

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS SPECIAL MEETING MINUTES

March 20, 2019

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, March 20, 2019 in the Pearlington Recovery Center.

In Attendance:

- James Lamy, Chairman
- Cabrina Bell, Commissioner
- Rosa Jackson, Commissioner
- John Pavlovich, Commissioner
- Ty Necaize, CPA
- Michael Haas, Attorney
- Zoe Bowers, PSWD Operator
- Scott Burge

Absent:

- James Bennett

Chairman Lamy called the official meeting to order at 5:03 P.M. The Pledge of Allegiance was said, followed by a moment of silent reflection (Attachment 1A).

AMENDMENT TO AGENDA

- None (1C).

AGENDA

- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to accept amended agenda as presented (Attachment 1D). **Motion passed.**

REQUEST TO SPEAK (Guest Presentation)

- Billy Ray Raines, Jr. not present (2A).
- Joseph Keys, a social worker, came to find out how the disconnect process works, along with other policies of PWSD. Mr. Keys was directed to the PWSD website for policies and we also explained the policies to him. Mr. Keys wanted to know the demographic of age and income of the residents of Pearlington. PWSD informed him that HCUA collected this information and maybe could share it with him. Mr. Keys wanted to know if PWSD has a program in place to offer assistance. PWSD stated that as a public entity, PWSD cannot do that. PWSD stated that we give information that has been made available to us about assistance. Mr. Keys stated he is a part of Pearlington Impact (PIA) and we suggested that perhaps the Impact can come up with an assistance program. (2B).
- New resident came in and was not on agenda to speak but wanted to let us know he does not agree with \$100.00 connect fee. New resident also stated he was billed \$60.00 for a four (4) day period. We apologized and informed him we can pro rate his bill. CPA Necaize will do adjustment and have the office contact him.

**PEARLINGTON WATER & SEWER DISTRICT
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OLD BUSINESS

- None (3A).

NEW BUSINESS

- Date of the next regular monthly meeting was announced as April 17, 2019, at 5:00 P.M. at the Pearlinton Recovery Center. Chairman Lamy stated he will not be at the next meeting.
- **Motion** made by Commissioner Jackson, seconded by Commissioner Bell, to approve the March 2019 Docket of Claims (Attachment 4A). **Motion passed.**
- **Motion** was made by Commissioner Bell, seconded by Commissioner Pavlovich, to approve the March 2018 Treasurer's Report (Attachment 4B). **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to amend FY2018-2019 as presented (Attachment 4C). **Motion passed.**
- **Motion** was made by Commissioner Bell, seconded by Commissioner Pavlovich, to approve a leak adjustment to account 3351 for \$63.00 (Attachment 4D). **Motion passed.**
- Motion was made by Commissioner Jackson, seconded by Commissioner Pavlovich, to approve credit card purchase of HP Battery that shall not exceed \$60.00 (Attachment 4E). **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve lo-mod application for 16149 6th Street (Attachment 4F). **Motion passed.**

OPERATOR REPORT

- Operator Zoe stated FWSD Emergency Response Plan was updated to show we will be using the Iris System. Operator Zoe stated the install on Kelly Road has been completed. Also, we have a new install for Bali & Tahiti. Chairman Lamy asked Operator Zoe to explain to the Board concerning overflow step tanks at the Sunrise Mobile Home Park. Operator Zoe stated the step tank overflowed for 4 months and the pump burned up and the owner never contacted the District. Homeowner called DEQ and PWSD Operator was called. Chairman Lamy wanted to know if PWSD was okay and not negligent. Operator Zoe stated PWSD is okay in the matter. PWSD must charge for the pump that burned up as that is the policy (Attachment 5A).

ENGINEER REPORT

- Engineer Burge stated he met with General Manager Lee Purvis to discuss the interest of PWSD in the purchase of Oak Harbor. Lee Purvis stated owner is still interested in selling but he is very busy and has not had the opportunity to discuss it with him. Engineer Burge continued the conversation of the DEQ projects for Hancock County for the next several years, which is hopeful for PWSD Oak Harbor Project. Funding possibly of \$3,000,000.00 each year.
- Engineer Burge stated HCUA is wanting to get the HCUA Master Plan and the Oak Harbor Project is a part of the plan. Engineer Burge stated Bill Core of Port & Harbor is going to be a part of the conversation of the DEQ projects and we are hopeful PWSD will be on the list (Attachment 6A).

CPA REPORT

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- CPA Necaïse gave the Budget vs Actual Report and budget is looking very good. Office cost is slightly higher than normal but will smooth out. PWSD may lose \$40,000.00 this year but District should still end the year in the black (Attachment 7A).
- CPA Necaïse stated we need to do a follow up on CD renewal. The rate given is lower than last year. CPA Necaïse has been working with the bank to get a better rate. Commissioner Bell stated we set the CDs up at the Stennis Branch and she will speak with the manager of Stennis Branch to see if we can get a better rate. Board gave okay for Commissioner Bell to check for better rate (Attachment 7B).
- Audit update: Audit has been given to the auditor (Attachment 7C).

ATTORNEY REPORT

- Attorney Haas gave court date of April 10, 2019 for lawsuit against the customer who damaged the District equipment: (Attachment 8A).

BOARD MEMBER REPORTS

- **Chairman Report**-Chairman Lamy stated HCUA is wanting to hire part time CPA. The hiring of the CPA will not affect any budget (Attachment 9A).
- **Other Board Member Report**- Discussion on PWSD delinquent accounts: CPA Necaïse was asked to have all accounts that are more than 2 months delinquent to be presented to the Board. Payment Plan customers are not following the agreement that was set by the office. The Board has advised CPA Necaïse that we need to pull all the old agreements and if they have expired, a letter needs to be sent the customer to advise them of the new policy and their account must be brought current. CPA Necaïse and Attorney Haas will draft a new Payment Plan and will contact all of the delinquent accounts of 3 months.

EXECUTIVE SESSION

ADJOURNMENT

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Pavlovich, to adjourn the meeting. There being no further business, the Chairman adjourned the meeting at 7:31 P.M.

Rosa Jackson, Secretary/Treasurer

James Lamy, Chairman

Pearlington Water & Sewer District
Docket of Claims
As of March 20, 2019

4A

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Operating Account (Paid Off Docket)				
03/01/2019	EFT	Intuit	Payroll Draft	-3,205.68
03/15/2019	EFT	Intuit	Payroll Draft	-3,432.93
02/27/2019	EFT	Hancock Bank	Deposit Correction	-622.70
02/27/2019	EFT	EFTPS	Federal Payroll Tax	-1,804.04
03/18/2019	EFT	MS Dept of Revenue	Sales Tax	-41.49
03/11/2019	EFT	Hancock Bank	Deposit Transfers	-400.00
Operating Account (Payments for Approval)				
03/20/2019	3557	ABC Rental	Trac-Hoe and Trencher	-489.45
03/20/2019	3558	James Lamy	February 20, 2019 Board Meeting	-84.00
03/20/2019	3559	Cabrina Bell	February 20, 2019 Board Meeting	-84.00
03/20/2019	3560	Rosa Jackson	February 20, 2019 Board Meeting	-84.00
03/20/2019	3561	James Ber nett	February 20, 2019 Board Meeting	-84.00
03/20/2019	3562	John Pavlcovich	February 20, 2019 Board Meeting	-84.00
03/20/2019	3563	B.E.A.R.	Field Supplies Pumps	-1,765.58
03/20/2019	3564	C Spire	February 5, 2019 -March 4, 2019	-93.80
03/20/2019	3565	Consolidated Pipe & Supply Co., Inc	Field Supplies	-217.75
03/20/2019	3566	Fastenal	Field Supplies Gloves	-110.52
03/20/2019	3567	FLI LLC	Installed S-Tank at 5305 Kelly Rd	-2,400.00
03/20/2019	3568	Haas & Haas, Attorney at Law	February Retainer Fee	-500.00
03/20/2019	3569	Hancock County Utility Authority	Sewer fee	-4,062.61
03/20/2019	3570	Hancock County Utility Authority	Water Purchase	-1,518.57
03/20/2019	3571	Hubbards Waveland Hardware	Field Supplies Inv 69606, INV 69605	-86.70
03/20/2019	3572	Irby's Answering Service	Base rate 20 February to 19 March 2019	-170.12
03/20/2019	3573	The Policy Center	Bond Renewal for Cabrina Bell	-132.00
03/20/2019	3574	USA Blue Book	Field Supplies Pants	-97.63
03/20/2019	3575	Wise WiFi Inc	February Monthly Fee	-35.00
03/20/2019	3576	ZB Services, LLC	February Monthly Fee	-2,160.00
03/20/2019	3577	Mediacom	Bill from 3/9/19 through 4/8/19	-122.68
03/20/2019	3578	U S Postal Service	5 rolls post card stamps @\$0.35	-175.00
03/20/2019	3579	The Policy Center	19/20 Commerical Pkg Renewal	-11,527.00
03/20/2019	3580	ABC Rental	Rental on Trac-Hoe	-638.00
03/20/2019	3581	Woods Automotive	Starter Motor for Chevy	-371.49
03/20/2019	3582	Hancock Bank Credit Card	Fuel and Phone Service	-414.46
03/20/2019	3583	Necaise & Company, PLLC	February Services, Financial Report	-2,100.00
Total Operating Account				-45,753.81
Bond & Interest Fund				
Total Bond & Interest Fund			No Payment Activity	
Customers Deposits Account				
Total Customers Deposits Account			No Payment Activity	

Pearlington Water & Sewer District
Docket of Claims
As of March 20, 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Emergency Operations Fund				
		Total Emergency Operations Fund	No Payment Activity	
Rural Development Construction				
		Total Rural Development Construction	No Payment Activity	
Short Lived Asset Replacement				
		Total Short Lived Asset Replacement	No Payment Activity	
Rural Development Debt Service				
		Total Rural Development Debt Service	No Payment Activity	
Petty Cash Account				
		Total Petty Cash Account	No Payment Activity	
TOTAL				<u><u>-45,753.81</u></u>

Signature Title

Signature Title



James Lamy, Chairman
Rosa Jackson, Secretary/Treasurer
John Pavlovich, Commissioner

Cabrina Bell, Vice-Chairwoman
Jamie Bennett, Commissioner
Michael Haas Jr., Attorney

Treasurer's Report: February 2019
Approved: March 20, 2019

	<u>Balance</u> <u>Beginning</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>Ending</u>
Petty Cash	\$ 100.00	\$ -	\$ -	\$ 100.00
Operating Account	404,281.60	34,626.74	25,771.24	413,137.10
Bond & Interest Fund	27,422.33	2.10	2.33	27,422.10
Customers Deposits Account	10,180.00	100.00	-	10,280.00
Emergency Operations Fund	137,648.00	26.40	-	137,674.40
Short Lived Asset Replacement	4,200.36	0.32	0.36	4,200.32
Rural Development Debt Service	29,428.50	0.26	2.50	29,426.26
CD 687716	100,217.20	-	-	100,217.20
CD 675258	100,694.26	-	-	100,694.26
CD 675260	100,694.26	-	-	100,694.26
CD 675261	100,879.08	-	-	100,879.08
CD 675262	100,879.08	-	-	100,879.08
CD 677109	100,543.62	-	-	100,543.62
Totals (All Accounts)	\$ 1,227,994.90	\$ 34,755.82	\$ 25,776.43	\$ 1,226,147.68

Chairperson _____

Secretary/Treasurer _____

**Pearlington Water & Sewer District
Fiscal Year: 10/1/2018 - 9/30/2019
Operating Budget**

	Original Budget	Adjustments	Final Budget	Notes:
Operating Revenue	388,700	-	388,700	
Transfer in from Prior Year Surplus	-	42,564	42,564	
Operating Expenses				
Personnel Costs:				
Wages	91,546	14,877	106,423	(2)
Overtime	4,800	(1,800)	3,000	
Medical Reimbursements	3,840	-	3,840	(2)
Retirement	-	5,321	5,321	
Utilities	7,100	2,000	9,100	
Insurance	23,000	1,000	24,000	
Office Expense	8,100	(100)	8,000	
Repairs & Maintenance	24,000	6,500	30,500	
Outside Services	24,000	(9,000)	15,000	
Truck Cost	5,400	600	6,000	
Water Quality Test	1,575	125	1,700	
Director's Pay	5,880	420	6,300	
Professional Services	72,264	27,016	99,280	(3)
Water Purchase	20,000	(1,400)	18,600	(4)
Sewer Treatment Cost	45,008	10,192	55,200	(5)
Total Expenses	336,512	55,752	392,264	
 Cash Inflows from Operations	 52,188	 154,068	 (3,564)	
Other Income:				
Interest Income	1,000	-	1,000	
Capital & Debt Expenditures:				
Equipment Purchase	-	12,000	12,000	
RUS Debt Payments	28,000	-	28,000	(6)
Design & Engineering	25,000	(25,000)	-	
Total Nonoperating Spending	53,000	(13,000)	40,000	
Surplus/(Deficit)	188	167,068	(0)	

**PEARLINGTON WATER AND SEWER DISTRICT
HURRICANE PREPAREDNESS CHECKLIST**

March 2019

In the event that a Hurricane has a definite track toward the Gulf Coast then the time table preparations can start earlier. This is only a guide line/check list.

HURRICANE CONDITION	ACTION Named Storm: _____	RESPONSIBLE PERSON
CONDITION IV – (Cat.2) Destructive force winds expected in 72 Hrs. (3 Days out)	GENERAL STATE OF READINESS (FIND ID and start wearing)	Everyone
(Date/Name when task completed)	GAS UP ALL VEHICLES, Generators & gas cans. SECURE OUTSIDE OBJECTS- Rakes, hoses, shovels, buckets. Auto-Flushers-retrieve & store upstairs w/ all electrical parts.	Ronnie & Larry
	METER READINGS, Call Harris-Place Service Call for Emergency backup service. 866-450-6696	R
	BACKUP QUICKBOOKS & all other data on the 2 external hard drives. Drives go with personnel. Send IRIS message to all Customers-Hurr. evacuation & office closed.	Carolyn
	READY PLASTIC TOTES FOR PACKING- These will be used for office equip. Boil Water Notice signs go with totes.	Z
	CONTACT at least 3 Commissioners and fill-out the "Contact" list. Page 3.	Z
	Print/Copy list of vendors/contractors phone numbers. Give to all employees, Chairman & Secretary.	C
	POST two Office closure notice signs to be placed in the PWSD payment drop box window & cn door (when office is shut down). Make two signs for Vehicles: List contact phone numbers & if phone number can receive text messages.	Z
	Transport Chevy & Trencher/trailer - leave trailer. Take Vacuum Trailer to WWTP (Kiln) & leave. Ford takes Utility trailer & leave. Both trucks back to PWSD to finish Hurricane Prep. *	ALL

CALL DAVID PITALE 228-216-5266 before going to WWTP.

*Transport Equip. & Trailer to Hancock Co. Utility Authority Northern Regional Wastewater Treatment Plant. Take HWY 603 North; LEFT at Texas Flat Road (McCloud Park) WWTP is located on right past McCloud entrance. Place info sign on dash of trucks. Lock doors & bin doors.

CONDITION III – Destructive force winds expected within 48 Hrs. (2 Days out)	PREPARATIONS should be completed within the first 24 Hrs. of Declaration of Condition III.	Responsible Person
Date & name when task completed.	PACK Office equipment in Plastic Totes for transport: 3 CPU's, laptops, 2 phones, receipt printer, maps & Office supplies, paper, pencils, etc. USE paper towels & toilet paper to pack around equip.	C,Z
	PACK 3-Ring Notebook containing disks/software, receipt book & master water & sewer map in plastic tote.	Z
	RECONCILE Cash drawer & Petty cash. Keep at least \$150.00 from cash drawer & all of petty cash. Make copy of reconciliation, have 2 people sign it. Make Bank Deposit, if possible. Take ALL check books.	C
	LOAD VEHICLES AND TRANSPORT plastic totes with office equipment to the STORAGE Building upstairs. Load a GENERATOR in each truck.	All
	PLACE CLOSED NOTICE IN WINDOW AND FORWARD OFFICE PHONE TO ANSWERING SERVICE. 228-205-4123	Z
	INVENTORY: Load up w/additional parts for repair on ¾ & 1" pvc lines etc. Put in truck. OFFICE: Remove all Keys from Key Box and all contents from Safe. Sign a receipt w/witness. GM takes with them.	R, L Z

**CONDITION II – Destructive Force winds expected within 24 hrs. (1Day)
EMERGENCY**

**OFFICE WILL REMAIN CLOSED UNTIL IT HAS BEEN DECLARED SAFE TO RETURN.
District Employees will not respond to service calls at this time.**

If all communications is out of service, LEAVE a message on the windshield of the PWSD trucks parked at the Hancock Co. Utility Authority's Northern Regional Wastewater Treatment Plant in the Kiln. The second choice will be at the Community Center in Pearlington. Employees are expected to return to work as soon as possible after all clear is issued.

CONTACT List: In the event a Declaration of Emergency or Emergency spending is needed, at Least 3 Commissions need to be contacted after the storm. (THIS REQUIRES MOTION AT A MEETING TO DECLARE EMERGENCY)

MR. JAMES LAMY, President 228-493-9966 Text: Yes,

Name: _____ Location: _____ Contact # _____
Text? Yes or No

Name: _____ Location: _____ Contact # _____
Text? Yes or No

Name: _____ LOCATION: _____ CONTACT# _____
Text? Yes or No

Name: _____ LOCATION: _____ CONTACT# _____
Text? Yes or No

Name: _____ LOCATION: _____ CONTACT# _____
Text? Yes or No

Name: _____ LOCATION: _____ CONTACT# _____
Text? Yes or No

Name: _____ LOCATION: _____ CONTACT# _____
Text? Yes or No

Pearlington Water & Sewer District

Post Storm Procedures

Personnel are to check-in at the designated location- When area has been given the all clear to enter. Leave note or call on cell phone, if service is available.

Hancock County Utility Authority will be contacted to find out the status of the Water System (Well & Tower) and the Lift Station and Wastewater Treatment Plant.

David Pitalo 228-216-5266 or Sean Henton 228-216-2897.

Status of Water System will be posted in windows at Community Center.

If necessary, the Boil Water Notice signs will be posted at:

- Hwy. 90/Hwy. 604 intersection (by little store)
- Community Center
- Hwy. 90/ Whites Road Area
- Shop/Library Area
- Hwy. 90/ Sunrise RV Park Area

NO STEP Tanks will be pumped out with generators until HCUA gives the OK.

Power Companies, tree cutting crews and Search & Rescue Crews will be in area, give them your cell phone number if appropriate. Then do as they direct.

Survey of storm damage:

Pictures must be taken of District property before moving or repairing.

- Keep a written log of DATE, TIMES, OBSERVATIONS and any task performed.
- Ride each street and look for broken water lines at houses.
- Turn water off at whole house valve, water meter or cap broke line.
- Fire Hydrants-Damaged or leaking turn off & cover with garage bag.
- Move Office plastic totes back to Office.
- Retrieve Equipment and Trailers from Kiln.