

PEARLINGTON WATER & SEWER DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
SEPTEMBER 17, 2025

AGENDA

1. **Call to Order, Pledge of Allegiance and Moment of Silence**
 - 1A Roll Call. Commissioners Must Sign Sheet.
 - 1B Amendments to Agenda
 - 1C **MOTION** to accept agenda as presented and/or amended.
 - 1D Announcements:
 - Date of the next regularly scheduled meeting: October 15, 2025 at 4 PM
2. **Guest Presentation (3 minutes each)**
 - 2A None
3. **Requests to Speak on Agenda Items (3 minutes each)**
4. **Old Business**
 - 4A **MOTION** to approve the August 2025 regular meeting minutes.
 - 4B **MOTION** to approve the September 9, 2025 recess meeting minutes.
5. **Engineer Report**
6. **Operations Report**
7. **Management and Business Report**
8. **Attorney Report**
9. **Board Members' Reports**
10. **New Business**
 - 10A **MOTION** to approve the September 2025 Docket of Claims.
 - 10B **MOTION** to approve the September 2025 Payroll Docket.
 - 10C **MOTION** to approve the August 2025 Treasurer's Report.
 - 10D **MOTION** to approve the FY2026 operating budget.
 - 10E **Discussion:** Receipt of Neel Shaffer Financial Feasibility Study.
 - 10F **MOTION** to approve revised policy 3.3 Authorization to Pay Off-Docket Claims.
11. **Requests to Speak on Non-Agenda Items**
12. **Executive Session**
13. **Adjournment**
 - 12A **MOTION** to adjourn the meeting at _____ PM.

4A

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
AUGUST 20, 2025**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session at 3:00 P.M. on Wednesday, August 20, 2025, in the Pearlington Recovery Center.

In Attendance:

John Pavlovich, Vice Chairperson
Rosa Jackson, Treasurer
Debra Sonnier, Secretary
Nolan Pansano, Commissioner – arrived 3:20
Cheryl Bennett, Chairperson
Scott Burge, Engineer
Derek Cusick Board Attorney
Ty Necaise, Accountant
Kodie Koenenn, Contract Operator – arrived 3:42

Absent:

Chairperson Bennett called the official meeting to order at 3:00 pm. The Pledge of Allegiance was recited, followed by a moment of silence.

APPROVAL TO THE AGENDA

1C Motion to accept the agenda as presented.

Moved: Sonnier
Seconded: Pavlovich
Ayes: All
Results: PASSED

ANNOUNCEMENTS

The date of the next regular meeting is September 17 2025 at 3 PM.

GUEST PRESENTATIONS

2A Gerald Rigby, CPA – 2023 Audit Presentation

2B David Pitalo, Director – Update on HCUA Activities

REQUESTS TO SPEAK

See list attached.

OLD BUSINESS

4A Motion to approve the July 2025 regular meeting minutes.

Moved: Pavlovich
Seconded: Pansano

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
AUGUST 20, 2025**

Ayes: All

Results: Passed

4B Motion to change meeting times to 4 PM beginning at the Regular Meeting in October 2025.

Moved: Bennett

Seconded: Sonnier

Ayes: Bennett, Sonnier, Pansano, Pavlovich

Abstained: Jackson

Results: PASSED

Engineer Report – presented by Scott Burge

Operations Report – presented by Ty Necaise and Kodie Koenenn

6A Hydrant Maintenance Update.

6B Health Department Inspection.

Business Report – presented by Ty Necaise

7A Budget vs Actual Report

7B Discussion: Budget and Long-Range Plan Workshop, set date and time.

Attorney Report – presented by Derek Cusick

Board Member's Report – None.

NEW BUSINESS

10A Motion to approve the August 2025 Docket of Claims.

Moved: Jackson

Seconded: Pansano

Ayes: All

Results: PASSED

10B Motion to approve the August 2025 Payroll Docket.

Moved: Pavlovich

Seconded: Jackson

Ayes: All

Results: PASSED

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
AUGUST 20, 2025**

10C Motion to approve the July 2025 Treasurer's Report.

Moved: Jackson
Seconded: Pansano
Ayes: All
Results: PASSED

10D Motion to authorize an additional 24 hours for operator services. This time was incurred during the Health Department inspection process and feasibility study.

Moved: Sonnier
Seconded: Pansano
Ayes: All
Results: Passed

10F(sic) Motion to accept the FY 2023 audit.

Moved: Jackson
Seconded: Pansano
Ayes: All
Results: Passed

10G Motion to approve Annual Rate Review, Policy 4.4

Moved: Pansano
Seconded: Pavlovich
Ayes: All
Results: Passed

10H Motion to approve the amended FY2025 operating budget

Moved: Bennett
Seconded: Pavlovich
Ayes: All
Results: PASSED

10I Motion to approve revised Payment Plan Agreement, Policy 6.1

Moved: Jackson
Seconded: Pavlovich
Ayes: All
Results: PASSED

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
AUGUST 20, 2025**

10J Motion to approve the following pool adjustments, in accordance with District policy.

Account #265 - \$7.98 (sewer only)

Moved: Jackson
Seconded: Sonnier
Ayes: All
Results: PASSED

REQUESTS TO SPEAK – NON-ADGENA ITEMS

See attached list.

EXECUTIVE SESSION – None

ADJOURNMENT

12A Motion to recess meeting for Budget Workshop and Discussion of Long-Range Plan on September 9, 2025 at 4 PM was made at 4:19 pm.

Moved: Jackson
Seconded: Sonnier
Ayes: All
Results: PASSED

Debra Sonnier, Secretary

Date

PEARLINGTON WATER & SEWER DISTRICT

SEPTEMBER 9, 2025 (4:00 PM)

RECESS MEETING MINUTES

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Tuesday, September 9, 2025, in the Pearlington Recovery Center.

In Attendance:

John Pavlovich, Vice Chairman
Rosa Jackson, Treasurer
Debra Sonnier, Secretary
Nolan Pansano, Commissioner
Cheryl Bennett, Chairperson
Derek Cusick Board Attorney
Ty Necaise, Accountant

Absent:

Scott Burge, Engineer
Kodie Koenenn, Operator

1. Call to Order, Pledge of Allegiance and Moment of Silence

Chairperson Bennett called the official recess meeting to order at 4:00 pm. The Pledge of Allegiance was followed by a moment of silence.

MOTION to accept the agenda as presented.

Moved: Sonnier

Seconded: Pavlovich

Ayes: All

Results: PASSED

1D Announcements:

- Date of the next regularly scheduled meeting: September 17, 2025 at 3 PM
- Beginning with the regular October 2025 meeting the time of the meeting will change to 4 PM

2. Guest Presentation

None

3. Requests to Speak on Agenda Items

NONE

4. New Business

4A Budget Workshop and Discussion of Preliminary Budget for upcoming fiscal year.

Presentation of Budget by Ty Necaise

Discussion of rates and analysis of current residential and commercial rates for water and sewer by the Board

4B Discussion: Long Range Plan for Pearlington Water and Sewer District

5 **Adjournment**

5A **MOTION** to adjourn the meeting at 5:23 PM.

Motion - Jackson

Second - Pavlovich

Vote - Yea – ALL

Debra Sonnier, Secretary

Date

Pearlington Water & Sewer District Docket of Claims

10A

As of September 17, 2025

Date	Num	Name	Memo	Paid Amount
Renasant 7275 - Operating				
08/29/2025	Ach	Coast Electric Power Association	Oak Harbor Electric Service 7/20/25 - 8/20/25	-533.32
08/29/2025	Ach	US Bank	Credit Card Statement Paid in Full	-1,537.61
09/17/2025	Ach	Kodie Koenenn	Operator Services	-3,712.50
09/17/2025	Ach	Nolan Pansano	August 20, 2025 Board Meeting, September 9, 2025 Special E	-168.00
09/17/2025	Ach	John Pavlovich	August 20, 2025 Board Meeting, September 9, 2025 Special E	-168.00
09/09/2025	5825	U S Postal Service	VOID: Permit Mail for billing	0.00
09/17/2025	5826	Davds's Chainsaw and Lawnmower LLC	Equipment Repairs	-93.98
09/17/2025	5827	Ascot	Worker's Comp Insurance 9/13/25 - 9/13/26	-2,613.00
09/17/2025	5828	The Policy Center	Bond Renewal for Carolyn Wilkinson	-132.00
09/17/2025	5829	USA Blue Book	Field Supplies	-80.43
09/17/2025	5830	Wise WiFi Inc	Internet Service	-135.00
09/17/2025	5831	AnSer	Answering Service 8/27/25 - 9/23/25	-249.00
09/17/2025	5832	Harris	PEA30	-3,166.55
09/17/2025	5833	Canon U.S.A., Inc	Canon U.S.A., Inc	-59.92
09/17/2025	5834	Consolidated Pipe & Supply Co.,Inc	Field Supplies - Probe Rod Tip 3/Pack	-122.44
09/17/2025	5835	Derek Cusick	August Retainer Fee	-1,012.50
09/17/2025	5836	Necaise & Company, PLLC	August Accounting Fees	-3,131.25
09/17/2025	5837	Point One Strategies LLC	Professional Consulting Services	-2,083.33
09/17/2025	5838	Waring Oil Company	Fuel for tank	-1,140.20
09/17/2025	5839	Coburn's Supply Company, Inc	5 Little Giant 1/2 HP 115 Volts High Head Water Effluent	-1,582.55
09/17/2025	5840	Hancock County Utility Authority	Water & Sewer Wholesale	-8,686.69
09/17/2025	5841	Cash	Recharge Petty Cash	-60.00
09/17/2025	5842	Brown, Mitchell & Alexander, Inc	General Engineer Services	-7,872.00
09/17/2025	5843	C Spire	Cell Phones	-74.40
09/17/2025	5844	Cheryl Bennett	August 20, 2025 Board Meeting, September 9, 2025 Special E	-168.00
09/17/2025	5845	Hubbards Waveland Hardware	2 Boxes of Misc Nuts	-15.00
09/17/2025	5846	Debra Sonnier	August 20, 2025 Board Meeting, September 9, 2025 Special E	-168.00
09/17/2025	5847	Rosa Jackson	August 20, 2025 Board Meeting, September 9, 2025 Special E	-168.00
Total Renasant 7275 - Operating				-38,933.67
Renasant 5886- DFA Account				
09/17/2025	1013	Brown, Mitchell & Alexander, Inc	Engineering for Oak Harbor Improvements	-1,248.00
Total Renasant 5886- DFA Account				-1,248.00
Renasant 7267 - SLAR Reserve				
Total Renasant 7267 - SLAR Reserve				
Renasant 7317 - RD Debt Service				
Total Renasant 7317 - RD Debt Service				
Renasant 7309 - Emergency Opera				
Total Renasant 7309 - Emergency Opera				
Renasant 7283 - Customer Dep				
Total Renasant 7283 - Customer Dep				
Renasant 7291 - Bond & Interest				
Total Renasant 7291 - Bond & Interest				

Fearrington Water & Sewer District
Docket of Claims

As of September 17, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
				<u><u>-40,181.67</u></u>

The District's administration has prepared the above docket list for each payment made or pending payments to be made since the last board meeting. Two signatories must sign below to evidence approval. Signatures shall serve as formal authorization to process payments via printed checks with digital signatures and/or ACH Treasury Services.

Authorized signers include:

- ☐ Cheryl Bennett, Chairman
- ☐ Rosa Jackson, Treasurer
- ☐ Debra Sonnier, Secretary

** Please sign within the box.

11:43 AM

09/17/25

10B

Pearlington Water & Sewer District
Payroll Docket
September 2025

	<u>Sep 25</u>
Employee Wages, Taxes and Adjustments	
Gross Pay	
Holiday Pay	436.00
Hourly	7,916.00
Overtime (x1.5)	274.88
Vacation Time	228.00
Total Gross Pay	8,854.88
Deductions from Gross Pay	
Pre-AFLAC Sup	-21.36
Total Deductions from Gross Pay	-21.36
Adjusted Gross Pay	8,833.52
Taxes Withheld	
Federal Withholding	-668.00
Medicare Employee	-128.09
Social Security Employee	-547.67
MS - Withholding	-252.00
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-1,595.76
Deductions from Net Pay	
Post- AFLAC	-55.80
Total Deductions from Net Pay	-55.80
Net Pay	<u><u>7,181.96</u></u>
Employer Taxes and Contributions	
Federal Unemployment	16.67
Medicare Company	128.09
Social Security Company	547.67
MS - Unemployment Company	27.78
AFLAC-Supplemental	77.16
MS - Training Contribution	0.00
Total Employer Taxes and Contributions	<u><u>797.37</u></u>

10C

Pearlington Water & Sewer District
Treasurer Report
As of August 31, 2025

	Aug 31, 25	Sep 30, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Renasant 7275 - Operating	135,267.28	191,590.77	-56,323.49	-29.4%
Renasant 5886- DFA Account	259,231.21	0.00	259,231.21	100.0%
Renasant 7267 - SLAR Reserve	4,200.18	4,200.16	0.02	0.0%
Renasant 7317 - RD Debt Service	29,427.25	29,427.12	0.13	0.0%
Renasant 7309 - Emergency Opera	138,669.52	138,585.90	83.62	0.1%
Renasant 7283 - Customer Dep	26,161.11	25,180.96	980.15	3.9%
Renasant 7291 - Bond & Interest	27,421.16	27,421.05	0.11	0.0%
HWB CD x5258	111,361.33	107,702.11	3,659.22	3.4%
HWB CD x5260	111,361.33	107,702.11	3,659.22	3.4%
HWB CD x9629	111,459.46	107,690.30	3,769.16	3.5%
HWB CD x9630	111,459.46	107,690.30	3,769.16	3.5%
HWB CD x2113	111,002.78	107,761.09	3,241.69	3.0%
HWB CD x0004	106,901.55	106,901.55	0.00	0.0%
Total Checking/Savings	1,283,923.62	1,061,853.42	222,070.20	20.9%
Total Current Assets	1,283,923.62	1,061,853.42	222,070.20	20.9%
TOTAL ASSETS	1,283,923.62	1,061,853.42	222,070.20	20.9%
LIABILITIES & EQUITY	0.00	0.00	0.00	0.0%

Pearlington Water & Sewer District
Fiscal Year: 10/1/2025 - 9/30/2026
Operating Budget

FY2026 (ORIGINAL)

	<i>Prior Year</i> Budget	Adjustments	<i>Recommended</i> Budget	
Water & Sewer Charges	565,000	37,400	602,400	(1)
Late Charges	6,000	-	6,000	
Oak Harbor	-	8,190	8,190	
<i>Total Income</i>	<u>450,000</u>	<u>45,590</u>	<u>616,590</u>	
Operating Expenses				
Personnel Costs:				
Wages	152,000	(23,541)	128,459	(2)
Overtime	2,000	-	2,000	
Medical Reimbursements	2,240	(2,240)	-	
Retirement	-	-	-	
Utilities	20,346	654	21,000	
Insurance	27,000	5,000	32,000	
Office Expense	14,000	4,000	18,000	
Repairs & Maintenance	86,000	8,000	94,000	(3)
Outside Services	34,000	(2,000)	32,000	
Truck Cost	13,500	2,000	15,500	
Water Quality Test	1,700	-	1,700	
Director's Pay	7,200	-	7,200	
Professional Services	105,000	28,600	133,600	(4)
Water Purchase	27,500	3,000	30,500	
Sewer Collection Cost	9,000	1,000	10,000	
Sewer Treatment Cost	75,000	3,000	78,000	
<i>Total Expenses</i>	<u>417,935</u>	<u>27,473</u>	<u>603,959</u>	
Cash Inflows from Operations	<u>32,065</u>	<u>18,117</u>	<u>12,631</u>	
Other Income:				
Interest Income	18,250	(1,750)	16,500	
Capital & Debt Expenditures:				
Equipment Purchase	-	-	-	(5)
RUS Debt Payments	28,000	-	28,000	
Design & Engineering	-	-	-	
<i>Total Nonoperating Spending</i>	<u>33,000</u>	<u>-</u>	<u>28,000</u>	
Surplus/(Deficit)	<u>65</u>	<u>16,367</u>	<u>1,131</u>	

Pearlington Water & Sewer District
Budget Notes

(1) Prepare for rate increase in Oak Harbor in January 2026

	<u>Weekly Rate</u>	<u>Yearly</u>
(2) Two employees at 40 hours per week	1,400	72,800
One employees at 35 hours per week	720	37,440
Part-time help when needed		4,000
		<u>114,240</u>
Raises (Merit Based, COLA)		4,570
Payroll Taxes (FICA, Medicare)		9,089
Payroll Taxes (MDES)		560
<i>Total Personnel Costs</i>		<u>128,459</u>
 If one/two employee will receive reimbursements		-
Retirement match up to 5%		-

(3) Repairs & maintenance increased due to volume of pump repairs.
Pump replacements are more frequent due to aging system.

(4) *Professional Services:*

Koenenn Operator Services	28,600
Necaise & Company - CPA	38,000
Legal Services	21,000
Engineering Services	8,000
Consultant	25,000
Gerald Rigby - Audit	13,000
	<u>133,600</u>

(5)

Capital Outlay:

Equipment Purchases?

TITLE: AUTHORIZED TO PAY OFF-DOCKET CLAIMS

POLICY NUMBER: 3.3

DATE ADOPTED/REVISED: September 17, 2025

Pursuant to state statutes and the bylaws of the District, it is deemed desirable and in the best interest of the District that the following vendors be authorized to receive payment prior to Board approval; and such payments will be ratified at the next regular meeting of the Board of Commissioners.

The reason for this policy is to provide staff with the ability to pay vendors for critical services, and the due dates of such services do not align with the date of the regular board meeting. Let it be known that any such obligation, where the due date is greater than 7 days from the date of the regularly scheduled board meeting, shall be held for approval by the Board of Commissioners.

<u>Vendor</u>	<u>Description</u>
QuickBooks Payroll Service	Employee payroll checks and taxes
Mississippi Department of Revenue	State payroll and sales tax
United States Treasury	Federal payroll taxes
MS Dept. of Employment Security	Unemployment insurance
Coast Electric Power Association	Utilities
C-Spire	Telephone, Cellular
Vonage	Telephone, Office
Coast Connect	Internet
US Bank	Procurement Credit Card
USPS (US Postal Service)	Postage for billing and official business

Signatory Requirement of Off-Docket Payments

Disbursements made in pursuit to this policy may be executed electronically or via check with one signature. If a check is warranted, the Board of Commissioners authorizes a single signature on the check so long as the total amount of the payment does not exceed \$5,000. Amounts exceeding the threshold require two signatures for approval.