

**PEARLINGTON WATER & SEWER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**JANUARY 18, 2023**

**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 15, 2023 at 3 pm
2. **Request to Speak & Guest Presentation – 3 minutes**
  - 2A NONE
3. **Old Business**
  - 3A NONE
4. **New Business**
  - 4A **MOTION** to approve the January 2023 Docket of Claims. Attachment 4A
  - 4B **MOTION** to approve the December 2022 Treasurer's Report. Attachment 4B
  - 4C **MOTION** to approve the December 2022 regular meeting minutes. Attachment 4C
  - 4D Election of Officers
5. **Tabled Business**
  - 5A NONE
6. **Operator's Report**
  - 6A Discussion: Updates
7. **Engineer's Report**
  - 7A Discussion: Updates
8. **CPA's Report**
  - 8A Discussion: Budget vs Actual. Attachment 8A
9. **Attorney's Report**
  - 9A Discussion: Updates
10. **Board Members' Reports**
  - 10A Chairman Report
  - 10B Other Board Member Reports

11. **Executive Session**

11A **MOTION** to close the meeting and discuss the need for executive session.

11B **MOTION** to go into executive session to discuss personnel matters.

11C **MOTION** to come out of executive session and closed session and resume the public meeting.

12. **Adjournment** – **MOTION** to adjourn the meeting

Pearlington Water & Sewer District  
Docket of Claims

4A

| Date  | Num  | Name                             | As of January 18, 2023                              | Memo | Paid Amount |
|---|------|----------------------------------|---|------|-------------|
| <b>The First - Operating Account (PREPAID OFF DOCKET)</b> |      |                                  |   |      |             |
| 01/16/2023  | ACH  | The First                        | Interest income                                     |      | -79.14      |
| 12/30/2022  | ACH  | Employees                        | Net Payroll   |      | -3,994.88   |
| 01/13/2023  | ACH  | Employees                        | Net Payroll   |      | -4,051.90   |
| 01/13/2023  | ACH  | EFTPS                            | 64-0893412 QB Tracking # -1761782818                |      | -3,077.76   |
| 01/09/2023  | ACH  | MS Dept of Revenue               | 1061-2052 QB Tracking # -1760697818                 |      | -479.00     |
| <b>The First - Operating Account (PREPAID OFF DOCKET)</b> |      |                                  |   |      |             |
| 01/18/2023  | 4852 | B.E.A.R.                         | Pumps, floats, Square D Contactors                  |      | -4,822.23   |
| 01/18/2023  | 4853 | Hubbards Waveland Hardware       | Field Supplies                                      |      | -83.45      |
| 01/18/2023  | 4854 | C Spire                          | Billing period December 5, 2022 - January 4, 2023   |      | -134.43     |
| 01/18/2023  | 4855 | Wise WiFi Inc                    | Internet Service                                    |      | -35.00      |
| 01/18/2023  | 4856 | AnSer                            | Base rate December 21 to January 17                 |      | -219.94     |
| 01/18/2023  | 4857 | Nolan Pansano                    | December Board Meeting                              |      | -84.00      |
| 01/18/2023  | 4858 | Cabrina Bell                     | December Board Meeting                              |      | -84.00      |
| 01/18/2023  | 4859 | Rosa Jackson                     | December Board Meeting                              |      | -84.00      |
| 01/18/2023  | 4860 | Debra Sonnier                    | December Board Meeting                              |      | -84.00      |
| 01/18/2023  | 4861 | John Pavlovich                   | December Board Meeting                              |      | -84.00      |
| 01/18/2023  | 4862 | Canon Solutions America          | Copier Maintenance and usage                        |      | -38.89      |
| 01/18/2023  | 4863 | O'Reilly Auto Parts              | vehicle expense                                     |      | -45.29      |
| 01/18/2023  | 4864 | Hancock County Utility Authority | Water Service                                       |      | -1,479.90   |
| 01/18/2023  | 4865 | Hancock County Utility Authority | Plant Fee   |      | -7,540.80   |
| 01/18/2023  | 4866 | Consolidated Pipe & Supply Co.   | Field Supplies                                      |      | -610.00     |
| 01/18/2023  | 4867 | Mediacom                         | Bill from 1/9/23 through 2/8/23                     |      | -189.97     |
| 01/18/2023  | 4868 | Necaise & Company, PLLC          | Accounting Services                                 |      | -1,150.00   |
| 01/18/2023  | 4869 | ZB Services, LLC                 | December Monthly Fee                                |      | -2,160.00   |
| 01/18/2023  | 4870 | Lowes                            | Field Supplies                                      |      | -361.52     |
| 01/18/2023  | 4871 | Derek Cusick                     | Retainer for December 2022                          |      | -1,237.50   |
| 01/18/2023  | 4872 | B & J Pit Stop                   | Changed Oil in Chevy Truck                          |      | -72.17      |
| 01/18/2023  | 4873 | Davds's Lawn & Chainsaw          | Field Supplies                                      |      | -63.98      |
| 01/18/2023  | 4874 | The Policy Center                | Bond renewals for Jackson, Pansano, Pavlovich, Bell |      | -528.00     |
| 01/18/2023  | 4875 | Brown, Mitchell & Alexander, Inc | Project 183611A04 PWSD General Engineering Services |      | -1,177.50   |
| 01/18/2023  | 4876 | U S Postal Service               | 6 rolls post card stamps @ \$.44 each               |      | -264.00     |
| 01/18/2023  | 4877 | S and L Office Supplies          | Office Supplies                                     |      | -264.49     |
| 01/18/2023  | 4878 | Cash                             | Recharge Petty Cash                                 |      | -52.35      |
| 01/18/2023  | 4879 | Card Services UMB                | Fuel and Field Supplies                             |      | -998.50     |
| Total The First - Operating Account                       |      |                                  |   |      | -43,679.37  |

Pearlington Water & Sewer District  
Docket of Claims

41A

| Date                                       | Num | Name | As of January 18, 2023 | Memo           | Paid Amount |
|--|-----|------|------------------------|----------------|-------------|
| <b>The First - SLAR Reserve</b>            |     |      |                        |                |             |
| 01/16/2023                                 |     |      |                        | Funds Transfer | -0.18       |
| Total The First - SLAR Reserve             |     |      |                        |                | -0.18       |
| <b>The First - RD Debt Service</b>         |     |      |                        |                |             |
| 01/16/2023                                 |     |      |                        | Funds Transfer | -1.25       |
| Total The First - RD Debt Service          |     |      |                        |                | -1.25       |
| <b>The First- Emergency Operations</b>     |     |      |                        |                |             |
| Total The First- Emergency Operations      |     |      |                        |                | No Activity |
| <b>The First - Customer Deposits</b>       |     |      |                        |                |             |
| 01/16/2023                                 |     |      |                        | Funds Transfer | 79.14       |
| Total The First - Customer Deposits        |     |      |                        |                | 79.14       |
| <b>The First - Bond &amp; Interest Fun</b> |     |      |                        |                |             |
| 01/16/2023                                 |     |      |                        | Funds Transfer | -1.17       |
| Total The First - Bond & Interest Fun      |     |      |                        |                | -1.17       |

  
Signature

\_\_\_\_\_  
Title

4B



*Nolan Pansano, Chairman*  
*Rosa Jackson, Secretary/Treasurer*  
*John Pavlovich, Commissioner*

*Cabrina Bell, Vice-Chairwoman*  
*Debra Sonnier, Commissioner*  
*Derek Cusick, Attorney*

**Treasurer's Report: December 2022**

*Approved: January 18, 2023*

|                                   | <i>Balance<br/>Beginning</i> | <i>Receipts</i>     | <i>Disbursements</i> | <i>Balance<br/>Ending</i> |
|-----------------------------------|------------------------------|---------------------|----------------------|---------------------------|
| Petty Cash                        | \$ 100.00                    |                     |                      | \$ 100.00                 |
| TF Operating Account              | 410,811.22                   | 35,015.80           | 36,969.10            | 408,857.92                |
| TF Bond & Interest Fund           | 27,421.12                    | 1.17                | 1.12                 | 27,421.17                 |
| TF Customer Deposit Account       | 20,221.63                    | 99.23               |                      | 20,320.86                 |
| TF Emergency Operations Fund      | 138,358.82                   | 5.88                |                      | 138,364.70                |
| TF Short Lived Asset Replacement  | 4,200.18                     | 0.18                | 0.17                 | 4,200.19                  |
| TF Rural Development Debt Service | 29,427.21                    | 1.25                | 1.21                 | 29,427.25                 |
| TF CD x7174                       | 102,738.57                   |                     |                      | 102,738.57                |
| CD ■ 5258                         | 102,440.48                   |                     |                      | 102,440.48                |
| CD ■ 5260                         | 102,440.48                   |                     |                      | 102,440.48                |
| TF CD x1284                       | 105,004.18                   |                     |                      | 105,004.18                |
| TF CD x1292                       | 105,004.18                   |                     |                      | 105,004.18                |
| TF CD x6309                       | 103,512.88                   |                     |                      | 103,512.88                |
| <b>Totals (All Accounts)</b>      | <b>\$ 1,251,680.95</b>       | <b>\$ 35,123.51</b> | <b>\$ 36,971.60</b>  | <b>\$ 1,249,832.86</b>    |

  
 Treasurer

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, December 21, 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 Necaie, CPA  
Zoe Bowers, Operator  
Scott Burge, Engineer

Chairman Pansano called the official meeting to order at 3:06 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:** Jackson

**Seconded:** Bell

**Ayes:** All

**Nays:** None

**Abstained:** None

**ANNOUNCEMENTS**

- Date of the next regular monthly meeting: January 18, 2023.
- Future board meetings will be held at 3 pm on the third Wednesday of every month.

**REQUEST TO SPEAK (Guest Presentation)**

None

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

**OLD BUSINESS**

**MOTION** to approve the fiscal year 2021 financial statement audit. Attachment 3A. **PASSED.**

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

**Discussion:** General manager update. Start date is expected to be January 18, 2023.

**Discussion:** Repair and redesign of the front window. The office is seeking more information and assistance from the BOS to pay for the reconstruction.

**NEW BUSINESS**

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

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

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

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

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

**Moved:** Sonnier

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

4c

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

**MOTION** to approve the November 2022 recess meeting minutes. (Attachment 4D). **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None

**OPERATOR'S REPORT**

None.

**ENGINEER'S REPORT**

**Discussion:** Draft agreement of the purchase of Oak Harbor being reviewed by BMA.

**Discussion:** DEQ is reviewing documents for the Outfall project and will make recommendations to U.S. Department of the Treasury on whether to approve.

**Discussion:** The PWSD Board needs to be mindful of funding for the Oak Harbor water improvements.

**Discussion:** Stennis Wastewater Treatment project appears to be moving forward. Stennis is planning to hook up with HCUA.

**CPA'S REPORT**

**Discussion:** Update on compliance issues with customers. The staff sent a letter to a customer who is using their well water and draining their sewage into our step tank without an active account.

**ATTORNEY'S REPORT**

**Discussion:** Plans to meet with the new General Manager to bring him up to date on compliance issues with customers.

**BOARD MEMBERS' REPORTS**

***Chairman Report***

None

***Other Board Member Reports***

None

**EXECUTIVE SESSION**

None.



4c

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

**ADJOURNMENT**

**MOTION** to adjourn the meeting at 3:57 PM. **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**Nays:** None

**Abstained:** None



Debra Sonnier, Secretary



Date

11:52 AM  
01/18/23  
Cash Basis

**Pearlington Water & Sewer District**  
**Profit & Loss Budget vs. Actual**  
**October through December 2022**

|                                | Oct - Dec 22      | Budget            | \$ Over Budget     | % of Budget       |
|--------------------------------|-------------------|-------------------|--------------------|-------------------|
| <b>Ordinary Income/Expense</b> |                   |                   |                    |                   |
| Income                         |                   |                   |                    |                   |
| Operating Revenues             | 102,865.36        | 469,600.00        | -366,734.64        | 21.9%             |
| <b>Total Income</b>            | <b>102,865.36</b> | <b>469,600.00</b> | <b>-366,734.64</b> | <b>21.9%</b>      |
| <b>Gross Profit</b>            | <b>102,865.36</b> | <b>469,600.00</b> | <b>-366,734.64</b> | <b>21.9%</b>      |
| Expense                        |                   |                   |                    |                   |
| Salary Budget Items            | 36,289.74         | 138,872.00        | -102,582.26        | 26.1%             |
| Utilities Budget Items         | 2,365.07          | 8,000.00          | -5,634.93          | 29.6%             |
| Insurance Expense              | 145.72            | 23,000.00         | -22,854.28         | 0.6%              |
| Office Budget Items            | 4,149.20          | 9,500.00          | -5,350.80          | 43.7%             |
| Repairs and Maintenance        | 21,681.63         | 60,000.00         | -38,318.37         | 36.1%             |
| Outside Services               | 0.00              | 14,000.00         | -14,000.00         | 0.0%              |
| Vehicle Expense                | 5,316.92          | 9,000.00          | -3,683.08          | 59.1%             |
| Water Quality Fee              | 1,605.00          | 2,000.00          | -395.00            | 80.3%             |
| Commissioner's Fees            | 1,596.00          | 6,300.00          | -4,704.00          | 25.3%             |
| Professional Fees              | 31,590.00         | 79,400.00         | -47,810.00         | 39.8%             |
| Water Purchase                 | 4,574.97          | 20,000.00         | -15,425.03         | 22.9%             |
| Sewer Treatment Costs          | 14,442.33         | 62,500.00         | -48,057.67         | 23.1%             |
| <b>Total Expense</b>           | <b>123,756.58</b> | <b>432,572.00</b> | <b>-308,815.42</b> | <b>28.6%</b>      |
| <b>Net Ordinary Income</b>     | <b>-20,891.22</b> | <b>37,028.00</b>  | <b>-57,919.22</b>  | <b>-56.4%</b>     |
| <b>Other Income/Expense</b>    |                   |                   |                    |                   |
| Other Income                   |                   |                   |                    |                   |
| Sales Tax Discount             | 3.42              | 0.00              | 3.42               | 100.0%            |
| Interest Income                | 79.52             | 1,000.00          | -920.48            | 8.0%              |
| <b>Total Other Income</b>      | <b>82.94</b>      | <b>1,000.00</b>   | <b>-917.06</b>     | <b>8.3%</b>       |
| Other Expense                  |                   |                   |                    |                   |
| Interest / Debt Service        | 6,855.00          | 28,000.00         | -21,145.00         | 24.5%             |
| Capital Expenditures           | 0.00              | 10,000.00         | -10,000.00         | 0.0%              |
| <b>Total Other Expense</b>     | <b>6,855.00</b>   | <b>38,000.00</b>  | <b>-31,145.00</b>  | <b>18.0%</b>      |
| <b>Net Other Income</b>        | <b>-6,772.06</b>  | <b>-37,000.00</b> | <b>30,227.94</b>   | <b>18.3%</b>      |
| <b>Net Income</b>              | <b>-27,663.28</b> | <b>28.00</b>      | <b>-27,691.28</b>  | <b>-98,797.4%</b> |