

**PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING MINUTES**

May 17, 2017

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, May 17, 2017, in the Pearlington Recovery Center.

In Attendance:

James Lamy, Chairman
Cabrina Bell, Commissioner
Rosa Jackson, Commissioner
Denise Wilkinson, Commissioner
Zoe Bretzius-Bowers, PWSD General Manager
Ty Necaise, CPA
Michael Haas, Attorney

Absent:

James Bennett, Commissioner

Chairman Lamy called the official meeting to order at 5:00 p.m. The Pledge of Allegiance was said, followed by a moment of silent reflection.

Agenda – Motion was made by Commissioner Bell, seconded by Commissioner Wilkinson, to accept the agenda as presented. **Motion passed.**

Request to Speak (Guest Presentation)

None

OLD BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the April 19, 2017, Board Meeting Minutes. (*Attachment 3.A*) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the May 8, 2017, Special Board Meeting Minutes. (*Attachment 3.B*) **Motion passed.**

NEW BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the docket of claims for May 2017. (*Attachment 4.A*) **Motion passed.**
- **Motion** was made by Commissioner Bell, seconded by Commissioner Wilkinson, to accept the April 2017 Treasurer's Report. (*Attachment 4.B*) **Motion passed.**
- Date of the next regular monthly meeting was announced as June 21, 2017, at 5:00 p.m. at the Pearlington Recovery Center.

BOARD MEMBER REPORTS

Chairman Report

Mr. Lamy contacted Mrs. Bowers to inform her that her resignation as general manager had been accepted. He then spoke to her about returning to PWSD in the position of Certified Water and Wastewater Operator as a contracted service. She agreed to return in that capacity and

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provided a quote for services. Mr. Lamy also spoke to the technicians about the operational changes.

The Board reviewed and discussed Mrs. Bower's quote and the list of duties she has agreed to perform. Mr. Lamy requested that an hourly rate be included on the service agreement to cover emergency situations.

Secretary Treasurer

Mrs. Wilkinson expressed concern over the confusion that surfaced at the April 2017 meeting about low-mod installations. Mr. Necaise stated that with the recent change in management operations, future low-mod applications would be presented to the Board for approval.

CPA REPORT (TY NECAISE)

- **Budget vs Actual Report – Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to table the discussion of Budget vs Actual Report due to an internet malfunction which prevented copies being distributed to the commissioners. **Motion passed.**
- Mr. Necaise distributed proposals from three accounting firms for professional audit services to the Board for review. (*Attachment 6.B*)
- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to approve the proposal for audit services submitted by Gerald Rigby, C.P.A., P.C, in the amount of \$6,875. **Motion passed.**
- Mr. Haas stated that he would notify each of the three firms of the Board's decision. He stated he would put in the award letter that the Board understood the audit was late last year and they expect it to be done in a shorter time frame this year. Mr. Necaise recommended the firm be given 90 days.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to amend the previous motion by adding that the awarded accounting firm has 90 days from the date of receipt of bookkeeping documentation to complete the audit. **Motion passed.**

GENERAL MANAGER REPORT

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell to approve the Operator's Agreement with ZB Services, LLC. (*Attachment 7.A*) Discussion. **Motion passed.**

ENGINEER REPORT

Update on PWSD and Port Bienville Analysis – Mr. Burge stated he met with operators at the Port. They provided most of the needed information. He still needed water usage data to put in the model. Once the information is received, the Port model will be completed. Mr. Burge suggested that prior to the next regular Board meeting a workshop should be held to view exhibits and discuss findings on the combined systems.

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ATTORNEY REPORT

Mr. Haas did the “low-mod” research but the materials were not in his packet for presentation. He will present the information at the next meeting.

An updated Employment Contract for legal services was provided by Mr. Haas for Board review. **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to approve the contract for Legal Services. (*Attachment 9.B*) Discussion: Mr. Lamy requested that invoices not be held for extended periods of time. Commissioner Jackson mentioned that invoices should be submitted within the fiscal year. **Motion passed.**

EXECUTIVE SESSION

Motion was made by Commissioner Bell, seconded by Commissioner Jackson to enter into executive session to discuss personnel matters. **Motion passed** with Commissioners Bell, Jackson, and Wilkinson voting “Aye.”

Executive session entered at 6:09.

Motion was made by Commissioner Jackson, seconded by Commissioner Bell, to exit executive session. **Motion passed** with Commissioners Bell, Jackson, and Wilkinson voting “Aye.”

Executive session exited at 6:16 p.m.

No official action was taken in executive session.

ADJOURMENT

Motion was made by Commissioner Bell, seconded by Commissioner Jackson, to adjourn the meeting. **Motion passed.**

There being no further business, the Chairman adjourned the meeting at 6:17 p.m.

Denise Wilkinson, Secretary/Treasurer

James Lamy, Chairman