

# **PEARLINGTON WATER AND SEWER DISTRICT**

## **ENGINEERING STATUS REPORT**

**DECEMBER 18, 2024**

### **OAK HARBOR WATER IMPROVEMENT PROJECTS**

- The Mississippi Legislature has appropriated \$500,000 through Senate Bill 2465 for water system improvements/interconnection of Oak Harbor. 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, is now being constructed by DNA Underground, thru the HCUA annual unit price contract.
  - The estimated construction amount is \$112,228.00.
- Oak Harbor Water Well
  - Information relative to construction of the water well in 1965 was recently discovered. The water well driller's log indicates that only the top 20 feet of the well was sealed with grout outside of the well casing for protection of contamination. Health Department regulations require that the entire length of the casing, (which is 1,930 feet) be sealed. The Health Department has indicated that this well does not meet their requirements for public water supply.
- Oak Harbor Water Distribution System
  - The Oak Harbor water distribution system needs to be replaced with larger water mains and hydrants for fire protection.
  - Preliminary project estimate is approximately \$2.0 Million.

### **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.
- The project is in the preliminary design phase.

### **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.
- Mississippi Rural Water Association is scheduled to perform smoke testing of the Oak Harbor sewer system. This will help in determining the condition of the system, identification of leaks, etc. to assist in development of a sewer rehabilitation project.



**PEARLINGTON WATER & SEWER DISTRICT**  
**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**DECEMBER 18, 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: January 15, 2025 at 3 PM
2. **Requests to Speak (3 minutes each)**
  - ✓2A Please sign up to speak before the Board. Attachment 2A
3. **Old Business**
  - 3A None
4. **New Business**
  - ✓4A **MOTION** to approve the December 2024 Docket of Claims. Attachment 4A
  - ✓4B **MOTION** to approve the December 2024 Payroll Docket. Attachment 4B
  - ✓4C **MOTION** to approve the November 2024 Treasurer's Report. Attachment 4C
  - ✓4D **MOTION** to approve the October 30, 2024 recess meeting minutes. Attachment 4D
  - ✓4E **MOTION** to approve the November 12, special meeting minutes. Attachment 4E
  - ✓4F **MOTION** to approve the November 2024 regular meeting minutes. Attachment 4F
5. **General Manager's Report**
  - ✓5A Discussion/Report. Attachment 5A.
6. **Engineer's Report**
  - 6A None
7. **Business Report**
  - ✓7A Discussion/Report. Attachment 7A.
  - ✓7B **MOTION** to authorize the Office Manager to carry over all vacation time to 2025 since she was not able to use it once the Office Clerk resigned.
8. **Attorney's Report**
  - 8A None
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.

1:04 PM

12/18/24

4A

**Pearlington Water & Sewer District**  
**Docket of Claims**  
As of December 18, 2024

| Date                                       | Num  | Name                                | Memo   | Paid Amount       |
|--|------|-------------------------------------|--|-------------------|
| <b>The First - Operating Account</b>       |      |                                     |  |                   |
| 11/29/2024                                 | Ach  | US Bank                             | Credit Card Balance                                    | -2,220.59         |
| 11/21/2024                                 | 5557 | Debra Sonnier                       | October 30 recess meeting                              | -84.00            |
| 12/17/2024                                 | 5559 | Cash                                | Recharge Petty Cash                                    | -59.17            |
| 12/18/2024                                 | 5560 | AnSer                               | Base Rate November 20 to December 17, 2024             | -240.00           |
| 12/18/2024                                 | 5561 | USA Blue Book                       | Field Supplies   | -1,368.76         |
| 12/18/2024                                 | 5562 | U S Postal Service                  | 5 rolls post card stamps @ \$.56 each                  | -280.00           |
| 12/18/2024                                 | 5563 | RG3                                 | PD meter   | -328.64           |
| 12/18/2024                                 | 5564 | Mississippi 811, Inc.               | Locate water and sewer                                 | -205.32           |
| 12/18/2024                                 | 5565 | Cabrina Bell                        | Special Board Meeting and Regular Board Meeting        | -168.00           |
| 12/18/2024                                 | 5566 | Nolan Pansano                       | Special Board Meeting and Regular Board Meeting        | -84.00            |
| 12/18/2024                                 | 5567 | Rosa Jackson                        | Special Board Meeting and Regular board Meeting        | -168.00           |
| 12/18/2024                                 | 5568 | Debra Sonnier                       | Special Board Meeting and Regular Board Meeting        | -168.00           |
| 12/18/2024                                 | 5569 | John Pavlovich                      | Special Board Meeting and Regular Board Meeting        | -168.00           |
| 12/18/2024                                 | 5570 | Consolidated Pipe & Supply Co., Inc | Field Supplies   | -2,236.60         |
| 12/18/2024                                 | 5571 | The Policy Center                   | Renew bond for John Pavlovich, and Nolan Pansano       | -264.00           |
| 12/18/2024                                 | 5572 | Bay Motor Winding                   | Pumps, wire, field supplies                            | -2,932.50         |
| 12/18/2024                                 | 5573 | Wise WiFi Inc                       | Internet Services                                      | -135.00           |
| 12/18/2024                                 | 5574 | Canon Solutions America             | Copier Maintenance                                     | -61.39            |
| 12/18/2024                                 | 5575 | S and L Office Supplies             | Office Supplies  | -163.63           |
| 12/18/2024                                 | 5576 | Hubbards Waveland Hardware          | Field Supplies   | -422.25           |
| 12/18/2024                                 | 5577 | Lowes                               | Field Supplies   | -31.69            |
| 12/18/2024                                 | 5578 | Hancock County Utility Authority    | Water usage  | -2,121.80         |
| 12/18/2024                                 | 5579 | Hancock County Utility Authority    | Plant fee  | -6,653.10         |
| 12/18/2024                                 | 5580 | Sea Coast Echo Newspaper            | Newspaper Article Public Notice on rate increase       | -82.50            |
| 12/18/2024                                 | 5581 | Mediacom                            | Bill from 12/9/24 thru 1/08/25                         | -358.58           |
| 12/18/2024                                 | 5582 | Necaise & Company, PLLC             | Accounting Fees  | -4,228.00         |
| 12/18/2024                                 | 5583 | Point One Strategies LLC            | Professional Consulting Service                        | -2,083.33         |
| 12/18/2024                                 | 5584 | ZB Services, LLC                    | October Monthly Fees and Justice Court Fee             | -2,210.00         |
| 12/18/2024                                 | 5585 | C Spire                             | Billing Period November 5, 2024 thru December 04, 2024 | -241.14           |
| 12/18/2024                                 | 5586 | Derek Cusick                        | Retainer Fee   | -1,537.50         |
| 12/18/2024                                 | 5587 | NAPA of Bay St Louis                | Coolant, gas cans                                      | -190.14           |
| 12/18/2024                                 | 5588 | Hunt's Automotive                   | Replaced inner and outer wheel bearings                | -602.00           |
| 12/18/2024                                 | 5589 | Kodie Koenenn                       | Services   | -360.00           |
| Total The First - Operating Account        |      |                                     |  | -32,457.63        |
| <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>-32,457.63</b> |

1:05 PM

12/18/24

4B

**Pearlington Water & Sewer District**  
**Payroll Docket**  
December 2024

|   | <u>Dec 24</u>          |
|---|------------------------|
| <b>Employee Wages, Taxes and Adjustments</b>  |                        |
| <b>Gross Pay</b>                              |                        |
| Double-time hourly                            | 91.80                  |
| Holiday Pay                                   | 535.75                 |
| Hourly  | 5,288.95               |
| Overtime (x1.5)                               | 128.15                 |
| Sick Leave                                    | 71.40                  |
| Vacation Time                                 | 448.70                 |
| Insurance Reimbursement                       | 320.00                 |
| <b>Total Gross Pay</b>                        | <u>6,884.75</u>        |
| <b>Deductions from Gross Pay</b>              |                        |
| Pre-AFLAC                                     | -23.30                 |
| Pre-AFLAC Sup                                 | -10.68                 |
| <b>Total Deductions from Gross Pay</b>        | <u>-33.98</u>          |
| <b>Adjusted Gross Pay</b>                     | <u>6,850.77</u>        |
| <b>Taxes Withheld</b>                         |                        |
| Federal Withholding                           | -463.00                |
| Medicare Employee                             | -99.34                 |
| Social Security Employee                      | -424.76                |
| MS - Withholding                              | -189.00                |
| Medicare Employee Addl Tax                    | 0.00                   |
| <b>Total Taxes Withheld</b>                   | <u>-1,176.10</u>       |
| <b>Deductions from Net Pay</b>                |                        |
| Insurance Correction                          | 32.32                  |
| MSDHS Garnishment #1                          | -184.63                |
| MSDHS Garnishment #2                          | -208.63                |
| MSDHS Hanson Garnishment                      | -139.40                |
| Post- AFLAC                                   | -58.02                 |
| <b>Total Deductions from Net Pay</b>          | <u>-558.36</u>         |
| <b>Net Pay</b>                                | <u><u>5,116.31</u></u> |
| <b>Employer Taxes and Contributions</b>       |                        |
| Federal Unemployment                          | 7.86                   |
| Medicare Company                              | 99.34                  |
| Social Security Company                       | 424.76                 |
| MS - Unemployment Company                     | 13.10                  |
| AFLAC-Dental/Vision                           | 23.30                  |
| AFLAC-Supplemental                            | 68.70                  |
| MS - Training Contribution                    | 0.00                   |
| <b>Total Employer Taxes and Contributions</b> | <u><u>637.06</u></u>   |

4C

**Pearlington Water & Sewer District**  
**Treasurer Report**  
As of November 30, 2024

|                                 | Nov 30, 24          | Oct 31, 24          | \$ Change         | % Change     |
|---------------------------------|---------------------|---------------------|-------------------|--------------|
| <b>ASSETS</b>                   |                     |                     |                   |              |
| Current Assets                  |                     |                     |                   |              |
| Checking/Savings                |                     |                     |                   |              |
| The First - Operating Account   | 655,631.34          | 177,107.10          | 478,524.24        | 270.2%       |
| The First - SLAR Reserve        | 4,200.18            | 4,200.18            | 0.00              | 0.0%         |
| The First - RD Debt Service     | 29,427.25           | 29,427.25           | 0.00              | 0.0%         |
| The First- Emergency Operations | 138,597.67          | 138,591.79          | 5.88              | 0.0%         |
| The First - Customer Deposits   | 25,381.07           | 25,181.07           | 200.00            | 0.8%         |
| The First - Bond & Interest Fun | 27,421.17           | 27,421.16           | 0.01              | 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>1,526,106.14</b> | <b>1,047,376.01</b> | <b>478,730.13</b> | <b>45.7%</b> |
| <b>Total Current Assets</b>     | <b>1,526,106.14</b> | <b>1,047,376.01</b> | <b>478,730.13</b> | <b>45.7%</b> |
| <b>TOTAL ASSETS</b>             | <b>1,526,106.14</b> | <b>1,047,376.01</b> | <b>478,730.13</b> | <b>45.7%</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 RECESS MEETING OF THE BOARD OF COMMISSIONERS  
OCTOBER 30, 2024**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, October 30, 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 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:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**ANNOUNCEMENTS**

This is a recess meeting of the Board of Commissioners, a continuation of the regular meeting held on October 16, 2024. The primary purpose of the meeting is to discuss the interviews for the General Manager position.

**BUSINESS REPORT**

**MOTION** to approve Check #5522 to Don Penton for refund of installation costs. **PASSED**

**Moved:** Sonnier

**Seconded:** Pavlovich

**Ayes:** All

**Discussion:** Oak Harbor Update

- A letter needs to be sent to all customers notifying them the sale is about to commence. The letter will be reviewed and approved by HCUA and PWSD attorneys.

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE RECESS MEETING OF THE BOARD OF COMMISSIONERS  
OCTOBER 30, 2024**

**ATTORNEY'S REPORT**

**Discussion:** Oak Harbor Agreement

- Mr. Cusick is working with HCUA's attorney to draft an agreement between PWSD and HCUA to operate the Oak Harbor system.

**EXECUTIVE SESSION**

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

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

**Moved:** Sonnier

**Seconded:** Pavlovich

**Ayes:** All

THE BOARD TOOK THE FOLLOWING OFFICIAL ACTIONS IN EXECUTIVE SESSION:

**MOTION** to offer [REDACTED] the position of General Manager at a rate of \$20/hr. The position will be part-time, 20-30 hours per week. **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

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

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All



**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE RECESS MEETING OF THE BOARD OF COMMISSIONERS  
OCTOBER 30, 2024**

ATTORNEY CUSICK ANNOUNCED THE FOLLOWING:

A motion was made by Rosa Jackson and seconded by John Pavlovich to offer the General Manager position to [REDACTED] at a rate of \$20 per hour. The position is part-time and hours are expected to be between 20 and 30 hours per week.

No further action was taken by the Board.

**ADJOURNMENT**

**MOTION** to adjourn the meeting @ 4:13 pm. **PASSED.**

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

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Debra Sonnier, Secretary

---

Date

4E

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
NOVEMBER 12, 2024**

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, November 12, 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 Necaize, CPA  
Scott Burge, Engineer  
James Lamy, General Manager

Chairman Pansano called the official meeting to order at 2:00 pm. The Pledge of Allegiance was followed by a moment of silence.

**ANNOUNCEMENTS**

This is a special meeting of the Board of Commissioners. The primary purpose of the meeting is to hold an election of officers. No other topics can be discussed during this meeting.

**NEW BUSINESS**

**Discussion:** Election of Officers

Chairman Pansano opened the meeting by discussing reason he needs to step down as Chairman. After the discussion Mr. Cusick advised the board about the process of electing new officers.

The Chairman called for nominations for the Office of Chairman:

**MOTION** to nominate Ms. Cabrina Bell as Chairman.

**Moved:** Jackson

**Seconded:** Pavlovich

Mr. Cusick made a last call for nominations before they were closed, none being heard nominations for the Office of Chairman were closed. Mr. Cusick called for a vote to elect Ms. Cabrina Bell to the Office of Chairman.

**Ayes:** All

**Result:** PASSED

**PEARLINGTON WATER & SEWER DISTRICT  
MINUTES OF THE SPECIAL MEETING OF THE BOARD OF COMMISSIONERS  
NOVEMBER 12, 2024**

**MOTION** to nominate Mr. John Pavlovich as Vice Chairman.

**Moved:** Bell

**Seconded:** Jackson

Mr. Cusick made a last call for nominations before they were closed, none being heard nominations for the Office of Vice Chairman were closed. Mr. Cusick called for a vote to elect Mr. John Pavlovich to the Office of Vice Chairman.

**Ayes:** All

**Result:** PASSED

**ADJOURNMENT**

**MOTION** to adjourn the meeting @ 3:02 pm.

**Moved:** Jackson

**Seconded:** Pavlovich

**Ayes:** All

**Result:** PASSED

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Debra Sonnier, Secretary

---

Date

4F

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

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, November 20, 2024, in the Pearlington Recovery Center.

**In Attendance:**

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

**Absent:**

Nolan Pansano, Commissioner

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

**APPROVAL TO THE AGENDA**

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

Moved: Sonnier

Seconded: Jackson

Ayes: All

**Results: PASSED**

**ANNOUNCEMENTS**

The date of the next regular meeting is December 18, 2024 at 3 PM.

**OLD BUSINESS**

**Discussion: Status of Rate Increase**

- The rate increase was published on in the local paper, the website was updated, first increase will be send on the December 2024 billing cards.

**NEW BUSINESS**

**MOTION** to approve the November 2024 Docket of Claims.

Moved: Pavlovich

Seconded: Sonnier

Ayes: All

**Results: PASSED**

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

**MOTION** to approve the November 2024 Payroll Docket.

Moved: Jackson  
Seconded: Pavlovich  
Ayes: All  
**Results: PASSED**

**MOTION** to approve the October 2024 Treasurer's Report.

Moved: Bell  
Seconded: Sonnier  
Ayes: All  
**Results: PASSED**

**MOTION** to approve the August 2024 regular meeting minutes.

Moved: Jackson  
Seconded: Pavlovich  
Ayes: All  
**Results: PASSED**

**MOTION** to approve the September 2024 regular meeting minutes.

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

**MOTION** to approve the October 3, 2024 special meeting minutes.

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

**MOTION** to approve the October 2024 regular meeting minutes.

Moved: Pavlovich  
Seconded: Jackson  
Ayes: All  
**Results: PASSED**

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

**MOTION** to approve the revised Organizational Chart (Appendix 5.2, Policy Manual).

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

**MOTION** to add the General Manager as a check signer, and to remove Commissioner Pansano as a signer.

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

**Discussion:** Christmas Party

- The 2024 Christmas Party will be held after the board meeting on December 18.

**GENERAL MANAGER'S REPORT**

**Discussion:**

- Mr. Lamy presented his report and spoke about each item (see attachments to the agenda).

Note: Items 5B and 5C were held until executive session.

**MOTION** to approve the 2025 Official Holiday Schedule.

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

**ENGINEER'S REPORT**

**Discussion:**

- Mr. Burge presented the monthly Status Report (see attachments to the agenda).

**BUSINESS REPORT**

**Discussion:**

- Mr. Necaise presented the Business Report (see attachments to the agenda).

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

**MOTION** to authorize Mr. Necaize to obtain a new procurement card for the General Manager.

Moved: Jackson  
Seconded: Pavlovich  
Ayes: All  
**Results: PASSED**

**MOTION** to authorize Mr. Pansano to sign the MOU with the Department of Finance and Administration regarding Oak Harbor funding.

Moved: Jackson  
Seconded: Pavlovich  
Ayes: All  
**Results: PASSED**

**MOTION** to establish a new bank account 'DFA Account' to track the Oak Harbor funding awarded in SB 2465.

Moved: Jackson  
Seconded: Pavlovich  
Ayes: All  
**Results: PASSED**

**ATTORNEY'S REPORT**

NONE

**BOARD MEMBERS' REPORTS**

NONE

**EXECUTIVE SESSION**

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

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

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

Moved: Jackson  
Seconded: Pavlovich  
Ayes: All  
**Results: PASSED**

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

THE BOARD TOOK THE FOLLOWING OFFICIAL ACTIONS IN EXECUTIVE SESSION:

**MOTION** to advertise for an Office Clerk position and to interview for the position at a rate of \$13 per hour.

Moved: Jackson

Seconded: Pavlovich

Ayes: All

**Results: PASSED**

**MOTION** to authorize the General Manager to interview a contract operator and make a recommendation for approval to the Board.

Moved: Jackson

Seconded: Pavlovich

Ayes: All

**Results: PASSED**

**MOTION** to exit executive session.

Moved: Jackson

Seconded: Bell

Ayes: All

**Results: PASSED**

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

Moved: Bell

Seconded: Jackson

Ayes: All

**Results: PASSED**

ATTORNEY CUSICK ANNOUNCED THE FOLLOWING IN THE PUBLIC MEETING:

The Board first discussed personnel disciplinary matters in which no action was taken.

The Board then discussed the vacant office clerk position. A motion was made to authorize the General Manager to interview and fill the position at a rate of \$13 per hour.

The Board then discussed the need for new Operator Services. A motion was made to authorize the General Manager to interview and recommend for approval new Operator Services if he finds a suitable candidate.

No further action was taken by the Board.



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

**ADJOURNMENT**

**MOTION** to recess the meeting @ 4:38 pm until November 25, 2024 at 3:00 PM.

Moved: Sonnier

Seconded: Jackson

Ayes: All

**Results: PASSED**

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Debra Sonnier, Secretary

---

Date

## Administrator Board Report

Pearlington Water & Sewer District

Date 12/18/2024

### Employee Report

- Office position will begin 12/23/2024
- Field Technicians evals completed.

### Customers Report

- [REDACTED] drive requesting line location called 811 for Boring
- [REDACTED], Hot Tap completed by PWSD personnel water and sewer connected and finishing dressing up where we dug the lines.
- Step tank Charred, capped off home owners aware if used it will home [REDACTED] Maple
- [REDACTED] no need to bore under 604 will tie into neighbor connections
- Smoke test for Oak Harbor 1/14/2025
- Well decommission
- Oak Harbor water connection update

### Vehicles Report

- Discussion, Truck refueling tanks at maintenance shop.

### Equipment Report

- Vac Trailer work completed by Ditch witch welded plate in bottom of tank.

### Hydrant Maintenance

- Ongoing Fire Hydrants maintenance (greasing, painting and exercised)

## TASKS

## PWSD Business Report

Attachment 7A  
Submitted by: Ty Necaise  
Board Meeting: December 18, 2024

☐ New ACH Agreement

We need to update our ACH agreements with customers that are auto drafted. We plan to offer an eSignature option to update the agreement.

☐ New Bank Account

The October Minutes can be used at The First Bank to set up the new checking account. The account needs to be named [REDACTED]

☐ Temporary Staff

The temp staff from Necaise & Co worked 36 hours in November. The Office Manager is planning to take two days off per week to use vacation time.

☐ Office Manager Vacation

Ms. Carolyn was not able to use her vacation time as planned due to the departure of the office clerk. We are requesting an extension of time for her to use the vacation and allow it to be rolled forward to 2025.

☐ 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.

☐ Board Minutes Delayed

The following minutes still need to be prepared and approved:  
November 25 Recess Meeting

☐ Procurement Card

The General Manager's Card still needs to be ordered. The online system isn't up yet so it's still a manual process.

☐ DFA Funding Request

We have received the \$500K from DFA. Once the bank account is set up we will transfer it. We need to expend the entire \$500,000 from that account.

☐ Working with Consultant (Jackson)

I am planning to meet (or talk) with him soon to put our 2025 plan in place.

☐ 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.