

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, November 16, 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 Necaize, CPA  
Zoe Bowers, Operator  
Scott Burge, Engineer

Chairman Pansano 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

**APPROVAL TO THE AGENDA**

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

**Moved:** Sonnier

**Seconded:** Bell

**Ayes:** All

**Nays:** None

**Abstained:** None

**ANNOUNCEMENTS**

- Date of the next regular monthly meeting: December 21, 2022.
- Effective December 21, 2022 the start time of the regular Board meetings will be at 3pm.

**REQUEST TO SPEAK (Guest Presentation)**

Craig Richert – Mr. Richert’s tank had to be decommissioned due to a property line issue. PWSD requested HCUA pay for the cost of installing a new system, but the request was rejected. PWSD has requested he pay for the installation in full. He asked the District to help find a way for him get connected to the system, even if he has to dig the well for a new Step Tank and set the tank himself. Because this involves potential litigation and a settlement offer, the Board decided to close the meeting and discuss the need for executive session.

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**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 potential litigation and settlement offers related to the Richert matter. **PASSED.**

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

**MOTION** to exit executive session. **PASSED.**

**Moved:** Jackson  
**Seconded:** Bell  
**Ayes:** All  
**Nays:** None  
**Abstained:** None

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

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

ATTORNEY CUSICK ANNOUNCED THAT NO OFFICIAL ACTION OF RECORD WAS TAKEN DURING THE EXECUTIVE SESSION.

**MOTION** to allow Mr. Richert to use outside contractors or any means necessary to dig a pit and set the Step Tank provided by PWSD, so long as the tank is set and secured under the supervision of the District's Operator. The District will bear the cost of installing any/all electrical equipment and pumps necessary to make the tank operational. The homeowner will bear the cost of installing the tank and plumbing necessary to connect the tank to his home. **PASSED.**

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

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**Abstained:** None

**OPERATOR'S REPORT**

**Discussion:** The Operator had to leave the meeting early and gave her report after the guest presentations. The report consisted of maintenance and installation updates. No actions were needed or taken by the Board.

**OLD BUSINESS**

**MOTION** to approve resolution for confirming existing exemption for certain active customers, Resolution 2022-01. Attachment 3A. **PASSED.**

**Moved:** Pansano

**Seconded:** Pavlovich

**Ayes:** Pansano, Bell, Sonnier, Pavlovich

**Nays:** Jackson

**Abstained:** None

**MOTION** to TABLE the discussion on the FY2021 Audit.

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

**Nays:** None

**Abstained:** None

**NEW BUSINESS**

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

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

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

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**MOTION** to approve October 2022 Regular Meeting Minutes (Attachment 4C). **PASSED.**

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

**MOTION** to approve the FY2023 Holiday Schedule. Attachment 4E. **PASSED.**

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

**ENGINEER'S REPORT**

**Discussion:** HCUA is expecting to go out for bid on the outfall project in Spring 2023. The public notice and appeal period has started.

**Discussion:** Rate study is in progress and will be presented in the next board meeting.

**Discussion:** A draft purchase agreement has been made and forwarded to Utility Services to purchase the Oak Harbor system.

**CPA'S REPORT**

**Discussion:** A budget vs actual report for the period ending October 31, 2022 was presented.

**Discussion:** Update on compliance issues with customers. The staff sent four letters; two letters to inactive customers who are using well water and draining their sewage into our step tank, two letters to residents that are using septic tanks. The intention is to get all parties in compliance with the Ordinance.

**Discussion:** The Board was asked how they wanted to handle 'voluntary' disconnects from our system. The question was; if people chose to disconnect, are they required to maintain a water connection for fire protection purposes. The Board discussed this and ultimately decided to leave the policy as is, which allows customers to disconnect by choice.

**ATTORNEY'S REPORT**

**Discussion:** Mr. Cusick discussed PWSD funding and projects with a lobbyist he has previously worked with. The lobbyist will make inquiries about potential funding and get back to the District if he thinks he can help.

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**BOARD MEMBERS' REPORTS**

***Chairman Report***

None

***Other Board Member Reports***

Discussion: The Board discussed creating a General Manager position for the District. The pros and cons were discussed, and the Board expressed desire to implement a succession plan for when the Operator, Office Supervisor and CPA retires from the District. The Board decided to create the position of General Manager and set a salary at this meeting. This allows them to make a job offer to a potential candidate in a later meeting.

**MOTION** to create the position of General Manager and set the salary at \$80,000 per year, maximum. **PASSED.**

**Moved:** Pansano

**Seconded:** Jackson

**Ayes:** All

**Nays:** None

**Abstained:** None

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

**MOTION** to recess the meeting and reconvene on December 7, at 3 PM. **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

**Approved in December 21, 2022 meeting**

Debra Sonnier, Secretary