

**PEARLINGTON WATER & SEWER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**JANUAR 17, 2024**

**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: February 21, 2024
2. **Request to Speak & Guest Presentation (3 minutes each)**
  - 2A Trey Bobinger, Lobbyist (via telephone)
3. **Old Business**

NONE
4. **New Business**
  - 4A **MOTION** to approve the January 2024 Docket of Claims. Attachment 4A
  - 4B **MOTION** to approve the December 2023 Treasurer's Report. Attachment 4B
  - 4C **MOTION** to approve the minutes of the November Regular Meeting. Attachment 4C
  - 4D **MOTION** to approve the minutes of the November Recess Meeting. Attachment 4D
5. **Administrator's Report**
  - 5A Discussion: Attachment 5A
6. **Engineer's Report**
  - 6A Discussion: Engineer Report. Attachment 6A
7. **Business Report**
  - 7A **MOTION** to approve amended budget. Attachment 7A
  - 7B Discussion: Attachment 7B
8. **Attorney's Report**
  - 8A Discussion
9. **Board Members' Reports**
  - 9A Chairman Report
  - 9B Other Board Member Reports
10. **Executive Session**

NONE

11. **Adjournment**

11A **MOTION** to adjourn the meeting at \_\_\_\_\_ PM.

# Pearlington Water & Sewer District Docket of Claims

4A

Date	Num	Name	As of January 17, 2024	Memo	Paid Amount
<b>The First - Operating Account (PREPAID OFF DOCKET)</b>					
01/15/2024	ACH	PWSD		Internet Income	(99.02)
01/15/2024	ACH	PWSD		Dormant Account Transfer	(100.00)
12/29/2023	ACH	Employees		Net Payroll	(4,545.97)
01/12/2024	ACH	Employees		Net Payroll	(4,516.25)
01/15/2024	ACH	MS Dept of Revenue			(43.92)
01/12/2024	E-pay	EFTPS		64-0893412 QB Tracking # 61393898	(3,635.72)
01/03/2024	E-pay	MS Dept of Revenue		1061-2052 QB Tracking # 62201898	(407.00)
<b>The First - Operating Account (PAYMENT FOR APPROVAL)</b>					
01/17/2024	5223	The Policy Center		Renew Bond for Cabrina Bell	(132.00)
01/17/2024	5224	C Spire		Billing Period December 5 2023 thru January 4 2024	(165.98)
01/17/2024	5225	Canon Solutions America		Maintenance	(40.11)
01/17/2024	5226	Fastenal		Work Gloves	(303.33)
01/17/2024	5227	B.E.A.R.		Pumps and Square D breakers	(2,622.08)
01/17/2024	5228	AnSer		Base Rate December 20 to January 16	(262.89)
01/17/2024	5229	Nolan Pansano		December Board Meeting	(84.00)
01/17/2024	5230	Cabrina Bell		December Board Meeting	(84.00)
01/17/2024	5231	Rosa Jackson		December Board Meeting	(84.00)
01/17/2024	5232	Debra Sonnier		December Board Meeting	(84.00)
01/17/2024	5233	John Pavlovich		December Board Meeting	(84.00)
01/17/2024	5234	Wise WiFi Inc		Internet Service	(135.00)
01/17/2024	5235	Coast Electric Power Association		Service from 11/21/23 to 12/21/23	(159.00)
01/17/2024	5236	Hubbards Waveland Hardware		Field Supplies	(61.53)
01/17/2024	5237	Consolidated Pipe & Supply Co., Inc		Sch 40 PVC Pipe and sewer lids	(380.12)
01/17/2024	5238	Hancock County Utility Authority		Water service	(1,602.35)
01/17/2024	5239	Hancock County Utility Authority		Plant Fee	(5,987.01)
01/17/2024	5240	Necaise & Company, PLLC		Accounting Services	(1,150.00)
01/17/2024	5241	S and L Office Supplies		Office Supplies	(127.19)
01/17/2024	5242	Derek Cusick		Retainer Fee	(487.50)
01/17/2024	5243	Strickland's Equipment Repair		Vac Trailer tank seal and maintenance	(1,933.55)
01/17/2024	5244	Hunt's Automotive		Repair A/C System	(1,672.30)
01/17/2024	5245	U S Postal Service		5 rolls of Post Card stamps	(255.00)
01/17/2024	5246	ZB Services, LLC		December Monthly Fees	(2,160.00)
01/17/2024	5247	Mediacom		Bill from 1/09/24 thru 2/08/24	(199.88)
01/17/2024	5248	Card Services UMB		Fuel and phones	(765.49)
01/17/2024	5249	Cash		Recharge Petty Cash	(19.96)
Total The First - Operating Account					(43,452.37)
<b>The First - SLAR Reserve</b>					
01/15/2024				Funds Transfer	(0.18)
Total The First - SLAR Reserve					(0.18)
<b>The First - RD Debt Service</b>					
01/15/2024				Funds Transfer	(1.25)
Total The First - RD Debt Service					(1.25)
<b>The First- Emergency Operations</b>					

Pearlington Water & Sewer District  
Docket of Claims

4A

Date	Num	Name	As of January 17, 2024	Memo	Paid Amount
Total The First- Emergency Operations				No Disbursements	-
The First - Customer Deposits					
Total The First - Customer Deposits				No Disbursements	-
The First - Bond & Interest Fun					
01/15/2024				Funds Transfer	(1.17)
Total The First - Bond & Interest Fun					(1.17)
TOTAL					(43,454.97)

Signature

Title

4B

**Pearlington Water & Sewer District**  
**Treasurer Report**  
**November 2023**

	Dec 31, 23	Dec 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
The First - Operating Account	311,064.37	393,023.14	-81,958.77	-20.9%
The First - SLAR Reserve	4,200.18	4,200.18	0.00	0.0%
The First - RD Debt Service	29,427.25	29,427.25	0.00	0.0%
The First- Emergency Operations	138,433.90	138,364.70	69.20	0.1%
The First - Customer Deposits	23,280.98	20,320.86	2,960.12	14.6%
The First - Bond & Interest Fun	27,421.17	27,421.17	0.00	0.0%
HWB CD x5258	104,801.82	102,440.48	2,361.34	2.3%
HWB CD x5260	104,801.82	102,440.48	2,361.34	2.3%
TF CD x1284	0.00	105,030.43	-105,030.43	-100.0%
TF CD x1292	0.00	105,030.43	-105,030.43	-100.0%
HWB CD x9629	106,632.54	0.00	106,632.54	100.0%
HWB CD x9630	106,632.54	0.00	106,632.54	100.0%
HWB CD x2113	105,688.76	103,616.43	2,072.33	2.0%
HWB CD x0004	104,845.75	102,738.57	2,107.18	2.1%
<b>Total Checking/Savings</b>	<b>1,167,231.08</b>	<b>1,234,054.12</b>	<b>-66,823.04</b>	<b>-5.4%</b>
<b>Total Current Assets</b>	<b>1,167,231.08</b>	<b>1,234,054.12</b>	<b>-66,823.04</b>	<b>-5.4%</b>
<b>TOTAL ASSETS</b>	<b>1,167,231.08</b>	<b>1,234,054.12</b>	<b>-66,823.04</b>	<b>-5.4%</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

4c

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 2023**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, November 15, 2023, in the Pearlington Recovery Center.

**In Attendance:**

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

**Absent:**

Zoe Bowers

Chairman Pansano called the official meeting to order at 3:00pm. The 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:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**ANNOUNCEMENTS**

Date of next regular board meeting is December 20, 2023.

**REQUEST TO SPEAK (Guest Presentation)**

██████████ (Leak)

- Customer stated that his meter is reading back to normal, that they do not have a leak. He states he thinks the meter is malfunctioning and he requested an adjustment on his bill. The board took his request under advisement.

██████████ CPA (Audit Presentation)

- ██████████ presented the financial audit and report to the board for review and approval. He answered questions about the financial condition of the District.

PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 2023

4c

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**MOTION** to approve the November 2023 Docket of Claims. Attachment 4A. **PASSED.**

**Moved:** Pansano  
**Seconded:** Jackson  
**Ayes:** All

**MOTION** to approve the October 2023 Treasurer's Report. Attachment 4B. **PASSED.**

**Moved:** Pavlovich  
**Seconded:** Jackson  
**Ayes:** All

**MOTION** to approve October 2023 regular meeting minutes. Attachment 4C. **PASSED.**

**Moved:** Pavlovich  
**Seconded:** Bell  
**Ayes:** All

**MOTION** to authorize the administration to advertise the public hearing for a rate and fee schedule increase in the newspaper. The advertisement will be after the new year. Attachment 4D. **PASSED.**

**Moved:** Jackson  
**Seconded:** Bell  
**Ayes:** All

**MOTION** to approve the 2024 holiday schedule. Attachment 4E. **PASSED.**

**Moved:** Jackson  
**Seconded:** Bell  
**Ayes:** All

**MOTION** to accept the FY2022 audit report. Attachment 4F. **PASSED**

**Moved:** Bell  
**Seconded:** Pavlovich  
**Ayes:** All

4c

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 2023**

**MOTION** to approve the following leak adjustments:

Acct: 190-\$94.44

Acct: 5271-\$280.09

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

**OPERATOR'S REPORT**

**Discussion:** High Water Loss

- Zoe updated the board on her search for the major water leak that the district has had for the past few months. The leak still has not been found and we are continuing the search to find it.

**Discussion:** New Install

- Zoe updated the board on the 6332 Hwy 604 installation. It is still in progress.

**ENGINEER'S REPORT**

**Discussion:** Western WWTF Outfall Relocation Project

- The contractor has installed approximately 3.6 miles of the 5 miles (72%) of force main pipe. Installation is complete on White's and Whipple Roads and is currently proceeding along Logtown Road.
- Directional boring of outfall into the Pearl River, as well as all other bores have been completed.
- Grading and restoration of White's and Whipple Roads are in the process.
- The value of the total contract work completed is 56%.

**Discussion:** Stennis Wastewater Conveyance Project

- Preliminary design of force main is complete.
- Preliminary design of 2 pump stations is nearing completion.
- Property survey completed for the 2 pump station parcels. Attorney is obtaining appraisal for acquisition of the properties.
- Soil borings at pump station sites have been completed.
- Equipment purchase for standby generators is currently out for bid.
- Project is expected to be ready to advertise for bid in early 2024.

**Discussion:** Oak Harbor Acquisition

- Utility Services is in the process of selling other utility systems. Once they finalize this other sell, which is anticipated by the end of the year, they will focus on the sale of Oak Harbor.
- It appears that they will be transferring the Oak Harbor system, at no cost.



4c

PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 2023

**BUSINESS REPORT**

**Discussion: Compliance Update**

- The District has not identified any new non-compliant customers since the last meeting. The Arnold case is proceeding as scheduled.

**ATTORNEY'S REPORT**

**Discussion: HCUA Meeting**

- [REDACTED] talked with the HCUA attorney and he states that HCUA was hoping to make progress on the purchase of Oak Harbor in December.

**Discussion: [REDACTED] Settlement**

- [REDACTED] offered to settle and pay \$800 for the installation of the S-Tank on her property.

**MOTION** to accept the settlement offer from Dennee. **PASSED.**

**Moved:** Jackson

**Seconded:** Sonnier

**Ayes:** Jackson, Pavlovich & Sonnier

**Abstained:** Bell & Pansano

**MOTION** to approve contract for legal services with Wisebrod, Matteis & Copley. Attachment 8C.  
**PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**MOTION** to adjust [REDACTED] account as requested by the customer earlier in the meeting. **MOTION FOR DISCUSSION ONLY.**

**Moved:** Pansano

**Seconded:** Pavlovich

**Ayes:** All

Following discussion, Mr. Pansano called for a motion to approve the leak adjustment.

**MOTION** to adjust [REDACTED] account as presented at the November 15<sup>th</sup> board meeting. **FAILED FOR LACK OF ACTION.**

PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 2023

4C

**BOARD MEMBERS' REPORTS**

**Discussion:** Chairman Report (Lift Station)

- HCUA approved to start charging entities for maintenance of their lift stations.

**Discussion:** Other Board Member Reports

- None

**EXECUTIVE SESSION**

**MOTION** to close the meeting and discuss the need for an executive session. **PASSED**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**MOTION** to enter into executive session to discuss personnel matters. **PASSED**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

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

**Moved:** Jackson

**Seconded:** Sonnier

**Ayes:** All

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

Attorney Cusick announced that no official actions of record were taken during the executive session.

4c

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
November 2023**

**MOTION** to create the acting Administrator position and for Mr. Necaise to create a job description for the position. **PASSED**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**MOTION** to appoint Ms. Carolyn Wilkinson as the acting Administrator of the District. **PASSED**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**ADJOURNMENT**

**MOTION** to recess the meeting @ 5:46pm until November 29, 2024 @ 3pm. **PASSED.**

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

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Debra Sonnier, Secretary

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Date

4D

**PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES  
November 2023**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, November 29, 2023, in the Pearlington Recovery Center.

In Attendance:

Absent:

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

Chairman Pansano called the official meeting to order at 3:00 p.m. Pledge of Allegiance was said followed by a moment of silence.

**ROLL CALL** - Attachment 1A

**APPROVAL OF THE AGENDA**

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**REQUEST TO SPEAK (Guest Presentation)**

NONE

**OLD BUSINESS**

NONE

**NEW BUSINESS**

NONE

**OPERATOR'S REPORT**

**Discussion:** High Water Loss

- The leak has been found and repaired. The water loss appears to be returning back to normal.

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PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES  
November 2023

**EXECUTIVE SESSION**

**MOTION** to close the meeting and discuss the need for executive session. **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**MOTION** to enter into executive session to discuss personnel matters. **PASSED.**

**Moved:** Sonnier

**Seconded:** Jackson

**Ayes:** All

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

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

**Moved:** Sonnier

**Seconded:** Jackson

**Ayes:** All

Attorney Cusick announced that no official actions of record were taken during the executive session.

**ADJOURNMENT**

**MOTION** to adjourn the meeting at 3:45 p.m. **PASSED**

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

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Debra Sonnier, Secretary

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Date

## Administrator Board Report

Pearlington Water & Sewer District

Date: 1/17/2024

### Employee Evaluations

- Evaluations were completed on all employee.
- Executive session needed to review and discuss with board.

### Customers Report

- [REDACTED] contacting the charties to get back up and running
- [REDACTED] having pipes under house fixed to get turned back on.
- [REDACTED] has been turned on he is good. Now we need to schedule [REDACTED] to crush his septic tank.
- [REDACTED] waiting on permit from MDOT. We will have to bore under road.

### Vehicles Report

- ~~Chevy~~ <sup>Ford</sup> having fan on Radiator fixed.

### Equipment Report

- Vac Trailer in shop in Picayune being fixed, gasket around door needs replaced and having maintenance.

### Hydrant Maintenance

- We have 285 FH each Tech will get 95 FH to maintain that includes end of line and AR. Will weedeat and spray.

6A

**PEARLINGTON WATER AND SEWER DISTRICT  
ENGINEERING STATUS REPORT**

**JANUARY 17, 2024**

**WESTERN WWTF OUTFALL RELOCATION PROJECT**

- Contractor has installed approximately 4.7 miles of the 5 miles (95%) of force main pipe. Installation is complete on White's and Whipple Roads and is currently proceeding along Logtown Road.
- Directional boring of outfall into the Pearl River, as well as all other bores have been completed.
- Grading and restoration of White's and Whipple Roads are in the process.
- Value of the total contract work completed is 82%. Contract elapsed time is 76%. Expecting substantial completion around end of January.

**STENNIS WASTEWATER CONVEYANCE PROJECT**

- Preliminary design of force main is complete.
- Preliminary design of 2 pump stations is complete.
- Property acquisition of 2 pump station sites expected soon.
- Bids received for purchase of standby generators.
- Project is expected to be ready to advertise for bid in early 2024.

**OAK HARBOR ACQUISITION**

- Utility Services is in the process of selling other utility systems. Once they finalize this other sell, which should be in the near future, they will focus on the sell of Oak Harbor.
- It appears that they will be transferring the Oak Harbor system, at no cost.

7A

**Pearlington Water & Sewer District**  
**Fiscal Year: 10/1/2023 - 9/30/2024**  
**Operating Budget**

**FY2024 (Amended 1/17)**

	<i>Current</i>		<i>Amended</i>	
	<i>Budget</i>	<i>Adjustments</i>	<i>Budget</i>	
Water & Sewer Charges	435,000	-	435,000	(1)
Late Charges	5,000	-	5,000	
Transfer in from Prior Year Surplus	186,506	(70,039)	116,467	
<i>Total Income</i>	<u>450,000</u>	<u>(70,039)</u>	<u>556,467</u>	
<b>Operating Expenses</b>				
Personnel Costs:				
Wages	260,926	(90,038)	170,887	(2)
Overtime	4,000	-	4,000	
Medical Reimbursements	8,880	-	8,880	
Retirement	-	-	-	
Utilities	9,000	-	9,000	
Insurance	23,000	-	23,000	
Office Expense	9,500	-	9,500	
Repairs & Maintenance	85,000	-	85,000	(3)
Outside Services	14,000	-	14,000	
Truck Cost	9,000	-	9,000	
Water Quality Test	2,000	-	2,000	
Director's Pay	6,300	-	6,300	
Professional Services	79,400	-	79,400	(4)
Water Purchase	19,500	-	19,500	
Sewer Collection Cost	-	-	-	
Sewer Treatment Cost	59,000	-	59,000	
Total Expenses	<u>417,935</u>	<u>(90,038)</u>	<u>499,467</u>	
<b>Cash Inflows from Operations</b>	<u>32,065</u>	<u>19,999</u>	<u>57,000</u>	
<b>Other Income:</b>				
Interest Income	1,000	-	1,000	
<b>Capital &amp; Debt Expenditures:</b>				
Equipment Purchase	10,000	20,000	30,000	(5)
RUS Debt Payments	28,000	-	28,000	
Design & Engineering	-	-	-	
Total Nonoperating Spending	<u>33,000</u>	<u>20,000</u>	<u>58,000</u>	
<i>Surplus/(Deficit)</i>	<u>65</u>	<u>39,999</u>	<u>(0)</u>	



**Pearlington Water & Sewer District  
Budget Notes**

(1) No rate increase proposed.

	<u>Weekly Rate</u>	<u>Yearly</u>
(2) Three employees at 40 hours per week	1,820	94,640
Two employees at 35 hours per week	1,034	53,745
Administrator Raise		4,160
		<u>152,545</u>
Raises (Merit Based, COLA)		5,678
Payroll Taxes (FICA, Medicare)		12,104
Payroll Taxes (MDES)		560
<i>Total Personnel Costs</i>		<u>170,887</u>
Two employees will receive reimbursements		8,880
Retirement match up to 5%		

(3) Repairs & maintenance increased due to volume of pump repairs.  
Pump replacements are more frequent due to aging system.  
Ditchwitch was \$5700

(4) *Professional Services:*

ZB Services - Operator	28,600
Necaise & Company - CPA	15,800
Legal Services	20,000
Engineering Services	8,000
Gerald Rigby - Audit	7,000
	<u>79,400</u>

(5) *Capital Outlay:*

Equipment Purchases	5,000
Improvement to Front Desk/Window	5,000
	<u>10,000</u>

## TASKS

## PWSD Business Report

☐ Budget Amendment

An amendment is needed to remove the General Manager position from the budget, and to add pay increases for employees.

☐ Employee Evaluations

Evaluations are complete. They will be presented to the Board in executive session.

☐ Decommission Tanks

We have several tanks that have not been decommissioned. What do we want to do?

☐ Training for Administrator

Training has started.

- We are working on the minutes.
- We started the hydrant maintenance plan.
- New inventory procedures are underway.