chairman announced that effective February 2, 2015, Commissioner Baxter will retire from the board.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

OLD BUSINESS

- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to approve October 15, 2014 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to accept the October, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to accept the October, 2014 Treasurer Report. Motion was approved.

CPA REPORT (TY NECAISE)

- Monthly Budget Report was presented by Mr. Necaie. (ATT A.)
- Work is ongoing to review and verify the billing data base. Second notices will be sent out for those customers who have incurred late fees.
- The new call out policy has been implemented an amendment to the employee handbook is now required.
- Implementation of the Web site will be delayed approximately two months as audit preparation will take priority.

ADMINISTRATIVE REPORT

- **Motion** was made by Commissioner Baxter, seconded by Chairman Lamy, to accept the proposal by Gerald Rigby, C.P.A., to do the FY 14 audit for the amount of \$8,970. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to approve the Records Retention Policy. Motion was approved with Chairman Lamy abstaining.
- **Motion** was made by Commissioner Baxter, seconded by Chairman Lamy, to define the Administrative Assistant position as permanent –full time and to modify the employee handbook to define a permanent-full time employee as a full time employee working 35 to 40 hours per week. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Chairman Lamy, to close the Rural Development Construction account. Motion was approved. All fund withdrawal from Rural Development loan/grant has been completed therefore there is no further need for the account.
- Commissioner Wilkinson has agreed to accept the office of Secretary/Treasurer upon retirement of Commissioner Baxter. Commissioner Baxter and Wilkinson will coordinate for a smooth transition of the duties.

ATTORNEY'S REPORT

- Michael D. Haas, Jr. reported that the District has obtained another judgment against two accounts. He requested that the board withdraw court proceedings against account # 129 as he believes the amount owed will not justify the cost to take to court. **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize the attorney to not proceed with

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

court action on account # 129 and to authorize the General Manager to define that account as uncollectable. Motion was approved.

GENERAL MANAGERS REPORT

- Training on Billing Software is scheduled for 08:00 to 10:00 a.m. on 11/24, 11/25, 12/1. This training will be attended by Carolyn Wilkinson, Zoe Bowers, and Ty Necaise.
- Five (5) new pumps & filters have been received. These pumps/filters will be installed in selected areas.
- The owner of the Pearlington Grocery provided documentation of the date electricity was disconnected. Adjustments have been made and letter sent to the owner with the remaining amount due.
- Request to surplus several items was deferred until an itemized list can be provided for inclusion into the minutes.

NEW BUSINESS

- Date of next regular meeting is December 17, 2014

EXECUTIVE SESSION

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to enter Executive Session to discuss personnel issues. Motion was approved with Commissioners Lamy, Baxter, Bell, Jackson voting yea. Executive session was entered at 5:30 p.m.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to leave Executive Session. Motion was approved and Executive Session ended at 5:45 p.m.

NEW BUSINESS (CONT'D)

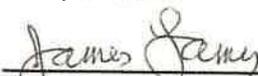
Motion was made by Commissioner Bell, seconded by Chairman Lamy, to name the PWSD Maintenance Building for Commissioner Baxter to honor her years of service to the district. Motion was approved.

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

There being no further business, the Chairman adjourned the meeting at 5:45 p.m.



Betty Baxter, Secretary/Treasurer



James Lamy, Chairman