

**PEARLINGTON WATER & SEWER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**NOVEMBER 20, 2024**

**AGENDA**

1. **Call to Order, Pledge of Allegiance and Moment of Silence**

- 1A Roll Call. Commissioners Must Sign Sheet. Attachment 1A
- 1B Amendments to Agenda
- 1C **MOTION** to accept agenda as presented and/or amended.
- 1D Announcements:
  - Date of the next regularly scheduled meeting: December 18, 2024 at 3 PM

2. **Requests to Speak (3 minutes each)**

- ✓2A Please sign up to speak before the Board. Attachment 2A
- 2B Supervisor Donald Graham
- ✓2C County Administrator Jimmie Ladner

3. **Old Business**

- 3A Discussion: Status of Rate Increase

4. **New Business**

- ✓4A **MOTION** to approve the November 2024 Docket of Claims. Attachment 4A
- ✓4B **MOTION** to approve the November 2024 Payroll Docket. Attachment 4B
- ✓4C **MOTION** to approve the October 2024 Treasurer's Report. Attachment 4C
- ✓4D **MOTION** to approve the August 2024 regular meeting minutes. Attachment 4D
- ✓4E **MOTION** to approve the September 2024 regular meeting minutes. Attachment 4E
- ✓4F **MOTION** to approve the October 3, 2024 special meeting minutes. Attachment 4F
- ✓4G **MOTION** to approve the October 2024 regular meeting minutes. Attachment 4G
- ✓4H **MOTION** to approve the updated Organizational Chart. Attachment 4H
- ✓4I **MOTION** to add the GM and VC Pavlovich as check signers, and to remove Commissioner Pansano as a check signer.
- ✓4J Discussion: Christmas Party for employees.

5. **General Manager's Report**

- 5A Discussion/Report
- ✓5B **MOTION** to authorize the General Manager to seek proposals for new operator services.
- ✓5C **MOTION** to authorize the General Manager to advertise for Office Clerk position.
- ✓5D **MOTION** to approve 2025 Official Holidays. Attachment 5D.

6. **Engineer's Report**

- 6A Discussion/Report

7. **Business Report**

7A Discussion/Report

✓7B **MOTION** to authorize the CPA to obtain a new procurement card for the GM.

✓7C **MOTION** to authorize Mr. Pansano to sign the MOU with the state, regarding Oak Harbor funding. Attachment 7C.

8. **Attorney's Report**

✓8A Discussion/Report

9. **Board Members' Reports**

9A Chairman Report

9B Other Board Member Reports

10. **Executive Session**

10A **MOTION** to enter closed session to discuss the need for an executive session.

11. **Adjournment**

11A **MOTION** to adjourn the meeting at \_\_\_\_\_ PM.

4A

1:49 PM

11/20/24

## Pearlington Water &amp; Sewer District

## Docket of Claims

As of November 20, 2024

Date	Num	Name	Memo	Paid Amount
<b>The First - Operating Account</b>				
10/18/2024	Ach	MS Dept of Revenue	MS State Sales Tax	-49.20
11/18/2024	Ach	MS Dept of Revenue	MS State Sales Tax	-50.73
11/18/2024	Ach	US Bank	Credit Card Balance Due	-261.07
10/21/2024	Draft	RUS Rural Developement	Debt service payment	-2,285.00
10/30/2024	5522	Don Penton	Refund New Installation for Sewer	-4,550.00
11/19/2024	5523	Cash	Recharge Petty Cash	-46.55
11/20/2024	5524	USA Blue Book	Sample bottles	-336.56
11/20/2024	5525	NAPA	Lights for Chevy Truck	-150.97
11/20/2024	5526	Wise WiFi Inc	Internet Services	-135.00
11/20/2024	5527	AnSer	Base rate October 23 to November 19, 2024	-220.00
11/20/2024	5528	Lowe's	Field Supplies	-1,220.80
11/20/2024	5529	The Policy Center	Renew Bond for Rosa Jackson	-132.00
11/20/2024	5530	Point One Strategies LLC	Professional Consulting Services	-2,083.33
11/20/2024	5531	RG3	Annual Subscription fee, 1" Brass Bottom Tesla	-1,856.84
11/20/2024	5532	S and L Office Supplies	Copier Paper	-48.00
11/20/2024	5533	ZB Services, LLC	October Monthly Fees	-2,160.00
11/20/2024	5534	B & J Pit Stop	Oil change C?hevy ruck	-67.45
11/20/2024	5535	U S Postal Service	6 rolls of post card stamps and 1 reg stamps	-409.00
11/20/2024	5536	Hunt's Automotive	Repair gate on trailer	-75.00
11/20/2024	5537	Bay Motor Winding	Floats, Float Wire, Pumps Panels	-5,249.32
11/20/2024	5538	Canon Solutions America	Copier Maintenance	-51.79
11/20/2024	5539	Consolidated Pipe & Supply Co.,Inc	Field Supplies	-180.06
11/20/2024	5540	FLI LLC	install for S-tank for 4091 Riverside on 10/29	-2,300.00
11/20/2024	5541	Hubbards Waveland Hardware	Field Supplies	-479.76
11/20/2024	5542	Hancock County Utility Authority	plant fee	-6,586.25
11/20/2024	5543	Hancock County Utility Authority	Water Service	-2,121.81
11/20/2024	5544	Derek Cusick	Retainer Fee	-1,912.50
11/20/2024	5545	Mediacom	Bill from 11/09/24 thru 12/08/24	-308.08
11/20/2024	5546	Necaise & Company, PLLC	Accounting fees	-2,125.00
11/20/2024	5547	Davds's Lawn & Chainsaw	Pump Repair, oil change	-67.00
11/20/2024	5548	Kirk's Wheel & Tire Pros LLC	Repair tire for Chevy Truck	-21.20
11/20/2024	5549	Brown, Mitchell & Alexander, Inc	General Engineering	-942.00
11/20/2024	5550	C Spire	Billing period October 5, 2024 - November 4, 20...	-176.04
11/20/2024	5551	Nolan Pansano	Board Meeting October and November	-168.00
11/20/2024	5552	Cabrina Bell	Board Meeting October and November Special	-168.00
11/20/2024	5553	Rosa Jackson	Board meeting October and November Special	-168.00
11/20/2024	5554	John Pavlovich	Board meeting October and November Special	-168.00
11/20/2024	5555	ABC Rental	Trencher and Hammer Drill	-260.74
11/20/2024	5556	Card Services UMB	Internet, phones	-281.60
Total The First - Operating Account				-39,872.65
<b>The First - SLAR Reserve</b>				
Total The First - SLAR Reserve				
<b>The First - RD Debt Service</b>				
Total The First - RD Debt Service				
<b>The First- Emergency Operations</b>				
Total The First- Emergency Operations				
<b>The First - Customer Deposits</b>				
Total The First - Customer Deposits				
<b>The First - Bond &amp; Interest Fun</b>				
Total The First - Bond & Interest Fun				
<b>TOTAL</b>				<b>-39,872.65</b>

1:53 PM

11/20/24

4-B

**Pearlington Water & Sewer District**  
**Payroll Docket**  
 October 17 through November 20, 2024

	<u>Oct 17 - Nov 20, 24</u>
<b>Employee Wages, Taxes and Adjustments</b>	
Gross Pay	
Funeral Leave	285.60
Hourly	13,245.58
Overtime (x1.5)	357.32
Sick Leave	122.19
Vacation Time	869.72
Insurance Reimbursement	640.00
Total Gross Pay	15,520.41
Deductions from Gross Pay	-101.94
Adjusted Gross Pay	15,418.47
Taxes Withheld	
Federal Withholding	-900.00
Medicare Employee	-223.58
Social Security Employee	-955.94
MS - Withholding	-380.00
Medicare Employee Addl Tax	0.00
Total Taxes Withheld	-2,459.52
Deductions from Net Pay	-1,920.24
Net Pay	<u>11,038.71</u>
<b>Employer Taxes and Contributions</b>	
Federal Unemployment	2.85
Medicare Company	223.58
Social Security Company	955.94
MS - Unemployment Company	4.75
AFLAC-Dental/Vision	69.90
AFLAC-Supplemental	206.10
MS - Training Contribution	0.00
Total Employer Taxes and Contributions	<u>1,463.12</u>

4-C

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

	Oct 31, 24	Sep 30, 24	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
The First - Operating Account	177,005.47	186,447.52	-9,442.05	-5.1%
The First - SLAR Reserve	4,200.18	4,200.16	0.02	0.0%
The First - RD Debt Service	29,427.25	29,427.12	0.13	0.0%
The First- Emergency Operations	138,591.79	138,585.90	5.89	0.0%
The First - Customer Deposits	25,181.07	25,180.96	0.11	0.0%
The First - Bond & Interest Fun	27,421.16	27,421.05	0.11	0.0%
HWB CD x5258	107,702.11	107,702.11	0.00	0.0%
HWB CD x5260	107,702.11	107,702.11	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%
<b>Total Checking/Savings</b>	<b>1,047,274.38</b>	<b>1,056,710.17</b>	<b>-9,435.79</b>	<b>-0.9%</b>
<b>Total Current Assets</b>	<b>1,047,274.38</b>	<b>1,056,710.17</b>	<b>-9,435.79</b>	<b>-0.9%</b>
<b>TOTAL ASSETS</b>	<b>1,047,274.38</b>	<b>1,056,710.17</b>	<b>-9,435.79</b>	<b>-0.9%</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, August 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 3:02 pm. 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:** Pavlovich

**Seconded:** Sonnier

**Ayes:** All

**ANNOUNCEMENTS**

The date of the next regular board meeting is September 18, 2024, at 3:00 pm.

**REQUEST TO SPEAK (Guest Presentation)**

David Pitalo. Mr. Pitalo gave an update on Oak Harbor. We are still awaiting approval from PSC before the attorneys proceed to a closing. Pearlington will have to pay for the operations of the system while the improvements are underway.

**OLD BUSINESS**

NONE

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

**NEW BUSINESS**

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

**Moved:** Bell  
**Seconded:** Pavlovich  
**Ayes:** All

**MOTION** to approve the August 2024 Payroll Docket. Attachment 4B. **PASSED.**

**Moved:** Bell  
**Seconded:** Pavlovich  
**Ayes:** All

**MOTION** to approve the July 2024 Treasurer's Report. Attachment 4C. **PASSED.**

**Moved:** Pavlovich  
**Seconded:** Sonnier  
**Ayes:** All

**MOTION** to approve the Minutes of the July 2024 Meeting. Attachment 4D. **PASSED.**

**Moved:** Pansano  
**Seconded:** Pavlovich  
**Ayes:** All

**MOTION** to approve the following pool adjustment. **PASSED.**  
Acct.# 4941 - \$34.38 (Sewer Only)

**Moved:** Bell  
**Seconded:** Pavlovich  
**Ayes:** All

**MOTION** to approve the following leak adjustment. **PASSED.**  
Acct.# 220 - \$164.30

**Moved:** Bell  
**Seconded:** Pavlovich  
**Ayes:** All

**ADMINISTRATOR'S REPORT**

**Discussion:** Customer's Report

- [REDACTED] 604 – Alternate route for install due to the boring being very expensive on Hwy 604. Waiting for Neil Schafer with Compton to send us the map pages before we can dig the water line.

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

- 15058 9<sup>th</sup> Street – Turned off for nonpayment. Enforcement proceeding will begin soon.

**Discussion: Field Report**

- Locating water & sewer valves.
- Repaired broken water line on 9<sup>th</sup> Ave.

**Discussion: Hydrant Maintenance**

- Maintenance on valves and weedeated 118 hydrants.

**Discussion: Billing Update**

- No payment plans at this time.
- 1 customer has been disconnected, See above.

**ENGINEER'S REPORT**

**Discussion: Oak Harbor Update**

- Filed with PSC to start inspections and due diligence.

**Discussion: Outfall Project**

- Closed out with DEQ

**BUSINESS REPORT**

**Discussion: Rate Discussion**

- The Board discussed the options for a rate increase and what amount should be advertised for the Public Hearing. The Board decided to advertise a flat rate increase so that families may better budget their monthly expenses and so all residents are helping to support the District.

**MOTION:** To advertise a 'Revised Rates' Public Hearing to be held on September 18, 2024, at 3 PM to discuss raising the rates as follows; \$10 for water and \$10 for sewer services. The hearing should be advertised so residents are encouraged to join. **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**Discussion: Vehicle Purchase**

- We have called every government entity and Coast Electric multiple times requesting a truck donation. Unfortunately, it doesn't appear that this will happen. All trucks that we can legally purchase for around \$20,000 appear to be high mileage. In addition, we may run into procurement issues as to whether or not the truck qualifies as a 'sole source' or 'emergency' purchase. We received quotes from four (4) dealerships about a new Dodge work truck. The administration recommends the Board approve the purchase of a new truck for \$39,375.



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

**MOTION:** To authorize the purchase of a 2024/2025 Dodge pickup truck from Champion Dodge for \$39,375 as it was lower than state contract pricing and additional quotes received. Further, to authorize Ms. Carolyn Wilkinson to execute necessary documents (including resolutions to purchase) on behalf of the Pearlinton Water & Sewer District and to authorize Chairman Pansano and Treasurer Rosa Jackson to sign the check for payment to Champion Dodge. **PASSED.**

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**ATTORNEY'S REPORT**

**Discussion:** No new updates from Justice Court.

**BOARD MEMBERS' REPORTS**

NONE

**EXECUTIVE SESSION**

NONE

**ADJOURNMENT**

**MOTION** to adjourn the meeting @ 4:21pm. **PASSED.**

**Moved:** Pavlovich

**Seconded:** Sonnier

**Ayes:** All

---

Debra Sonnier, Secretary

---

Date

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, September 18, 2024, in the Pearlington Recovery Center.

**In Attendance:**

Nolan Pansano, Chairman  
Cabrina Bell, Vice Chairman  
Rosa Jackson, Treasurer  
John Pavlovich, Commissioner  
Derek Cusick, Attorney  
Ty Necaie, CPA  
Scott Burge, Engineer  
Carolyn Wilkinson, Administrator

**Absent:**

Debra Sonnier, Secretary

Chairman Pansano called the official meeting to order at 3:00 pm. 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:** Pavlovich

**Seconded:** Bell

**Ayes:** All

**ANNOUNCEMENTS**

The date of the next regular board meeting is October 16, 2024, at 3:00 pm.

**PUBLIC HEARING ON RATE INCREASE**

The Board of Commissioners announced their intention to increase the water rate by \$10 per month and sewer rate by \$10 per month and set a public hearing to receive comments from the District's customers. For a list of residents that spoke, see Attachment 1B.

**OLD BUSINESS**

NONE

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

**NEW BUSINESS**

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

**Moved:** Pansano

**Seconded:** Pavlovich

**Ayes:** All

**MOTION** to approve the September 2024 Payroll Docket. Attachment 4B. **PASSED.**

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

**MOTION** to approve the August 2024 Treasurer's Report. Attachment 4C. **PASSED.**

**Moved:** Pavlovich

**Seconded:** Bell

**Ayes:** All

**MOTION** to approve the following leak adjustment. **PASSED.**

Acct# 478 - \$105.02

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** Jackson, Pavlovich, Pansano

**Abstention:** Bell

**ADMINISTRATOR'S REPORT**

No report. Postponed due to public hearing.

**ENGINEER'S REPORT**

**Discussion:** Oak Harbor Update

- Discussed meeting with Butler Snow, HCUA's attorney, and about changes to the design of the Oak Harbor system.

**BUSINESS REPORT**

**Discussion:** Budget vs Actual

- The Budget is trending as expected. The District will lose a significant amount of money in fiscal year 2024. A new budget will be adopted once the rate increase is finalized.

**ATTORNEY'S REPORT**

No report.

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

**BOARD MEMBERS' REPORTS**

The Board requested two options be published on the District website to show the public how the increase will impact their monthly rates.

- Option 1: As announced, \$10 for water and \$10 for sewer, per month. This is a flat rate increase across the board on all accounts.
- Option 2: Keep the current minimum rate of \$60 and increase the rate per 1,000 gallons to meet the budgetary needs.

**EXECUTIVE SESSION**

NONE

**ADJOURNMENT**

**MOTION** to adjourn the meeting @ 5:17 pm. **PASSED.**

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

---

Debra Sonnier, Secretary

---

Date

4 F

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
OCTOBER 2024**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, October 3, 2024, in the Pearlington Recovery Center.

In Attendance:

Absent:

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

Chairman Pansano called the official meeting to order at 4:00 pm. 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

**ANNOUNCEMENTS**

This is a special meeting of the Board of Commissioners. The only items that will be discussed today are personnel matters. As this is not a regular meeting at our regular time, we are prohibited to discuss anything other than what was advertised, which was a personnel matter.

**BUSINESS REPORT**

**Discussion:** Request for Closed Session

- The business manager requested the Board to close the meeting to discuss the need for executive session.

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
OCTOBER 2024**

**EXECUTIVE SESSION**

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

**Moved:** Cabrina  
**Seconded:** Jackson  
**Ayes:** All

**MOTION** to enter executive session to discuss personnel matters. **PASSED.**

**Moved:** Cabrina  
**Seconded:** Jackson  
**Ayes:** All

THE BOARD TOOK THE FOLLOWING OFFICIAL ACTIONS IN EXECUTIVE SESSION:

**MOTION** to advertise for a General Manager position and to publish job criteria presented by Mr. Necaïse. **PASSED.**

**Moved:** Jackson  
**Seconded:** Bell  
**Ayes:** All

**MOTION** to exit executive session. **PASSED.**

**Moved:** Pansano  
**Seconded:** Jackson  
**Ayes:** All

**MOTION** to exit closed session and resume the public meeting. **PASSED.**

**Moved:** Bell  
**Seconded:** Jackson  
**Ayes:** All

ATTORNEY CUSICK ANNOUNCED THE FOLLOWING:

One employee of the District had resigned effective one week prior to this meeting, another employee has tendered resignation effective in three months. The Board made a motion in executive session to authorize the administration to advertise for a General Manager position, the motion carried unanimously.

No further action was taken by the Board.

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
OCTOBER 2024**

**ADJOURNMENT**

**MOTION** to adjourn the meeting @ 4:35 pm. **PASSED.**

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

---

Debra Sonnier, Secretary

---

Date

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, October 16, 2024, in the Pearlington Recovery Center.

In Attendance:

Absent:

Nolan Pansano, Chairman  
Cabrina Bell, Vice Chairman  
Rosa Jackson, Treasurer  
Debra Sonnier, Secretary  
John Pavlovich, Commissioner  
Derek Cusick, Attorney  
Ty Necaise, CPA  
Scott Burge, Engineer  
Carolyn Wilkinson, Administrator

Chairman Pansano called the official meeting to order at 3:00 pm. The Pledge of Allegiance was said followed by a moment of silence.

**APPROVAL TO THE AGENDA**

**MOTION** to accept the agenda as presented. **PASSED**

**Moved:** Sonnier  
**Seconded:** Jackson  
**Ayes:** All

**ANNOUNCEMENTS**

The date of the next regular meeting is November 20, 2024 at 3 PM.

**PUBLIC HEARING ON RATE INCREASE (2<sup>ND</sup> HEARING)**

The Board had asked for analysis of two rate increase options as follows:

- Option 1: As announced, \$10 for water and \$10 for sewer, per month. This is a flat rate increase across the board on all accounts.
- Option 2: Keep the current minimum rate of \$60 and increase the rate per 1,000 gallons to meet the budgetary needs.

These options were posted on the District's website and were opened for discussion from the public. For a list of residents that spoke, see Attachment 1C.

**OLD BUSINESS**

NONE



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

**NEW BUSINESS**

**MOTION** to approve the October 2024 Docket of Claims. **PASSED.**

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

**MOTION** to approve the October 2024 Payroll Docket. **PASSED.**

**Moved:** Bell

**Seconded:** Jackson

**Ayes:** All

**MOTION** to approve the September 2024 Treasurer's Report. **PASSED.**

**Moved:** Bell

**Seconded:** Sonnier

**Ayes:** All

**MOTION** to discuss the following rate increase. **PASSED.**

- Water service - \$10 flat rate increase, minimum rate per month will be \$30.
- Sewer service - \$10 flat rate increase, minimum rate per month will be \$50.

**Moved:** Sonnier

**Seconded:** Bell

**Roll Call** to pass rate increase as announced: **PASSED 4-1.**

Pansano – Yes

Bell – Yes

Jackson – Yes

Sonnier – No

Pavlovich – Yes

**ENGINEER'S REPORT**

Attachment 6A

**BUSINESS REPORT**

Attachment 7A

**MOTION** to approve the FY2025 budget. Attachment 7B. **PASSED.**

**Moved:** Bell

**Seconded:** Pavlovich

**Ayes:** All

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

**ATTORNEY'S REPORT**

HCUA has provided an agreement to operate the Oak Harbor system. He has reviewed the agreement and recommends the Board adopt it after HCUA's board approves it.

**BOARD MEMBERS' REPORTS**

NONE

**EXECUTIVE SESSION**

NONE

**ADJOURNMENT**

**MOTION** to recess the meeting @ 4:37 pm until October 30, 2024. **PASSED.**

**Moved:** Jackson

**Seconded:** Bell

**Ayes:** All

---

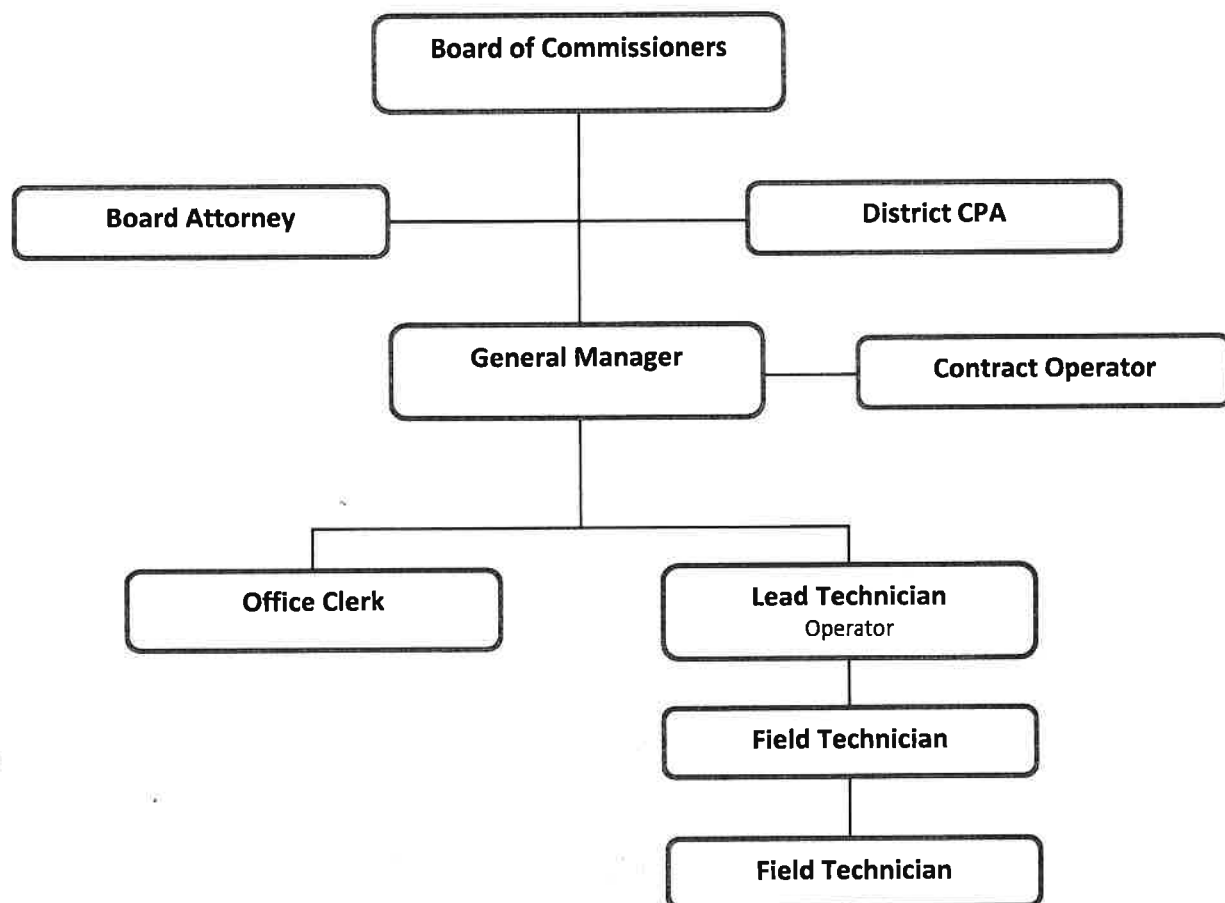
Debra Sonnier, Secretary

---

Date

**Pearlington Water & Sewer District**  
**Organizational Chart**  
Revised: 11/30/2023

**APPENDIX 5.2**



## **Administrator Board Report**

Pearlington Water & Sewer District

Date 11/20/2024

### Employee Report

- Daily am meeting (discuss priority issues, work orders day planner
- Life 360 on Field Tech. phones
- Office position Hire approval and advertising
- Executive session needed to review personnel issues and discuss with board.
- Approve Organizational Chart
- Approve 2025 Official Holiday

### Customers Report

- [REDACTED] Trailer Park, [REDACTED] requesting line location must call 811.
- [REDACTED] Panel set, wastewater pipe set, waiting for approval and guidance from engineer and Rural water for Valve and line location to hookup.
- Step tank Charred, capped off home owners aware if used it will back up into the home [REDACTED]
- [REDACTED] waiting on permit from MDOT. We have to bore under road. Zoe

### Vehicles Report

- 

### Equipment Report

- Vac Trailer being looked at by Ditchwitch for quote on stopping rust inside tank.

### Hydrant Maintenance

- Looking into a more organized approach to grease, paint and maintain Hydrants and the scheduled Weed eating around the Hydrants



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

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

## 2025 OFFICIAL HOLIDAYS

January 1, 2025	Wednesday	Observed New Year's Day
January 20, 2025	Monday	Dr. Martin Luther King, Jr. Day
February 17, 2025	Monday	Presidents' Day
March 4, 2025	Tuesday	Mardi Gras
May 26, 2025	Monday	Memorial Day
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
November 11, 2025	Tuesday	Veterans Day
Nov. 27, 2025	Thursday	Thanksgiving Day
Dec. 24 & 25, 2025	Wed. & Thur.	Christmas Day Observed

## 2025 SCHEDULE OF MONTHLY MEETINGS

Meetings are scheduled for the 3<sup>rd</sup> Wednesday  
 3:00 P.M.

at the Pearlington Recovery Center

January 15, 2025	February 19, 2025	March 19, 2025	April 16, 2025	May 21, 2025
June 18, 2025	July 16, 2025	August 20, 2025	September 17, 2025	October 15, 2025
November 19, 2025	December 17, 2025			

Notification of Special Meetings or changes to the above schedule will be posted in advance

## PEARLINGTON WATER AND SEWER DISTRICT

### ENGINEERING STATUS REPORT

NOVEMBER 20, 2024

#### OAK HARBOR ACQUISITION

- The Public Service Commission has approved the sell and transfer of the Oak Harbor water and sewer systems.
- Change of Ownership for Waster Treatment Facility and Water Well permits have been submitted to MDEQ.

#### 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. It is estimated that approximately \$1.5 million is required for all improvements. Additional funding requests may be made for the next Legislative Session.
- The initial phase of this project, which is connection of the Oak Harbor Water system to the 12-inch water main on Hwy 90, can now proceed.
  - The plans and specs have been approved by the Health Department.
  - Construction of the project will be performed by DNA Underground, thru the HCUA annual unit price contract.
  - A work authorization has been prepared between DNA Underground and PWSD for execution. The estimated construction amount is \$112,228.00.
  - DNA Underground has indicated that they can possibly begin construction in early December.
- After this water connection is completed, then initial phases consisting of inspection, evaluation and testing of the Oak Harbor water well can proceed.

#### OAK HARBOR SEWER IMPROVEMENT PROJECT

- GOMESA previously funded \$2.8 Million to Hancock County Utility Authority for acquisition and sewer improvements.
- Original plan was to replace the existing gravity sewer system with a STEP tank system but has now been changed to leaving the gravity sewer in place and pumping the wastewater to the Wastewater Treatment Facility.

#### OAK HARBOR SEWER REHABILITATION

- Applications for funding will need to be prepared for the next Legislative Session to seek funding for rehabilitation of the gravity sewer collection system.

**HANCOCK COUNTY UTILITY AUTHORITY  
REPAIR & REPLACEMENT UNIT PRICE PROJECT - 2022**

**WORK AUTHORIZATION BETWEEN  
HCUA MEMBER ENTITY PEARLINGTON WATER AND SEWER DISTRICT AND DNA UNDERGROUND, LLC  
FOR WATER SYSTEM CONNECTION BETWEEN  
PEARLINGTON WATER AND SEWER DISTRICT AND OAK HARBOR**

**LOCATION:**

Along Florida Avenue between U.S. HWY 90 and Daytona Drive North

**SCOPE:**

Provide water supply connection between 12-Inch water main along U.S. HWY 90 and 4-Inch water main on Daytona Drive North to supply water to Oak Harbor Subdivision

**ATTACHMENTS:**

Construction plans for Water Distribution System Connection, dated June, 2024

PAY ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
A.1.C	MOBILIZATION, DE-MOBILIZATION & SITE CLEAN-UP (COMPLETION OF WORK MORE THAN 48 HOURS)	1	LS	\$ 6,500.00	\$ 6,500.00
1.1.A	TRENCH EXCAVATION, 0-8.0 FEET, 95% ASTM D1557 (FM)	225	CY	\$ 5.00	\$ 1,125.00
1.4.A	SELECT BACKFILL (SAND), ALL DEPTHS (FM)	25	CY	\$ 22.00	\$ 550.00
1.6	SIZE II STABILIZER AGGREGATE, ALL THICKNESSES (FM)	5	CY	\$ 95.00	\$ 475.00
1.7	LIMESTONE BASE COURSE, ALL THICKNESSES, 95% ASTM D1557 (FM)	10	CY	\$ 125.00	\$ 1,250.00
1.8	GRADING	400	SY	\$ 5.00	\$ 2,000.00
2.1.A	8" PVC WATER PIPE	77	LF	\$ 47.00	\$ 3,619.00
2.1.C	12" PVC WATER PIPE	400	LF	\$ 87.00	\$ 34,800.00
2.2.A	8" DUCTILE IRON WATER PIPE	52	LF	\$ 67.00	\$ 3,484.00
2.4	DUCTILE IRON FITTINGS, ALL TYPES (WATER MAIN)	2,000	LB	\$ 8.50	\$ 17,000.00
2.5.D	8" WATER VALVE	1	EA	\$ 2,000.00	\$ 2,000.00
2.5.F	12" WATER VALVE	1	EA	\$ 4,250.00	\$ 4,250.00

671

PAY ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
2.6.A	8" x 6" TAPPING SLEEVE AND VALVE	0.9	EA	\$ 3,400.00	\$ 3,060.00
2.6.H	12" x 12" TAPPING SLEEVE AND VALVE	1	EA	\$ 9,050.00	\$ 9,050.00
2.7	3-WAY FIRE HYDRANT ASSEMBLY	1	EA	\$ 8,000.00	\$ 8,000.00
2.8	WATER VALVE BOX, ALL SIZES AND DEPTHS	5	EA	\$ 950.00	\$ 4,750.00
2.11	DISINFECTION OF WATER MAINS	1	EA	\$ 1,000.00	\$ 1,000.00
3.8.A	48" SEWER MANHOLE, 0'-4' CUT (INCLUDE CASTING)	1	EA	\$ 3,100.00	\$ 3,100.00
6.2.B	TRAFFIC CONTROL - TYPE 3	2	EA/DAY	\$ 20.00	\$ 40.00
6.2.C	TRAFFIC CONTROL SIGNS	20	EA/DAY	\$ 10.00	\$ 200.00
6.2.F	MAINTENANCE LIMESTONE (LVM)	3	CY	\$ 125.00	\$ 375.00
6.2.G	MAINTENANCE OF TRAFFIC (FLAGGER)	2	MAN/DAY	\$ 1,000.00	\$ 2,000.00
7.1	SEEDING	400	SY	\$ 3.00	\$ 1,200.00
7.4	SILT FENCE (FM)	100	LF	\$ 5.00	\$ 500.00
7.5	EROSION CHECKS (FM)	10	LF	\$ 7.00	\$ 70.00
8.1	ASPHALT REMOVAL (0"-6" THICKNESS)	20	SY	\$ 9.00	\$ 180.00
8.3.A	ASPHALT REPAIR	5	TON	\$ 250.00	\$ 1,250.00
8.7.B	SAWCUT CONCRETE	50	LF	\$ 8.00	\$ 400.00
<b>TOTAL WORK AUTHORIZATION:</b>					<b>\$112,228.00</b>

TIME: It is estimated that the Work will not require more than 7 Calendar Days.

**AUTHORIZATION:**

Hancock County Utility Authority Member Entities are authorized under this Repair and Replacement Unit Price Project to contract directly with the Unit Price Contractor. This Work Authorization is between Pearllington Water and Sewer District and DNA Underground, LLC.

\_\_\_\_\_  
HANCOCK COUNTY UTILITY AUTHORITY

DATE: \_\_\_\_\_

\_\_\_\_\_  
PEARLINGTON WATER AND SEWER DISTRICT (MEMBER ENTITY)

DATE: \_\_\_\_\_

\_\_\_\_\_  
DNA UNDERGROUND, LLC (CONTRACTOR)

DATE: \_\_\_\_\_

*11/14/2024*



## TASKS

## PWSD Business Report

☐ Temporary Staff

The temp staff from Necaie & Co has started and is working two days per week to help catch up with workorders. Also the Office Manager is planning to take two days off per week to use vacation time. The temp will cover while she is out.

☐ Budget vs Actual

The first budget report will be provided in the January 2025 meeting so it reflects the 1st quarter of the fiscal year.

☐ Notice to Oak Harbor. Attachment 7A-1

A letter was sent to all residents. We sent the first bills on November 13.

The actual rate in Oak Harbor is \$57.40

☐ Oak Harbor Invoices

We had to pay \$2,785 to transfer the power in Oak Harbor to our account. OH has four power meters; the well, treatment plant and two lift stations.

☐ Board Minutes Delayed

The following minutes still need to be prepared and approved:

October 30, 2024 - Recess Meeting

November 12, 2024 - Special Meeting

☐ Procurement Card. Attachment 7B

We had issues paying our first balance with the new credit cards, but I was able to set up an online account and the balances are now current. The GM needs a card. Rene's card needs to be cancelled.

☐ DFA Funding Request. Attachment 7C

I have submitted all the information to DFA to receive the \$500K for the Oak Harbor well. DFA has asked that Mr. Pansano sign the MOU since his name is on the paperwork as Chairman.

☐ General Manager

We have covered MANY areas thus far, with much more to do. I have been in contact with the GM almost daily since his arrival.

☐ Working with Consultant (Jackson)

No new updates.



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

*Cabrina Bell, Vice-Chairwoman*  
*Debra Sonnier, Secretary*  
*Derek R. Cusick, Attorney*

## **ACQUISITION OF OAK HARBOR SUBDIVISION**

October 31, 2024

Dear Customer,

This letter is to inform you that Pearlington Water and Sewer District (the District) is now the provider of your water and sewer services. Please complete the attached user agreement information and turn it in with your first payment. Below you will find information to help ease the transition process and answers questions you may have.

### **Monthly Rate**

\$57.40 (water and sewer)

### **Billing Process and Due Dates**

Water and sewer bills will be sent on (or around) the 1<sup>st</sup> of every month and will be due by the 15<sup>th</sup>. Late fees are \$10 and will be assessed if payment is not received by the 15<sup>th</sup> (or the Monday following if on a weekend). To give everyone time to adjust to the new policies, the District will not assess late fees for the first billing cycle.

### **Problems With Your Service**

The District has a 24-hour call service. Please contact the office at (228) 533-0037 if you experience problems with your service.

### **Board Meetings**

The Board of Commissioners of the Pearlington Water and Sewer District meets on the 3<sup>rd</sup> Wednesday of every month at 3:00 PM.

### **What to Expect**

The District intends to keep the flat rate you are currently paying until an accurate cost to run the Oak Harbor system can be determined. You will be notified if or when the District intends to change your current rate.

Oak Harbor was acquired by the Hancock County Utility Authority, of which Pearlinton Water & Sewer District is a member entity. Both entities are committed to work together to provide better quality water and sewer services. Pearlinton Water & Sewer District was recently awarded funds by the State of Mississippi that will be used to connect Oak Harbor to Pearlinton's main water distribution system. Doing so will help alleviate many of the water pressure issues Oak Harbor currently has.

In addition, the Hancock County Utility Authority has been awarded \$2.8M in grant funds to replace the sewer collection system in Oak Harbor. Over the next couple of years, the District will be installing new sewer lines and rerouting the existing sewer package plant to the Utility Authority's treatment plant on Highway 90.

The District is committed to keeping the residents informed about progress in Oak Harbor. We have created a page on our website specifically dedicated to the Oak Harbor Project. Please visit [www.pwsd.ms.gov](http://www.pwsd.ms.gov) for more information.

Sincerely,  
Pearlinton Water & Sewer District

Government

## MEMORANDUM OF UNDERSTANDING

**Entity:** Pearlington Water & Sewer District

**Authorized Representative:** Ty Necaise

**Title:** CPA **Date:** 11/7/2024

**Address:** PO Box 130, Pearlington, MS 39572

**Telephone:** 228-533-0037 **EMAIL:** pwsdistrict@gmail.com

**Funding Amount :** \$ 500,000

This Memorandum of Understanding (hereinafter the "MOU") is entered into between the Mississippi Department of Finance and Administration (hereinafter the "DFA") and the Entity for the purpose of establishing the agreed upon conditions under which the DFA may disburse funds to assist the Entity in paying costs associated with the local project (hereinafter the "Project") specified in Section 10 of Senate Bill 2468, 2024 Regular Legislative Session, Laws of 2024, (hereinafter the "Act"). This MOU is entered into in accordance with Miss. Code Ann. Section 27-104-351, also known as the Line-Item Appropriation Transparency Act, and pursuant to, and subject to the terms of the Act, which authorizes an amount not to exceed the Funding Amount listed above (hereinafter the "Project Funds"), for the Project. **(PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO SPEND THE FUNDS RECEIVED FROM THE STATE IN ACCORDANCE WITH THE ACT AS WELL AS ALL STATE AND FEDERAL LAWS AND REGULATIONS.)**

### RECITALS

**WHEREAS**, The Act, authorized expenditures for certain projects; and

**WHEREAS**, pursuant to the Act, the Legislature has appropriated funds to the Entity to pay the costs of the Project; and

**WHEREAS**, the Act authorizes the DFA to disburse monies to pay the costs of the Project; and

**WHEREAS**, the Entity shall maintain the Project Funds in a separate bank account; and

**WHEREAS**, the DFA has requested the Entity to maintain on file the documentation listed in "Exhibit A" attached hereto and incorporated herein by reference, to the extent the Entity is subject to the State's procurement laws; and

**WHEREAS**, the Entity agrees to expend the funds within thirty-six (36) months from the date of receipt from the DFA; and

**WHEREAS**, the Entity agrees that if any proceeds from the Project Funds are remaining at the completion of the Project, the Entity will immediately notify and consult with the DFA regarding the disposition of the funds, and said funds shall be directed in accordance with the Act; and

**WHEREAS**, the Entity agrees to provide quarterly notarized reports to the DFA which describe and itemize the expenditure of the Project Funds and also provide an update on the status of the Project including future expenditure of the funds. The quarterly reports must be provided on a form designated by the DFA and must include all invoices and bank statements associated with the reported expenditures. The quarterly reports shall be provided within thirty (30) days of each calendar quarter's end. The Entity shall also provide to the DFA a final report no more than thirty (30) days after final expenditure of funds, summarizing the expenditures and use of the Project Funds upon completion of the Project. All invoices that have not previously been submitted shall be submitted upon completion of the Project; and

**WHEREAS**, the DFA finds that it is in the best interest of the DFA and the Entity that the funds on deposit for Entity should be disbursed to the Entity and that the Entity shall directly administer the expenditure of such funds for the Project.

**NOW THEREFORE, IT IS MUTALLY AGREED BY THE MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION AND THE ENTITY AS FOLLOWS:**

**Section 1.** The DFA, pursuant to the Act, shall disburse the Project Funds from upon written request of the Entity to pay the costs associated with the Project.

**Section 2.** The Entity certifies and agrees to make every effort to expend all funds received within thirty-six (36) months from the date of receipt and **solely** for the costs of the Project as set forth in the Act and upon the terms and provisions of this MOU. Failure of the Entity to adhere to any provision within this MOU may result in immediate action by the State to recover project funds.

**Section 3.** The Entity agrees to procure any necessary construction, goods, and services for the Project in accordance with State procurement laws to the extent the Entity is subject to same. Failure to adhere may cause the DFA to withhold all sums for the Project and seek recovery of same. Further, the Entity agrees to maintain on file the documentation listed in "Exhibit A" attached hereto and incorporated herein, in accordance with State law and the recitals of this MOU.



## EXHIBIT A

The Entity shall maintain on file, the following items in relation to the Project:

1. Proof of Advertisement (i.e. copy of the advertisement, MPTAP and/or procurement portal posting, etc.) for any Request for Qualification (RFQ), Request for Proposals (RFP), or Invitation for Bid (IFB).
2. The Program of Work for the Project.
3. All solicitation documents (RFQ, RFP, IFB, etc.).
4. A list of bidders/respondents, including the Bid Tabulation Form/Register of Proposals. For construction awards, include recommendation of the Professional for the award of contract. For items procured by RFQ or RFP, include evaluation committee tally sheets/overall scoring in support of award decision.
5. A copy of all payment requests or invoices for said construction, goods, and services. In the case of construction contractor payment applications, include Professional's approval of payment.
6. All contracts awarded for the Project.
7. All bank statements.
8. Any and all other documentation which may be required to document, to the DFA's satisfaction, that the Project funds are expended **solely** for the costs of the Project as set forth in the Act and upon the terms and provisions of this MOU.