

**PEARLINGTON WATER & SEWER DISTRICT
MONTHLY MEETING
DECEMBER 17, 2014**

<i>PRINTED NAME</i>	<i>SIGNED NAME</i>	<i>ADDRESS</i>
Michael Haag	<i>[Signature]</i>	B J C
Cabrina Bell	Cabrina Bell	
NO VISITORS no customers	(Mr. Tom J & Wife)	

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PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

December 17, 2014

The Pearlington Water and Sewer Board of Hancock County, Mississippi, met in official session on Wednesday, December 17, 2014, in the Pearlington 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 Necaize, CPA
Mike Haas, Jr., Attorney
Tom Johnson, RCAP

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. Commissioner Wilkinson has been bonded and sworn in and this will be her first meeting as a voting member.

OLD BUSINESS

- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to approve November 19, 2014 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to accept the November, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to accept the November, 2014 Treasurer Report. Motion was approved.

CHAIRMAN REPORT

- A study by MS Rural Water determined that Bay St Louis was paying .91 per thousand gallons to produce water. Director Fillingame believes the city will be willing to transition to purchase wholesale water from the Authority at a much cheaper price but could not predict when that decision would be forthcoming.

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- MS DEQ has delayed their visit to the Authority until February, 2015. It is anticipated that MS DEQ will discuss the progress of the cities and districts participation with their projects.
- The new Mayor of Waveland and his new appointee to the Authority, Shane Lafontaine, attended the last authority meeting. Both the Mayor and Director Lafontaine seemed receptive to having MS Rural Water Association conduct a study to determine the cost for the city to produce water and the possibility of purchasing wholesale water from the Authority if it was more cost effective.
- Hancock County Water and Sewer District expressed their satisfaction with the transition to purchasing wholesale water from the Authority.
- Diamondhead Water and Sewer District voted down a request from the Board of Supervisors to conduct a feasibility study to determine if it would be more cost effective to connect to the existing Northern Wastewater Treatment Plant than to build a separate wastewater treatment plant.

CPA REPORT (TY NECAISE)

- Monthly Budget Report was presented by Mr. Necaise. (ATT A.)
- Mr. Necaise is preparing documentation for the upcoming audit to be conducted by Gerald Rigby. He anticipates a target date by the end of January to have everything ready for Mr. Rigby.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to authorize auto draft for the Coast Electric Bill. Motion was approved.
- Implementation of the Web site is on hold pending completion of activity with the audit.

ADMINISTRATIVE REPORT

- The Governor's Proclamation regarding Christmas/New Years was presented for discussion.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to submit a new Authorized Signee list to Hancock Bank, upon the retirement of Commissioner Baxter. The new list will authorize Commissioners Lamy, Bell, and Wilkinson. Motion was approved and Commissioner Baxter will bring the necessary paperwork for signatures to the January meeting.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to add Commissioner Wilkinson and TY Necaise as Administrators to the on-line banking. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to use \$100,000 of the Emergency Operations Fund to purchase a one year Certificate of Deposit. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to approve Revision 20140217 to the Employee Handbook. Motion was approved.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

ATTORNEY'S REPORT

- Michael D. Haas, Jr. requested that the board withdraw court proceedings against account William Mooneyhan. Mr. Mooneyhan moved out of state and the attorney 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 court action on the Mooneyhan account and to authorize the General Manager to define that account as uncollectable. Motion was approved.
- Discussion was held regarding setting a justifiable threshold for proceeding with court action for overdue accounts where the account owner had relocated out of state.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, that a balance of less than \$300.00 would not justify the cost of court action of past due accounts when the account owner had moved out of state. Those accounts could be turned over to a collection agency or defined as uncollectable. Motion was approved.
- The attorney deferred his research report previously requested by the board to the executive session.

GENERAL MANAGERS REPORT

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy, to spread on the minutes the 2015 Holiday schedule (ATT B). Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy to spread on the minutes the 2015 Monthly Meeting Schedule (ATT B). Motion was approved.
- General Manger provided itemized list of surplus items.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to authorize the General Manger to surplus the listed items (ATT C). Motion was approved.
- General Manger presented 2015 Pay Period schedule (info only) (ATT D).
- Sixteen customers used their credit card to pay this month.

EXECUTIVE SESSION

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to enter Executive Session to discuss personnel and legal issues. Motion was approved with Commissioners Lamy, Baxter, Bell, Jackson, and Wilkinson voting yea. Executive session was entered at 4:49 p.m.
- The board discussed COLA and employee raises and other personnel related matters.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to leave Executive Session. The vote to come out of executive session was unanimous and ended at 5:10 p.m.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

NEW BUSINESS (CONT'D)

Date of next regular monthly meeting is January 21, 2014 and will be held at the maintenance building.

Motion was made by Commissioner Baxter, seconded by Chairman Lamy, to honor the Governors Proclamation for Christmas Eve, December 24, 2014. Motion was approved unanimously.

Motion was made by Commissioner Baxter, seconded by Commissioner Lamy, to pay Holiday pay to employees on the payroll for Official Holidays and to modify the Employee Handbook to reflect this change. Motion was approved with Commissioners Baxter, Bell, Jackson, Lamy voting yea and Commissioner Wilkinson abstaining.

Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to realign pay rate for Carolyn Wilkinson by .50 per hour. Motion was approved with Commissioners Baxter, Bell, Jackson, and Lamy voting yea and Commissioner Wilkinson abstaining.

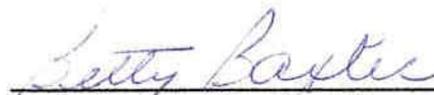
Motion was made by Commissioner Baxter, seconded by Commissioner Bell, to realign pay rate for Brandon Hoda by \$1.00 per hour. Motion was approved with Commissioners Baxter, Bell, Jackson, Lamy and Wilkinson voting yea.

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

Motion was made by Commissioner Baxter, seconded by Commissioner Lamy, to authorize the attorney to revise the ordinance to include minimum water charge. Motion was approved.

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 5:18 p.m.



Betty Baxter, Secretary/Treasurer



James Lamy, Chairman