

PEARLINGTON WATER & SEWER DISTRICT
REGULAR MEETING OF THE BOARD OF COMMISSIONERS
OCTOBER 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: November 15, 2023, at 3 pm
2. **Request to Speak & Guest Presentation (3 minutes each)**
 - 2A Harvey Hood (chlorine)
 - 2B Jilean Dennee (installation)
 - 2C James Baldree (leak)
3. **Old Business**

NONE
4. **New Business**
 - 4A **MOTION** to approve the October 2023 Docket of Claims. Attachment 4A
 - 4B **MOTION** to approve the September 2023 Treasurer's Report. Attachment 4B
 - 4C **MOTION** to approve the September 2023 regular meeting minutes. Attachment 4C
 - 4D **MOTION** to approve the August 2023 special meeting. Attachment 4D
 - 4E **MOTION** to approve the September 2023 recess meeting. Attachment 4E
5. **Operator's Report**
 - 5A Discussion: Operator Report.
6. **Engineer's Report**
 - 6A Discussion: Engineer Report. Attachment 6A
7. **Business Report**
 - 7A Discussion: Business Report
 - 7B Discussion: Compliance Update
8. **Attorney's Report**
 - 8A Discussion: Update

9. **Board Members' Reports**

9A Chairman Report

9B Other Board Member Reports

10. **Executive Session**

NONE

11. **Adjournment**

11A **MOTION** to recess the meeting at _____ PM.

Pearlington Water & Sewer District
Docket of Claims
As of October 18, 2023

4A

Date	Num	Name	Memo	Paid Amount
The First - Operating Account (PREPAID OFF DOCKET)				
10/18/2023		PWSD	Funds Transfer	-99.04
10/06/2023		Employees	Net Payroll	-4,300.28
10/01/2023		Employees	Net Payroll	-3,890.87
10/10/2023	E-pay	EFTPS	Federal Payroll Taxes	-2,119.70
10/03/2023	E-pay	MS Dept of Revenue	State Payroll Taxes	-250.00
The First - Operating Account (PAYMENTS FOR APPROVAL)				
10/17/2023	5136	Cash	Recharge Petty Cash	-15.37
10/18/2023	5137	Southern Printing and Silkscreening	logo for shirts	-58.86
10/18/2023	5138	Harris	PEA30	-2,958.78
10/18/2023	5139	Ochsner Clinic	Drug Screen	-50.00
10/18/2023	5140	USA Blue Book	Rain Bib Overalls	-84.56
10/18/2023	5141	Cabrina Bell	September regular Board Meeting and Budget Meeting	-168.00
10/18/2023	5142	Rosa Jackson	September regular Board Meeting and Budget Meeting	-168.00
10/18/2023	5143	Debra Sonnier	September regular Board Meeting and Budget Meeting	-168.00
10/18/2023	5144	John Pavlovich	September regular Board Meeting and Budget Meeting	-168.00
10/18/2023	5145	Wise WiFi Inc	Internet Service Camera	-115.00
10/18/2023	5146	Necaise & Company, PLLC	Accounting Service Workers Comp Audit	-75.00
10/18/2023	5147	Canon Solutions America	Copier Maintenance	-44.51
10/18/2023	5148	B.E.A.R.	Pumps and Cord	-1,909.25
10/18/2023	5149	Harris	PEA30	-367.58
10/18/2023	5150	AnSer	Base Rate September 27 to October 24	-284.14
10/18/2023	5151	Hubbards Waveland Hardware	Field Supplies	-438.87
10/18/2023	5152	Hancock County Utility Authority	Plant Fee	-4,259.19
10/18/2023	5153	Hancock County Utility Authority	Water Service	-2,023.80
10/18/2023	5154	NAPA	Vehicle Expense	-8.49
10/18/2023	5155	Mediacom	Bill from 10/9/23 through 11/08/23	-180.00
10/18/2023	5156	ZB Services, LLC	September Monthly Fee	-2,160.00
10/18/2023	5157	Necaise & Company, PLLC	Accounting service and Server fees	-1,900.00
10/18/2023	5158	Derek Cusick	Retainer fee	-2,100.00
10/18/2023	5159	Consolidated Pipe & Supply Co.,Inc	Field Supplies	-86.00
10/18/2023	5160	C Spire	Billing September 5 - October 6, 2023	-138.42
10/18/2023	5161	Brown, Mitchell & Alexander, Inc	Gemera; Engineering (AGR2119)	-314.00
10/18/2023	5162	U S Postal Service	5 rolls post card stamps @\$0.51 each	-255.00
10/18/2023	5163	Card Services UMB	Fuel,telephones	-1,589.91
Total The First - Operating Account				-40,939.77



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

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

Treasurer's Report: September 2023

Approved: October 18, 2023

	<i>Balance Beginning</i>	<i>Receipts</i>	<i>Disbursements</i>	<i>Balance Ending</i>
Petty Cash	\$ 100.00	\$ -	\$ -	\$ 100.00
TF Operating Account	362,012.81	39,593.15	51,368.14	350,237.82
TF Bond & Interest Fund	27,421.16	1.17	1.16	27,421.17
TF Customer Deposit Account	22,460.96	400.00	-	22,860.96
TF Emergency Operations Fund	138,410.76	5.88	-	138,416.64
TF Short Lived Asset Replacement	4,200.18	0.17	0.18	4,200.17
TF Rural Development Debt Service	29,427.25	2.50	2.50	29,427.25
HWB CD x0004	102,789.95	-	-	102,789.95
HWB CD x5258	102,440.48	2,340.20	-	104,780.68
HWB CD x5260	102,440.48	2,340.20	-	104,780.68
HWB CD x9629	105,030.43	-	-	105,030.43
HWB CD x9630	105,030.43	-	-	105,030.43
HWB CD x2113	103,512.88	-	-	103,512.88
Totals (All Accounts)	\$ 1,205,277.77	\$ 44,683.27	\$ 51,371.98	\$ 1,198,589.06

Treasurer

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, September 20, 2023, in the Pearlington Recovery Center.

In Attendance:

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

Absent:

Nolan Pansano, Chairman

Vice Chairman Bell called the official meeting to order at 3:03pm. 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: Jackson

Seconded: Pavlovich

Ayes: All

REQUEST TO SPEAK (Guest Presentation)

NONE

OLD BUSINESS

NONE

NEW BUSINESS

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

Moved: Pavlovich

Seconded: Sonnier

Ayes: All

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

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

Moved: Pavlovich

Seconded: Sonnier

Ayes: All

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

Moved: Pavlovich

Seconded: Jackson

Ayes: All

MOTION to approve the following pool adjustments: **PASSED.**

Acct. No. 265 – sewer only \$85.70

Acct. No. 448 – sewer only \$14.30

Moved: Bell

Seconded: Pavlovich

Ayes: All

OPERATOR'S REPORT

Discussion: High Water Loss

- The District still has a high-water loss for the third month in a row. The field staff is searching for the leaks. Zoe plans to call Rural Water Association for assistance.

ENGINEER'S REPORT

Discussion: West Outfall Project Status

- The Contractor has installed approximately 1 mile of the 5 miles (20%) of force main pipe. Value of the total contract work completed is 10%.

Discussion: Oak Harbor Acquisition Status

- 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.

Discussion: Stennis Project

- The preliminary design of force main and pump stations is nearing completion. Right-of-entry for 2 pump station parcels has been obtained in order to proceed with surveying, environmental review and soil borings, followed by acquisition of the sites. Project is expected to be ready to bid in early 2024.

4c

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

BUSINESS REPORT

Discussion: Budget Report

- The District is over budget by an aggregated amount of \$52,560. This is approximately \$6,988 over budget. A budget discussion will take place during an upcoming recess meeting.

Discussion: Compliance Update

- Payment in full was received on the Hosty account. They are working to get into compliance on the system.

ATTORNEY'S REPORT

Discussion: HCUA Update

- Mr. Cusick attended the HCUA meeting. Actions of note were, the Board voted unanimously to approve the Bay St. Louis well.

BOARD MEMBERS' REPORTS

Discussion: Chairman Report

- None

Discussion: Other Board Member Reports

- None

EXECUTIVE SESSION

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

Moved: Sonnier

Seconded: Pavlovich

Ayes: All

MOTION to enter executive session to discuss personnel matters pursuant to 25-41-7(4)a, job performance. **PASSED**

Moved: Sonnier

Seconded: Pavlovich

Ayes: All

MOTION to exit executive session. **PASSED**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

4c

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

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

Moved: Bell

Seconded: Jackson

Ayes: All

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

RECESS

MOTION to recess the meeting at 4:51 pm until September 26, at 2 pm. **PASSED.**

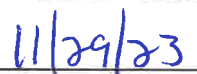
Moved: Jackson

Seconded: Sonnier

Ayes: All



Debra Sonnier, Secretary



Date

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
August 30, 2023**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, August 30, 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
Scott Burge, Engineer

Absent:

Ty Necaise, CPA

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

Nays: None

Abstained: None

NEW BUSINESS

MOTION to authorize the Operator, Zoe Bowers, to hire a field technician, to be interviewed by Zoe and either Ty or a board member. **PASSED.**

Moved: Jackson

Seconded: Pavlovich

Ayes: All

Nays: None

Abstained: None

Discussion: HCUA and the City of Bay St. Louis' new water well.

- No action was taken as a result of this discussion.

Tabled: FY2024 Budget Discussion.

PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
August 30, 2023

ADJOURNMENT

MOTION to adjourn the meeting at 4:00 pm. **PASSED.**

Moved: Bell


Seconded: Pavlovich

Ayes: All

Nays: None



Debra Sonnier, Secretary



Date

**PEARLINGTON WATER & SEWER DISTRICT
MINUTES OF THE RECESS MEETING OF THE BOARD OF COMMISSIONERS
September 26, 2023**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, September 26, 2023, in the Pearlington Recovery Center.

In Attendance:

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

Absent:

Nolan Pansano, Chairman

Vice Chairman Bell 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

TABLED BUSINESS

Discussion: The FY2024 fiscal year budget was presented.

MOTION to approve the FY2024 budget as presented. Attachment 2A. **PASSED.**

Moved: Pavlovich

Seconded: Jackson

Ayes: All

Nays: None

Abstained: None

ADJOURNMENT

MOTION to adjourn the meeting at 3:28 pm. **PASSED.**

Moved: Jackson

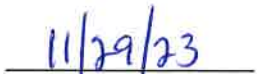
Seconded: Pavlovich

Ayes: All

Nays: None



Debra Sonnier, Secretary



Date

PEARLINGTON WATER AND SEWER DISTRICT
ENGINEERING STATUS REPORT
OCTOBER 18, 2023

WESTERN WWTF OUTFALL RELOCATION PROJECT

- Contractor has installed approximately 2 miles of the 5 miles (40%) of force main pipe. Installation is complete on White's Road and is currently proceeding along Whipple Road.
- Boring contractor will be directional boring outfall into the Pearl River this week.
- Value of the total contract work completed is 23%.

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 are scheduled in the next few weeks.
- Project is expected to be ready to 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 is anticipated by the end of the year, they will focus on the sell of Oak Harbor.
- It appears that they will be transferring the Oak Harbor system, at no cost.

7A

2:11 PM
10/18/23
Cash Basis

Pearlington Water & Sewer District
Profit & Loss Budget vs. Actual
October 2022 through September 2023

	Oct '22 - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenues	443,020.39	424,000.00	19,020.39	104.5%
Total Income	443,020.39	424,000.00	19,020.39	104.5%
Gross Profit	443,020.39	424,000.00	19,020.39	104.5%
Expense				
Salary Budget Items	137,633.33	138,872.00	-1,238.67	99.1%
Utilities Budget Items	8,337.95	8,000.00	337.95	104.2%
Insurance Expense	21,998.57	23,000.00	-1,001.43	95.6%
Office Budget Items	15,003.24	9,500.00	5,503.24	157.9%
Repairs and Maintenance	90,580.55	60,000.00	30,580.55	151.0%
Outside Services	24,272.13	14,000.00	10,272.13	173.4%
Vehicle Expense	18,677.99	9,000.00	9,677.99	207.5%
Water Quality Fee	3,210.00	2,000.00	1,210.00	160.5%
Commissioner's Fees	5,628.00	6,300.00	-672.00	89.3%
Professional Fees	77,132.68	79,400.00	-2,267.32	97.1%
Water Purchase	19,354.19	20,000.00	-645.81	96.8%
Sewer Treatment Costs	58,789.22	62,500.00	-3,710.78	94.1%
Total Expense	480,617.85	432,572.00	48,045.85	111.1%
Net Ordinary Income	-37,597.46	-8,572.00	-29,025.46	438.6%
Other Income/Expense				
Other Income				
Sales Tax Discount	13.19	0.00	13.19	100.0%
Other Income	4,247.19	0.00	4,247.19	100.0%
Interest Income	5,040.57	1,000.00	4,040.57	504.1%
Total Other Income	9,300.95	1,000.00	8,300.95	930.1%
Other Expense				
Interest / Debt Service	27,420.00	28,000.00	-580.00	97.9%
Capital Expenditures	6,948.22	10,000.00	-3,051.78	69.5%
Total Other Expense	34,368.22	38,000.00	-3,631.78	90.4%
Net Other Income	-25,067.27	-37,000.00	11,932.73	67.7%
Net Income	-62,664.73	-45,572.00	-17,092.73	137.5%