

PEARLINGTON WATER & SEWER DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
JUNE 19, 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: July 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 June 2024 Docket of Claims. Attachment 4A
 - 4B **MOTION** to approve the June 2024 Payroll Docket. Attachment 4B
 - 4C **MOTION** to approve the April 2024 Treasurer's Report. Attachment 4C
 - 4D **MOTION** to approve the Minutes of the April 2024 Meeting. Attachment 4D
 - 4E **MOTION** to approve the following pool adjustment:
 - Acct # 544 - \$21.29 (sewer only)
 - Acct # 394 - \$26.76 (sewer only)
 - Acct # 004 - \$11.14 (sewer only)
5. **Administrator's Report**
 - 5A Report: Attachment 5A
6. **Engineer's Report**
 - 6A Report: Attachment 6A
7. **Business Report**
 - 7A Report: 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.

1:30 PM
06/19/24

Pearlington Water & Sewer District
Docket of Claims
As of June 19, 2024

4A

Date	Num	Name	Memo	Paid Amount
The First - Operating Account				
05/17/2024	ach	Mississippi Department of Human Services	620862061	-184.63
05/17/2024	ach	Mississippi Department of Human Services	618810887	-208.63
05/31/2024	ach	Mississippi Department of Human Services	620862061	-184.63
05/17/2024	Ach	MS Dept of Revenue		-50.86
05/31/2024	Ach	Mississippi Department of Human Services	618810887	-208.63
06/14/2024	Ach	Mississippi Department of Human Services	620862061	-184.63
06/14/2024	Ach	Mississippi Department of Human Services	618810887	-208.63
06/03/2024	Ach	AFLAC		-63.93
05/20/2024	Draft	RUS Rural Developement		-2,285.00
06/13/2024	E-pay	EFTPS	64-0893412 QB Tracking # -892663186	-4,257.78
06/10/2024	E-pay	MS Dept of Revenue	1061-2052 QB Tracking # -892434186	-503.00
06/19/2024	5360	ZB Services, LLC	May Monthly Fees	-2,160.00
06/19/2024	5361	B.E.A.R.	Pumps and Floats	-1,512.00
06/19/2024	5362	Lowes	Field Supplies	-1,291.77
06/19/2024	5363	Nolan Pansano	Board Meeting May 15, 2024	-84.00
06/19/2024	5364	Cabrina Bell	Board meeting May 15, 2024	-84.00
06/19/2024	5365	Rosa Jackson	Board Meeting May 15, 2024	-84.00
06/19/2024	5366	Debra Sonnier	Board Meeting May 15, 2024	-84.00
06/19/2024	5367	John Pavlovich	Board Meeting May 15, 2024	-84.00
06/19/2024	5368	Strickland's Equipment Repair	Choke Cable on Vac Trailer, Hydraulic Hose	-558.00
06/19/2024	5369	Wise WiFi Inc	Internet Service	-135.00
06/19/2024	5370	NAPA	Side View Mirror	-123.84
06/19/2024	5371	Canon Solutions America	Maintenance and usage	-69.52
06/19/2024	5372	Consolidated Pipe & Supply Co., Inc	Field Supplies	-381.00
06/19/2024	5373	Hubbards Waveland Hardware	Fields Supplies	-79.75
06/19/2024	5374	Ditch Witch Mid South	Keys for Back Hoe	-39.03
06/19/2024	5375	Hancock County Utility Authority	Water Service	-2,028.12
06/19/2024	5376	Hancock County Utility Authority	Plant Fee	-6,251.84
06/19/2024	5377	Mediacom	Bill from 6/9/24 through 7/8/24	-199.69
06/19/2024	5378	Necaise & Company, PLLC	Accounting Fees	-1,600.00
06/19/2024	5379	Point One Strategies LLC	Professional Consulting Services	-2,083.33
06/19/2024	5380	ABC Rental	Trencher Rental	-228.41
06/19/2024	5381	C Spire	Billing Period May 5, 2024 to June 4, 2024	-184.78
06/19/2024	5382	USA Blue Book	Rain Jacket	-43.95
06/19/2024	5383	AnSer	Bass Rate June 5 to July 2, 2024	-200.00
06/19/2024	5384	Derek Cusick	Retainer Fee	-1,687.50
06/19/2024	5385	Brown, Mitchell & Alexander, Inc	General Engineering Services	-1,853.50
06/19/2024	5386	Hunt's Automotive	Replaced Shift Cables for Chevy Truck	-485.00
06/19/2024	5387	FLI LLC	Load of Fill Dirt	-125.00
06/19/2024	5388	U S Postal Service	6 rolls @ \$.53 each	-318.00
06/19/2024	5389	Anne Courtney	Customer Deposit Refund	-40.00
06/19/2024	5390	Card Services UMB	Credit Card	-3,186.06
06/19/2024	5391	Cash	Recharge Petty Cash	-13.21

Total The First - Operating Account

-35,638.65

The First - SLAR Reserve

Total The First - SLAR Reserve

The First - RD Debt Service

Total The First - RD Debt Service

The First- Emergency Operations

Total The First- Emergency Operations

The First - Customer Deposits

Total The First - Customer Deposits

The First - Bond & Interest Fun

Total The First - Bond & Interest Fun

APPROVED

BY: _____ DATE: _____

TOTAL

-35,638.65

1:32 PM
06/19/24

4B

Pearlington Water & Sewer District
Payroll Docket
May 16 through June 19, 2024

May 16 - Jun 19, 24

Employee Wages, Taxes and Adjustments

Gross Pay	671.73
Holiday Pay	16,976.14
Hourly	336.09
Overtime (x1.5)	239.07
Sick Leave	426.50
Vacation Time	363.55
Insurance Reimbursement	
Total Gross Pay	19,013.08
Deductions from Gross Pay	
Pre-AFLAC	-248.53
Total Deductions from Gross Pay	-248.53
Adjusted Gross Pay	18,764.55
Taxes Withheld	
Federal Withholding	-1,250.00
Medicare Employee	-272.09
Social Security Employee	-1,163.40
MS - Withholding	-474.00
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-3,159.49
Deductions from Net Pay	
Insurance Correction	-156.23
MSDHS Garnishment #1	-553.89
MSDHS Garnishment #2	-625.89
Post- AFLAC	-205.35
Total Deductions from Net Pay	-1,541.36
Net Pay	14,063.70
Employer Taxes and Contributions	
Medicare Company	272.09
Social Security Company	1,163.40
MS - Unemployment Company	132.75
AFLAC-Dental/Vision	110.02
AFLAC-Supplemental	381.51
MS - Training Contribution	0.00
Total Employer Taxes and Contributions	2,059.77

APPROVED

BY: _____ DATE: _____

4c

Pearlington Water & Sewer District
Treasurer Report
As of May 31, 2024

	May 31, 24	Apr 30, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
The First - Operating Account	258,054.87	282,711.56	-24,656.69	-8.7%
The First - SLAR Reserve	4,200.19	4,200.17	0.02	0.0%
The First - RD Debt Service	29,427.33	29,427.21	0.12	0.0%
The First- Emergency Operations	138,563.12	138,556.86	6.26	0.0%
The First - Customer Deposits	24,381.10	24,380.99	0.11	0.0%
The First - Bond & Interest Fun	27,421.24	27,421.13	0.11	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	107,690.30	107,690.30	0.00	0.0%
HWB CD x9630	107,690.30	107,690.30	0.00	0.0%
HWB CD x2113	107,761.09	107,761.09	0.00	0.0%
HWB CD x0004	106,901.55	106,901.55	0.00	0.0%
Total Checking/Savings	1,121,694.73	1,146,344.80	-24,650.07	-2.2%
Total Current Assets	1,121,694.73	1,146,344.80	-24,650.07	-2.2%
TOTAL ASSETS	1,121,694.73	1,146,344.80	-24,650.07	-2.2%
LIABILITIES & EQUITY	0.00	0.00	0.00	0.0%

APPROVED

BY: _____ DATE: _____

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, May 15, 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 3:00pm. 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 and/or amended. Attachment 1C. **PASSED**

Moved: Sonnier

Seconded: Pavlovich

Ayes: All

ANNOUNCEMENTS

The date of the next regular board meeting is June 19, 2024, at 3:00 pm.

REQUEST TO SPEAK (Guest Presentation)

David Pitalo, HCUA – Oak Harbor discussion. The transfer of the system has been submitted to PSC for approval. We will be provided with a list of customers that we must notify. An RFQ has been published regarding the collection system upgrades. Request that PWSD fund the interconnection between the Oak Harbor system and our system.

Trey Bobinger, Funding Update – Mr. Bobinger called into the meeting. He updated the Board on his efforts to procure funding for the well upgrade. PWSD was awarded \$500,000 from the state for well upgrades.

4c

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

OLD BUSINESS

Discussion: Pump replacement charges to the customer.

- The Board did not act on this item. The policy will remain as it is currently written. The increased repair cost will be considered while studying the need for a rate increase.

Discussion: Pump out charges to the customer.

- The Board did not act on this item. The current policy covers damage incurred from customers and the charges associated with pumping out tanks.

NEW BUSINESS

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

Moved: Jackson

Seconded: Pavlovich

Ayes: All

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

Moved: Bell

Seconded: Pavlovich

Ayes: All

MOTION to approve the minutes of the April 2024 Meeting. Attachment 4C. **PASSED.**

Moved: Pansano

Seconded: Bell

Ayes: All

Discussion: 2023 Annual Drinking Water Report from Health Department.

- Scott Burge presented the annual drinking water report. No action was taken as a result of this discussion.

ADMINISTRATOR'S REPORT

Discussion: Customer's Report

- [REDACTED] St. – Final Letter sent out.
- [REDACTED] Dr. – Final Letter sent out. Home owner living in the home.
- [REDACTED] Rd. – Put a door hanger for home owner to call the office. Sent out a final letter.
- [REDACTED] 604 – Still pending, waiting on MDOT.
- [REDACTED] Dr. – Monitoring home.

Discussion: Vehicle Report

- NONE

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

Discussion: Field Report

- Working on concrete cylinder valves on White's Rd.
- Techs continue to check the end of lines and valves to release gas that forms from grease and junk in the line.
- Weed eating update was provided.

Discussion: Equipment Report

- Checked with Jimmie Ladner about a truck for Pearlington Water and Sewer District. He is checking and will get back with me.
- Found out there is a website Fastenal.com that has trucks for sale.

Discussion: Hydrant Maintenance

- NONE

Discussion: Billing Update

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

ENGINEER'S REPORT

Discussion: Western WWTF Outfall Relocation Project

- Final Documentation submitted to MDEQ for close out of project through the RESTORE ACT Funding.

Discussion: Stennis Wastewater Conveyance Project

- Construction contract has been awarded to DNA Underground in the amount of approximately \$6.3 million.

Discussion: Oak Harbor Acquisition

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

Discussion: Oak Harbor Sewer Improvement Project

- Hancock County Utility Authority has advertised for Request for Qualifications for engineering services for the project.

Discussion: Oak Harbor Water Improvement Project

- The Mississippi Legislature has appropriated \$500,000 through Senate Bill 2465 for improvements/interconnection of the Oak Harbor water well.

BUSINESS REPORT

Discussion: Budget vs Actual

- An updated budget report will be presented at the next board meeting. An amendment will be needed in the next month or two.

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

Discussion: Working with Lobbyist

- Mr. Bobinger did an outstanding job with the Oak Harbor procurement. He was a pleasure to work with during the legislative session.

Discussion: Compliance Issues

- We thought we had traction on the two noncompliance customers that are set to be turned over to Justice Court, but our efforts proved null. Justice Court proceedings will continue in the coming days.

Discussion: Vehicle Donation

- The Hancock County Port has offered a Ford SUV to PWSD. I have notified them that we will accept the vehicle. It will be brought to the Board for approval once we receive it.

ATTORNEY'S REPORT

Discussion: Justice Court

- Mr. Cusick will work with the Operator to sign affidavits against the noncompliant customers.

BOARD MEMBERS' REPORTS

Discussion: Chairman Report

- NONE

Discussion: Other Board Member Reports

- NONE

EXECUTIVE SESSION

- NONE

ADJOURNMENT

MOTION to adjourn the meeting @ 4:43pm. **PASSED.**

Moved: Pavlovich

Seconded: Bell

Ayes: All

Debra Sonnier, Secretary

Date

Administrator Board Report

Pearlington Water & Sewer District

Date 6/19/24

Customers Report

- [REDACTED] st - Final Letter- Turned over to Justice Court.
- [REDACTED] Rd- door hanger call office. Final Letter – Turned over to Justice Court.
- [REDACTED] 604 – Alternate route for install. Boring is very expensive on Hwy 604.

Vehicles Report

- Chevy sent to shop 6/11/24 the shifting rod broke. Fixed and back in service.
- Coast Electric says trucks will be sold in July.

Equipment Report

- Vac Trailer back in shop with hydraulic lines leaking- due to age and heat.

Hydrant Maintenance

- Maintenance on Valves and weedeated 130 Hydrants.

Billing Update

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

Field Report

- Locating water/sewer valves.

Memorandum

To: David Pitalo, HANCUA
Carolyn Wilkinson, Administrator- Pearlinton Water & Sewer District (PWSD)

From: Dax Alexander, P.E. *DAX*

RE: Oak Harbor Water & Sewer System Acquisition & Improvements
Pearlington, Mississippi

Date: June 19, 2024

Please accept this as an update to the overall status of the Oak Harbor System acquisition and an initial step at planning for future improvements.

Our intention with this memorandum is to identify steps for various improvements and outline our understanding of the logical responsibilities of each party. This information is not intended to "assign" responsibilities between HANCUA and PWSD.

Oak Harbor Water & Sewer Franchise/System Acquisition

1. The agreement for franchise acquisition has been executed between Utility Services (grantor) and HANCUA (grantee), and
2. The agreement is subject to Public Service Commission (PSC) approval. HANCUA is in the process of submitting to PSC for approval. We anticipate 2 months after receipt of information for PSC review and approval before the franchises can be titled to HANCUA.

General System Transfer & Coordination Tasks

1. The following will need to be transferred to HANCUA upon approval of the franchise transfer approval by the PSC:
 - a. Due diligence inspections with Utility Services, including obtaining previous inspection reports (MDEQ/DOH) and DMR'S
 - b. Water Withdrawal (well) Permit (MDEQ),
 - c. NPDES Discharge Permit (MDEQ),
 - d. Transfer power bills (CEPA), and
 - e. General operational Transition including customer billing information to PWSD, operations manuals, records and keys to HANCUA.

Upon transfer approval by the PSC, improvements to the sewer and water systems can occur.

Improvements and plans include:

Sewer System Improvements

HANCUA has received a GOMESA grant for system acquisition and improvements to the sewer system. Sewer system modifications and improvements are planned to include the decommissioning of the Sewer Treatment Plant, abandonment of the existing sewer collection system and construction of a new low

LA

pressure sewer collection system that would direct sewer to existing Pearlington sewer collection mains and ultimately the Western WWTF for treatment and discharge. The available funding is anticipated to include the entire project.

Upcoming steps include:

1. Selection of Consulting Engineer and enter into agreement for services,
2. Engineering Service Tasks should Include:
 - a. Overall Sewer and Water System Analysis,
 - b. Development of Sewer System modifications and improvement plans & specifications,
 - c. Obtain approvals for modifications and improvements,
 - d. Assist with bidding and award of a construction contract,
 - e. Provide construction engineering and project closeout.
3. During the period of engineering and construction, the existing Oak Harbor Sewer collection and treatment plant system will be operated by PWSD.
4. After construction and acceptance of the low-pressure sewer system, ownership and operations will be by PWSD.

Water System Improvements

Currently, PWSD has limited funding for water system improvements.

We anticipate Water Improvements to occur in three (3) general phases, unless more significant funding or financing becomes available:

Phase 1 – System Interconnection between Oak Harbor and Pearlington

1. BMA has prepared plans and specifications for this work on behalf of HANCUA. Construction Costs are estimated at \$125,000, and with a contingency, we recommend a budget of \$135,000 for this project. The project includes a pressure reducing valve (PRV) and connection at the intersection of Florida Ave. and Daytona Drive North.
2. Plans for this project are subject to review and approval by MDOH, upon transfer of the franchise to HANCUA.
3. We understand that these improvements will be constructed through HANCUA's Unit Price Contract with reimbursement by PWSD.
4. This project needs to be completed prior to other Oak Harbor water system improvements as it will allow for the existing PWSD system to provide water to Oak Harbor.

Phase 2 – Well Improvements

Well improvements would include well pumping capacity and pressure improvements; elevation of well pump, new electrical, control and chlorine equipment on a platform above the 100-year flood elevation; a 12" water main to connect Oak Harbor Well to Phase 1 Improvement at the intersection of Florida Ave. and Daytona Drive North as noted above, and elimination of the existing hydropneumatics storage tank. Ideally, this project would result in a well capacity of 500 to 700 gpm, (possibly greater) with pressures to integrate into the existing well and elevated tank. At this point, the Oak Harbor well would be a true backup to the existing Pearlington well.

It is anticipated that the PWSD funding will be used for a portion of or all of this project.

Phase 3 – New Water Distribution

6A

The existing Oak Harbor Water distribution system consists of old, small diameter sized pipes, which are not adequate to provide fire protection. The water system is in need of complete replacement to provide adequate fire protection, as well as reliable service to customers. It would be desirable at the same time as replacement of the sewer system. This would allow completion of all construction activities at the same time, which would lessen the overall costs and disruption to the residents.

It is estimated that additional funding of approximately \$2.5 million is needed to replace the water system, if performed at the same time as the GOMESA sewer replacement project. If replacement of the water system is performed as a separate project, after the sewer project, the cost would significantly increase.

During the interim period of engineering and construction of Phases 1 and 2, PSWD will operate the well, storage tank, and water distribution system. After the completion of Phase 2 as noted above, HANCUA will operate the well and PSWD will operate the distribution system.

TASKS

PWSD Business Report

- ☐ Budget Amendment
Proposed changes attached.
- ☐ Vehicle Donation
The Hancock County Port has not surplused the SUV, we're still waiting.
- ☐ Compliance Issues
Nothing new.
- ☐ Working with Lobbyist
Nothing new.

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

FY2024 (Amended 6/19/24)

	<i>Current</i> <i>Budget</i>	<i>Adjustments</i>	<i>Amended</i> <i>Budget</i>	
Water & Sewer Charges	435,000	-	435,000	(1)
Late Charges	5,000	-	5,000	
Transfer in from Prior Year Surplus	116,467	2,314	118,781	
<i>Total Income</i>	<u>450,000</u>	<u>2,314</u>	<u>558,781</u>	
Operating Expenses				
Personnel Costs:				
Wages	169,701	-	169,701	(2)
Overtime	4,000	-	4,000	
Medical Reimbursements	8,880	-	8,880	
Retirement	-	-	-	
Utilities	9,000	2,000	11,000	
Insurance	23,000	-	23,000	
Office Expense	9,500	1,500	11,000	
Repairs & Maintenance	85,000	(20,000)	65,000	(3)
Outside Services	14,000	20,000	34,000	
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	
<i>Total Expenses</i>	<u>417,935</u>	<u>3,500</u>	<u>501,781</u>	
 <i>Cash Inflows from Operations</i>	 <u>32,065</u>	 <u>(1,186)</u>	 <u>57,000</u>	
 <i>Other Income:</i>				
Interest Income	1,000	-	1,000	
<i>Capital & Debt Expenditures:</i>				
Equipment Purchase	30,000	-	30,000	(5)
RUS Debt Payments	28,000	-	28,000	
Design & Engineering	-	-	-	
<i>Total Nonoperating Spending</i>	<u>33,000</u>	<u>-</u>	<u>58,000</u>	
Surplus/(Deficit)	<u>65</u>	<u>(1,186)</u>	<u>0</u>	