

PEARLINGTON WATER & SEWER DISTRICT

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

FEBRUARY 21, 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: March 20, 2024
 - 1E Election of Officers
2. **Request to Speak & Guest Presentation (3 minutes each)**
 - 2A None
3. **Old Business**
 - 3A None
4. **New Business**
 - 4A **MOTION** to approve the February 2024 Docket of Claims. Attachment 4A
 - 4B **MOTION** to approve the January 2023 Treasurer's Report. Attachment 4B
 - 4C **MOTION** to approve the minutes of the December Regular Meeting. Attachment 4C
 - 4D **MOTION** to approve the minutes of the January Regular Meeting. Attachment 4D
 - 4E **MOTION** to approve the following leak adjustments.
 - Acct. 7410 – \$196.98
 - Acct. 189 – \$102.82
5. **Administrator's Report**
 - 5A Discussion: Attachment 5A
6. **Engineer's Report**
 - 6A Discussion: Engineer Report. Attachment 6A
7. **Business Report**
 - 7A Discussion: Budget vs Actual. Attachment 7A
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
As of February 21, 2024

4A

Date	Num	Name	Memo	Paid Amount
The First - Operating Account (PREPAID OFF DOCKET)				
02/14/2024	ACH	The First Bank	Funds Transfer	-99.01
01/26/2024	ACH	Employees	Net Payroll	-5,000.13
01/24/2024	ACH	MS Department of Employment Security	Unemployment Taxes	-83.17
02/02/2024	ACH	AFLAC	Supplemental	-165.09
02/02/2024	ACH	AFLAC	Supplemental	-165.09
02/09/2024	ACH	Employees	Net Payroll	-4,426.82
02/19/2024	ACH	MS Dept of Revenue	Sales Tax	-55.84
01/22/2024	ACH	RUS Rural Development	Debt Services Payment	-2,285.00
02/13/2024	ACH	EFTPS	64-0893412 QB Tracking # 344095406	-2,518.62
02/01/2024	ACH	MS Dept of Revenue	1061-2052 QB Tracking # 344361406	-294.00
The First - Operating Account (FOR APPROVAL)				
02/21/2024	5250	Point One Strategies LLC	Professional Consulting Services	-4,166.66
02/21/2024	5251	Nolan Pansano	January Board Meeting and recessed meeting.	-168.00
02/21/2024	5252	Cabrina Bell	January Board Meeting and recessed Meeting	-168.00
02/21/2024	5253	Rosa Jackson	January Board Meeting and recessed Meeting	-168.00
02/21/2024	5254	Debra Sonnier	January Board meeting and recessed meeting	-168.00
02/21/2024	5255	John Pavlovich	January Board Meeting and recessed Meeting	-168.00
02/21/2024	5256	B.E.A.R.	Pumps, control breakers SJ cord	-3,149.75
02/21/2024	5257	B & J Pit Stop	Oil Change for Ford	-62.11
02/21/2024	5258	Canon Solutions America	Maintenance and usage	-44.89
02/21/2024	5259	Necaise & Company, PLLC	Accounting Services	-116.70
02/21/2024	5260	Hancock County Utility Authority	Water Service	-2,595.20
02/21/2024	5261	Hancock County Utility Authority	Plant Fee	-6,638.87
02/21/2024	5262	NAPA	Dome light for Chevy	-44.59
02/21/2024	5263	Mediacom	Bill from 2/9/24 through 3/8/24	-199.88
02/21/2024	5264	Necaise & Company, PLLC	Accounting Fees	-3,208.40
02/21/2024	5265	ZB Services, LLC	January Monthly Fees	-2,160.00
02/21/2024	5266	C Spire	Period billing 1/5/24 - 2/4/24	-165.98
02/21/2024	5267	Derek Cusick	Retainer Fee	-787.50
02/21/2024	5268	The Policy Center	Bond Renewal for Zoe Bowers	-132.00
02/21/2024	5269	Wise WiFi Inc	Internet Service	-135.00
02/21/2024	5270	Consolidated Pipe & Supply Co.,Inc	Coupling Barrel locks	-737.88
02/21/2024	5271	AnSer	Base Rate February 14 to March 12 2024	-415.00
02/21/2024	5272	Brown, Mitchell & Alexander, Inc	General Engineering Services	-314.00
02/21/2024	5273	U S Postal Service	6 rolls post card stamps and 1 roll regular stamps	-372.00
02/21/2024	5274	Card Services UMB	Fuel for Vehicles phones	-750.76
Total The First - Operating Account				-51,556.89
The First - SLAR Reserve				
02/14/2024			Funds Transfer	-0.18
Total The First - SLAR Reserve				-0.18
The First - RD Debt Service				
02/14/2024			Funds Transfer	-1.25
Total The First - RD Debt Service				-1.25
The First- Emergency Operations				
Total The First- Emergency Operations				0.00
The First - Customer Deposits				
Total The First - Customer Deposits				0.00
The First - Bond & Interest Fun				
02/14/2024			Funds Transfer	-1.16

Pearlington Water & Sewer District
Docket of Claims
As of February 21, 2024

4/A

Date	Num	Name	Memo	Paid Amount
Total The First - Bond & Interest Fun				-1.16
TOTAL				<u>-51,559.48</u>

Signature, Title

Date

Administrator Board Report

Pearlington Water & Sewer District

Date 2/22/2024

Customers Report

- [REDACTED] St - no power, can't turn on until power is restored. -- DC Non Comp
- [REDACTED] Drive- Sent compliance letter -- DC Non Comp
- [REDACTED] Rd- door hanger call office -- DC Non comp
- [REDACTED] 604 - still pending waiting on MDOT.
- [REDACTED] St - a shed not a house no water or sewer
- [REDACTED] Drive - Late bill not paid, disconnected. -- Notice

Vehicles Report

- We are trying to get a truck donated.
- I contacted Coast Electric to find out if they would like to donate us a truck. He said it would be May before they would have any available. He will keep my number and give me a call.
- Ty contacted the Port, they possibly have a truck, to donate, but its red, we told them we'll take it..
- The County does not have a truck they can donate at this time.

Equipment Report

- None

Hydrant Maintenance

- None

Billing Update

- No payment plans at this time.
- 81 customers are late and must be paid by March 4 or they will be disconnected.
- 4 active customers have been disconnected, See above.

Field Report

- We've ordered 9 pumps since January 1st @ \$420.00 each.

PEARLINGTON WATER AND SEWER DISTRICT

ENGINEERING STATUS REPORT

FEBRUARY 21, 2024

WESTERN WWTF OUTFALL RELOCATION PROJECT

- Substantial Completion of the project was issued on February 15, 2024, with list of items to be completed.
- Final completion date for project is March 15, 2024

STENNIS WASTEWATER CONVEYANCE PROJECT

- Final design of project is nearing completion.
- 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 March 2024.

OAK HARBOR ACQUISITION

- Utility Services has completed the process of selling other utility systems. They and the HCUA attorney should now be proceeding on the sell of Oak Harbor.
- It appears that they will be transferring the Oak Harbor system, at no cost.

2:02 PM
02/21/24
Cash Basis

7A

Pearlington Water & Sewer District Profit & Loss Budget vs. Actual October 2023 through January 2024

	Oct '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenues	147,131.46	440,000.00	-292,868.54	33.4%
Total Income	147,131.46	440,000.00	-292,868.54	33.4%
Gross Profit	147,131.46	440,000.00	-292,868.54	33.4%
Expense				
Salary Budget Items	57,439.30	273,806.00	-216,366.70	21.0%
Utilities Budget Items	4,438.75	9,000.00	-4,561.25	49.3%
Insurance Expense	-135.23	23,000.00	-23,135.23	-0.6%
Office Budget Items	7,532.50	9,500.00	-1,967.50	79.3%
Repairs and Maintenance	21,958.91	85,000.00	-63,041.09	25.8%
Outside Services	4,435.14	14,000.00	-9,564.86	31.7%
Vehicle Expense	5,126.40	9,000.00	-3,873.60	57.0%
Water Quality Fee	2,107.28	2,000.00	107.28	105.4%
Commissioner's Fees	2,352.00	6,300.00	-3,948.00	37.3%
Professional Fees	29,975.00	79,400.00	-49,425.00	37.8%
Water Purchase	5,600.63	19,500.00	-13,899.37	28.7%
Sewer Treatment Costs	22,350.00	59,000.00	-36,650.00	37.9%
Total Expense	163,180.68	589,506.00	-426,325.32	27.7%
Net Ordinary Income	-16,049.22	-149,506.00	133,456.78	10.7%
Other Income/Expense				
Other Income				
Sales Tax Discount	4.15	0.00	4.15	100.0%
Other Income	0.00	0.00	0.00	0.0%
Interest Income	1,130.51	1,000.00	130.51	113.1%
Total Other Income	1,134.66	1,000.00	134.66	113.5%
Other Expense				
Interest / Debt Service	9,140.00	28,000.00	-18,860.00	32.6%
Capital Expenditures	1,160.00	10,000.00	-8,840.00	11.6%
Total Other Expense	10,300.00	38,000.00	-27,700.00	27.1%
Net Other Income	-9,165.34	-37,000.00	27,834.66	24.8%
Net Income	-25,214.56	-186,506.00	161,291.44	13.5%

4c

**PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES
December 2023**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, December 20, 2023, 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
Scott Burge, Engineer

Zoe Bowers, Operator

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 and/or amended. Attachment 1C. **PASSED**

Moved: Pavlovich

Seconded: Sonnier

Ayes: All

Nays: None

Abstained: None

ANNOUNCEMENTS

Date of the next regular scheduled meeting is January 17, 2024 at 3pm.

REQUEST TO SPEAK (Guest Presentation)

NONE

OLD BUSINESS

NONE

**PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES
December 2023**

NEW BUSINESS

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

Moved: Bell

Seconded: Pavlovich

Ayes: All

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

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

MOTION to approve the revised Organization Chart, Appendix 5.2 of the Policy and Procedures Manual. Attachment 4C. **PASSED.**

Moved: Sonnier

Seconded: Pavlovich

Ayes: All

OPERATOR'S REPORT

NONE

ENGINEER'S REPORT

Discussion: West Outfall Project Status.

- Contractor has installed approximately 3.9 miles of the 5 miles (78%) of force main pipe. The installation is complete on White's and Whipple Roads and is currently proceeding along Logtown Road.
- Directional boring of the 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 at 81%. Contract elapsed time is at 71%. Expecting substantial completion around the end of January.

Discussion: Oak Harbor Acquisition Status.

- Utility Services is in the process of selling other utility systems. Once they finalized this other sell, which is anticipated by the end of the year, then they will focus on the sale of Oak Harbor.

Discussion: Stennis Wastewater Conveyance Project.

- Preliminary design of force main is complete.
- Preliminary design of 2 pump stations is nearing completion.

40

**PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES
December 2023**

- Property acquisition of 2 pump station sites expected soon.
- Equipment purchase for standby generators is currently out for bid.
- Project is expected to be ready to advertise for bid in early 2024.

BUSINESS REPORT

Discussion: Sole Source Truck Purchase.

- Requesting approval to purchase a sole source truck (used) not to exceed 20,000.

MOTION to authorize Ty to expend up to 20,000 towards the purchase of a used truck. Sole sourced purchase pursuant to purchasing laws.

Moved: Bell

Seconded: Pavlovich

Ayes: All

Discussion: Compliance Update.

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

Discussion: Administrator Position.

- I will begin training in January 2024.

ATTORNEY'S REPORT

Discussion: Grant Funds

- Attorney Cusick met with a lobbyist from Jackson, Mississippi and will be getting more information on the grant funding for the Oak Harbor Project.

BOARD MEMBERS' REPORTS

Chairman Report

Discussion: Oak Harbor

- Pansano attended the HCUA meeting about Oak Harbor and he recommended attorney Cusick contact the HCUA attorney.

Other Board Member Reports

Discussion: [REDACTED] Settlement Status

- [REDACTED] paid her settlement fee in full in the amount of \$800 and her account is paid up and is in good standing.

EXECUTIVE SESSION

4c

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MONTHLY MEETING MINUTES
December 2023

- None

ADJOURNMENT

MOTION to adjourn the meeting at 3:50 PM. **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Debra Sonnier, Secretary

Date

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, January 17, 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 Necaise, CPA
Scott Burge, Engineer

Absent:

Zoe Bowers

Chairman Pansano called the official meeting to order at 3:01pm. 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 and/or amended. Attachment 1C. **PASSED**

Moved: Sonnier

Seconded: Pavlovich

Ayes: All

ANNOUNCEMENTS

Date of next regular board meeting is February 21, 2024.

REQUEST TO SPEAK (Guest Presentation)

Trey Bobinger, Lobbyist (via Telephone)

- Board appointed Ty Necaise and Derek Cusick to speak with lobbyist regarding funding for the district to determine pricing and term of service.

OLD BUSINESS

NONE

NEW BUSINESS

MOTION to approve the January 2024 Docket of Claims. Attachment 4A. **PASSED.**

4D

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

Moved: Bell
Seconded: Jackson
Ayes: All

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

Moved: Bell
Seconded: Pavlovich
Ayes: All

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

Moved: Bell
Seconded: Pavlovich
Ayes: All

MOTION to approve the minutes of the November Recess Meeting. Attachment 4D. **PASSED.**

Moved: Pavlovich
Seconded: Bell
Ayes: All

ADMINISTRATOR'S REPORT

Discussion: Employee Evaluations

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

Discussion: Customer's Report

- [REDACTED] St. is contacting the charities to get back up and running.
- [REDACTED] Rd. is having pipes under her house fixed to get turned back on.
- [REDACTED] Ave. has been turned on, so now we need to schedule Billy to crush his septic tank.
- [REDACTED] 604 is waiting on permit from MDOT, due to having to bore under the road.

Discussion: Vehicle Report

- Ford is having fan on radiator fixed at Hunt's Automotive.

Discussion: Equipment Report

- The Vac trailer is in the shop at Strickland's Equipment in Picayune and is being fixed due to the gasket around the door needing to be replaced and needing regular maintenance done.

Discussion: Hydrant Maintenance

- We have 285 fire hydrants. Each tech will get 95 fire hydrants to maintain and that includes the end of line and AR's. Will need to weed eat and spray.

40

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

ENGINEER'S REPORT

Discussion: Western WWTF Outfall Relocation Project

- The 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.
- The value of the total contract work completed is 82%. Contract elapsed time is 76%. Expecting substantial completion around the end of January.

Discussion: 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.

Discussion: 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 sale of Oak Harbor.
- It appears that they will be transferring the Oak Harbor system, at no cost.

BUSINESS REPORT

MOTION to approve the amended budget. The amendment is needed to remove the general manager position from the budget and to add pay increases for employees. **PASSED.**

Moved: Jackson

Seconded: Bell

Ayes: All

Discussion: Employee Evaluations

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

Discussion: Tank Decommission

- We have several tanks that have not been decommissioned. Need to discuss with the board on what they want to do.

Discussion: Training for Administrator

- Training has started on the minutes.
- We have started a hydrant maintenance plan.
- New inventory procedures are underway.

4D

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

ATTORNEY'S REPORT

NONE

BOARD MEMBERS' REPORTS

Discussion: Chairman Report

- NONE

Discussion: Other Board Member Reports

- Discussed the need for a lobbyist. No action was taken.

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/employee evaluations. **PASSED**

Moved: Sonnier

Seconded: Pavlovich

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: Pavlovich

Seconded: Jackson

Ayes: All

MOTION to approve the following pay increases. **PASSED**

- C. Wilkinson – 16%
- R. Dupont -- 14%
- R. Pack -- 2%
- J. Hanson -- 1%

4D

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

- J. Marshall -- 2%

Moved: Jackson

Seconded: Pavlovich

Ayes: All

ADJOURNMENT

MOTION to recess the meeting @ 4:59pm until January 24, 2024 @ 3:30 pm via teleconference. **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Debra Sonnier, Secretary

Date