

**PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES
JULY 2022**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, July 20, 2022, in the Pearlington Recovery Center.

In Attendance:

Absent:

Nolan Pansano, Chairman
Cabrina Bell, Vice Chairman
Rosa Jackson, Treasurer
John Pavlovich, Commissioner
Debra Sonnier, Secretary
Derek Cusick, Attorney
Ty Necaise, CPA
Zoe Bowers, Operator
Scott Burge, Engineer

Chairman Nolan called the official meeting to order at 5:00 p.m. Pledge of Allegiance was said followed by a moment of silence.

ROLL CALL

Attachment 1A

AMENDMENTS TO THE AGENDA

MOTION to amend the agenda to move Item 7C, Update on Sales Tax, to Item 1E. **PASSED**

Moved: Pansano

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

MOTION to accept the agenda as amended (Attachment 1C). **PASSED**

Moved: Pansano

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

ANNOUNCEMENTS

Date of the next regular monthly meeting: August 17, 2022.

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Discussion: Five (5) customers were mailed a letter by the District explaining that all accounts in a business name had to be treated as commercial and charged sales tax. This change puts the District in compliance with state statute and Mississippi Department of Revenue interpretation of the potable water sales tax law. Due to a misinterpretation of the letter, several customers attended the meeting to inquire whether the Board planned to do a rate increase. The Board and staff assured customers no rate increase was planned at this time.

REQUEST TO SPEAK (Guest Presentation)

1. Mark Allen (White's Bayou RV Park) – Did not address the board after the above discussion.
2. Sam Glover (Diamond Lodge) – Mr. Glover address the Board. He felt the commercial rate was too high for the Lodge, and that entities that do not use their minimum should be charged less. No action was taken as a result of this discussion.

OLD BUSINESS

MOTION to table the sewer only discussion and keep it in Old Business. **PASSED.**

Moved: Cabrina
Seconded: Jackson
Ayes: All
Nays: None
Abstained: None

NEW BUSINESS

MOTION to approve the July 2022 Docket of Claims (Attachment 4A). **PASSED.**

Moved: Jackson
Seconded: Pavlovich
Ayes: All
Nays: None
Abstained: None

MOTION to approve the June 2022 Treasure's Report (Attachment 4B). **PASSED.**

Moved: Bell
Seconded: Pavlovich
Ayes: All
Nays: None
Abstained: None

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MOTION to approve the June 2022 meeting minutes (Attachment 4C). **PASSED.**

Moved: Sonnier
Seconded: Pavlovich
Ayes: All
Nays: None
Abstained: None

MOTION to approve the following LEAK adjustment. **PASSED.**

- Account# 3650- \$160.26.

Moved: Bell
Seconded: Pavlovich
Ayes: All
Nays: None
Abstained: None

MOTION to approve POOL adjustments on the following accounts. **PASSED.**

- Account# 890 - \$21.15
- Account# 454 - \$29.20
- Account# 9030 - \$41.53

Moved: Pavlovich
Seconded: Bell
Ayes: All
Nays: None
Abstained: None

OPERATOR'S REPORT

Discussion: Mrs. Bowers gave an operations update to the Board on the progress of new installations.

Discussion: The District hired a new technician. Mrs. Bowers gave an update on his progress.

ENGINEER'S REPORT

Discussion: MSDH application process is open, and we must reach out to the health department for assistance due to an error on the Health Department's website. Progress will be updated in the next Board meeting.

CPA'S REPORT

Discussion: Budget vs Actual. The District has an overall budget surplus, however, certain line items are either at or over budget as of June 30, 2022. A budget amendment is recommended by Mr. Necaise.

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MOTION to amend the fiscal year 2022 operating budget (Attachment 7B). **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

Discussion: Late fee policy update. The Board was reminded that a previous Board had enacted a policy that allows customers to make their payment up to the 20th of the month (or the Monday after if on a weekend) without incurring a late penalty. Mr. Necaise asked the Board if they wish to make a change. No action was taken.

Discussion: Audit update. The documentation and financial statements for the audit were submitted to Gerald W. Rigby, CPA, PC in July. He will conduct the audit and address the Board. Our expected time frame for completion is September 30.

MOTION to table Item 7E to the next meeting. **PASSED.**

Moved: Pansano

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

ATTORNEY'S REPORT

No updates.

BOARD MEMBERS' REPORTS

Chairman Report

Discussion: HCUA Report. Discussed Oak Harbor Funds. Attorney Cusick will reach out to touch base on process.

Other Board Member Reports

None

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EXECUTIVE SESSION

MOTION to close the meeting to discuss the need to go into executive session. **PASSED.**

Moved: Bell
Seconded: Pavlovich
Ayes: All
Nays: None
Abstained: None

MOTION to go into executive session to discuss a personnel matter. **PASSED**

Moved: Jackson
Seconded: Sonnier
Ayes: Pansano, Bell, Jackson, Sonnier, Pavlovich
Nays: None
Abstained: None

Note: The Attorney announced to the public that the Board chose to go into executive session to discuss a personnel matter and that any actions taken would be announced once the Board is back in regular session.

MOTION to come out of executive session. **PASSED.**

Moved: Jackson
Seconded: Pansano
Ayes: Pansano, Bell, Jackson, Sonnier, Pavlovich
Nays: None
Abstained: None

MOTION to come out closed session and resume the public meeting. **PASSED.**

Moved: Jackson
Seconded: Sonnier
Ayes: All
Nays: None
Abstained: None

Note: The Attorney, Mr. Cusick, announced that no actions were taken in Executive Session.

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ADJOURNMENT

MOTION to adjourn meeting at 6:50 p.m. **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

Note: Vice Chairman Bell requested the Board go back into session to address the District staff that was in attendance.

MOTION to go back into session at 6:51pm. **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

Discussion: Chairman Bell addressed the office staff to gain better clarity as to how the confusion happened regarding the sales tax letter that was sent to the five customers. She also expressed to her fellow Board members that open communication with the staff should be standard practice to ensure incorrect information is not provided to the public. The Board and staff will work together to improve internal communication and help minimize confusion in the future.

MOTION to adjourn meeting at 7:00pm. **PASSED.**

Moved: Jackson

Seconded: John

Ayes: All

Nays: None

Abstained: None

Approved in August 17, 2022 meeting

Debra Sonnier, Secretary