

PEARLINGTON WATER & SEWER DISTRICT

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

MARCH 20, 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: April 17, 2024
2. **Request to Speak & Guest Presentation (3 minutes each)**
 - 2A None
3. **Old Business**
 - 3A None
4. **New Business**
 - 4A **MOTION** to approve the March 2024 Docket of Claims. Attachment 4A
 - 4B **MOTION** to approve the February 2023 Treasurer's Report. Attachment 4B
 - 4C **MOTION** to approve the minutes of the February 2024 Meeting. Attachment 4C
 - 4D **MOTION** to approve the following leak adjustments.
Acct. 178 – \$61.63
5. **Administrator's Report**
 - 5A Report: Attachment 5A
6. **Engineer's Report**
 - 6A Report: Attachment 6A
7. **Business Report**
 - 7A Report: 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 March 20, 2024

4A

Date	Num	Name	Memo	Paid Amount
The First - Operating Account				
03/19/2024	ACH	PWSD	Funds Transfer	-199.07
03/19/2024	ACH	Employees	Net Payroll	-5,041.13
03/19/2024	ACH	Employees	Net Payroll	-5,346.17
03/19/2024	ACH	MS Dept of Revenue	Sales Tax	-48.82
03/12/2024	ACH	EFTPS	Federal Withholding	-2,419.64
03/08/2024	ACH	MS Dept of Revenue	State Withholding	-278.00
The First - Operating Account (FOR APPROVAL)				
03/18/2024	5275	Cash	Recharge Petty Cash	-51.10
03/18/2024	5276	Card Services UMB	Fuel, Phones, Internet Service	-728.48
03/20/2024	5277	C Spire	Billing period February 05, 2024 - March 04, 2024	-170.98
03/20/2024	5278	B & J Pit Stop	Oil change for Chevy	-67.45
03/20/2024	5279	Nolan Pansano	February Board Meeting	-84.00
03/20/2024	5280	Cabrina Bell	February Board meeting	-84.00
03/20/2024	5281	Rosa Jackson	February Board meeting	-84.00
03/20/2024	5282	Debra Sonnier	February Board Meeting	-84.00
03/20/2024	5283	John Pavlovich	February Board meeting	-84.00
03/20/2024	5284	B.E.A.R.	Pumps, float wire, electrical wire	-5,285.98
03/20/2024	5285	Canon Solutions America	Maintenance and usage	-51.40
03/20/2024	5286	Hancock County Utility Authority	Plant Fee	-4,958.51
03/20/2024	5287	Hancock County Utility Authority	Water Service	-1,905.29
03/20/2024	5288	Hubbards Waveland Hardware	Field Supplies	-266.05
03/20/2024	5289	Mediacom	Bill from 3/08/24 through 4/08/24	-199.88
03/20/2024	5290	Necaise & Company, PLLC	Accounting Fees	-1,645.00
03/20/2024	5291	ZB Services, LLC	February Monthly Fees	-2,160.00
03/20/2024	5292	Point One Strategies LLC	Professional Consulting Services	-2,083.33
03/20/2024	5293	FLI LLC	Sand and sandy clay	-220.00
03/20/2024	5294	Derek Cusick	Retainer Fee	-750.00
03/20/2024	5295	The Policy Center	Bond renewal for Renee Dupont	-175.00
03/20/2024	5296	AnSer	Base rate March 13 to April 9, 2024	-205.52
03/20/2024	5297	The Policy Center	24/25 Commerical Package Policy	-20,748.00
03/20/2024	5298	U S Postal Service	5 rolls of post card stamps	-265.00
03/20/2024	5299	Brown, Mitchell & Alexander, Inc	General Engineering Service	-314.00
03/20/2024	5300	Wise WiFi Inc	Internet Service and Cameras	-170.00
Total The First - Operating Account				-66,561.10
The First - SLAR Reserve				
03/12/2024			Funds Transfer	-0.16
Total The First - SLAR Reserve				-0.16
The First - RD Debt Service				
03/12/2024			Funds Transfer	-1.17
Total The First - RD Debt Service				-1.17
The First- Emergency Operations				
Total The First- Emergency Operations				No Activity
The First - Customer Deposits				

Pearlington Water & Sewer District
Docket of Claims

4A

As of March 20, 2024

Date	Num	Name	Memo	Paid Amount
Total The First - Customer Deposits			No Activity	
The First - Bond & Interest Fun				
03/12/2024			Funds Transfer	-1.09
Total The First - Bond & Interest Fun				-1.09
TOTAL				-66,563.52

APPROVED

BY: _____ DATE: _____

4B

Pearlington Water & Sewer District
Treasurer Report
As of February 29, 2024

	Feb 29, 24	Jan 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
The First - Operating Account	313,656.48	318,418.08	-4,761.60	-1.5%
The First - SLAR Reserve	4,200.16	4,200.18	-0.02	0.0%
The First - RD Debt Service	29,427.17	29,427.25	-0.08	0.0%
The First- Emergency Operations	138,545.28	138,539.78	5.50	0.0%
The First - Customer Deposits	23,480.93	23,380.99	99.94	0.4%
The First - Bond & Interest Fun	27,421.09	27,421.16	-0.07	0.0%
HWB CD x5258	104,801.82	104,801.82	0.00	0.0%
HWB CD x5260	104,801.82	104,801.82	0.00	0.0%
HWB CD x9629	106,632.54	106,632.54	0.00	0.0%
HWB CD x9630	106,632.54	106,632.54	0.00	0.0%
HWB CD x2113	107,761.09	107,761.09	0.00	0.0%
HWB CD x0004	106,901.55	105,531.02	1,370.53	1.3%
Total Checking/Savings	1,174,262.47	-1,177,548.27	-3,285.80	-0.3%
Total Current Assets	1,174,262.47	1,177,548.27	-3,285.80	-0.3%
TOTAL ASSETS	1,174,262.47	1,177,548.27	-3,285.80	-0.3%
LIABILITIES & EQUITY				
	0.00	0.00	0.00	0.0%

APPROVED

BY: _____ DATE: _____

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
February 2024**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, February 21, 2024, 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
Carolyn Wilkinson, Administrator

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: Pansano

Seconded: Bell

Ayes: All

ANNOUNCEMENTS

Date of next regular board meeting is March 20, 2024.

ELECTION OF OFFICERS

MOTION to renominate and keep the current officers on the Board of Commissioners. **PASSED.**

Moved: Pavlovich

Seconded: Jackson

Ayes: All

4c

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
February 2024**

REQUEST TO SPEAK (Guest Presentation)

David Pitalo, HCUA

- Great River bought all utility service entities except Oak Harbor.
- Heather is still negotiating; but they are waiting on an appraisal.
- HCUA has to update the project on the water well and for water lines.

OLD BUSINESS

NONE

NEW BUSINESS

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

Moved: Pansano

Seconded: Pavlovich

Ayes: All

MOTION to approve the January 2024 Treasurer's Report. Attachment 4B. **PASSED.**

Moved: Pansano

Seconded: Pavlovich

Ayes: All

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

Moved: Pansano

Seconded: Pavlovich

Ayes: All

MOTION to approve the minutes of the January Regular Meeting. Attachment 4D. **PASSED.**

Moved: Pansano

Seconded: Pavlovich

Ayes: All

MOTION to approve the following leak adjustments:

- Acct.# 7410-\$196.98
- Acct.# 189-\$102.82

Moved: Pavlovich

Seconded: Bell

Ayes: All

4c

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
February 2024**

ADMINISTRATOR'S REPORT

Discussion: Customer's Report

- [REDACTED] St. – No power, can't turn on until power is restored.
- [REDACTED] Dr. – Sent out a compliance letter.
- [REDACTED] Rd. – Left door hanger to call the office.
- [REDACTED] 604 – Still pending waiting on MDOT.
- [REDACTED] St. – A shed is being built, not a house, no water or sewer.
- [REDACTED] Dr. – Disconnected for non-payment.

Discussion: Vehicle Report

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

Discussion: Billing Update

- No payment plans at this time.
- 81 Customers are late and must be paid by March 4, 2023, or they will be disconnected.
- 4 Active customers have been disconnected as stated in customer's report.

Discussion: Field Report

- We have ordered 9 pumps since January 1, 2024 @ 420.00 each.

ENGINEER'S REPORT

Discussion: Western WWTF Outfall Relocation Project

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

Discussion: 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 early 2024.

Discussion: Oak Harbor Acquisition

- Utility Services is in 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.

4c

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
February 2024**

BUSINESS REPORT

Discussion: Budget vs Actual

- The District has a deficit, year to date, of \$25,214.56. A budget amendment will be required in the next month or two.
- The process of raising rates will also resume in the next few months.

ATTORNEY'S REPORT

NONE

BOARD MEMBERS' REPORTS

Discussion: Chairman Report

NONE

Discussion: Other Board Member Reports

- The Board requested that Field Techs move and replace broken concrete cylinders that are in the ditch. These cylinders are used to protect critical valves on the system.

EXECUTIVE SESSION

NONE

ADJOURNMENT

MOTION to adjourn the meeting @ 3:57pm. **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Debra Sonnier, Secretary

Date

Administrator Board Report

Pearlington Water & Sewer District

Date 3/20/2024

5A

Customers Report

- [REDACTED] st - no power, can't turn on until power is restored. Final Letter
- [REDACTED] Drive- Sent compliance letter. House is vacant
- [REDACTED] Rd- door hanger call office. Final Letter
- [REDACTED] 604 - still pending waiting on MDOT.
- [REDACTED] Drive – Bill not paid. Disconnected

Vehicles Report

- None

Equipment Report

- None

Hydrant Maintenance

- None

Billing Update

- No payment plans at this time.
- 4 active customers have been disconnected, See above.

Field Report

- Working on concrete cylinder valves on Whites Rd
- Checking end of lines and valves and releasing a build up gas that forms from grease and junk in the line.
- Weedeating Riverside, Gin, White's Rd, Jenness Rd, and Hwy 90.
- We've ordered 18 pumps since January 1st @ \$420.00 each.

6A

PEARLINGTON WATER AND SEWER DISTRICT
ENGINEERING STATUS REPORT
MARCH 20, 2024

WESTERN WWTF OUTFALL RELOCATION PROJECT

- Final Completion Inspection of the project being performed today with MDEQ.
- Final documentation submitted to MDEQ for close out of project through the RESTORE Act funding.

STENNIS WASTEWATER CONVEYANCE PROJECT

- Project is now being advertised for bids.

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.

7A

2:11 PM

03/20/24

Cash Basis

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

	Oct '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenues	185,989.38	440,000.00	-254,010.62	42.3%
Total Income	185,989.38	440,000.00	-254,010.62	42.3%
Gross Profit	185,989.38	440,000.00	-254,010.62	42.3%
Expense				
Salary Budget Items	70,050.62	273,806.00	-203,755.38	25.6%
Utilities Budget Items	5,673.06	9,000.00	-3,326.94	63.0%
Insurance Expense	84.81	23,000.00	-22,915.19	0.4%
Office Budget Items	8,121.71	9,500.00	-1,378.29	85.5%
Repairs and Maintenance	25,846.54	85,000.00	-59,153.46	30.4%
Outside Services	8,915.80	14,000.00	-5,084.20	63.7%
Vehicle Expense	5,650.81	9,000.00	-3,349.19	62.8%
Water Quality Fee	2,107.28	2,000.00	107.28	105.4%
Commissioner's Fees	3,192.00	6,300.00	-3,108.00	50.7%
Professional Fees	36,247.60	79,400.00	-43,152.40	45.7%
Water Purchase	8,195.83	19,500.00	-11,304.17	42.0%
Sewer Treatment Costs	28,988.87	59,000.00	-30,011.13	49.1%
Total Expense	203,074.93	589,506.00	-386,431.07	34.4%
Net Ordinary Income	-17,085.55	-149,506.00	132,420.45	11.4%
Other Income/Expense				
Other Income				
Sales Tax Discount	5.15	0.00	5.15	100.0%
Other Income	0.00	0.00	0.00	0.0%
Interest Income	2,523.15	1,000.00	1,523.15	252.3%
Total Other Income	2,528.30	1,000.00	1,528.30	252.8%
Other Expense				
Interest / Debt Service	11,425.00	28,000.00	-16,575.00	40.8%
Capital Expenditures	1,160.00	10,000.00	-8,840.00	11.6%
Total Other Expense	12,585.00	38,000.00	-25,415.00	33.1%
Net Other Income	-10,056.70	-37,000.00	26,943.30	27.2%
Net Income	-27,142.25	-186,506.00	159,363.75	14.6%