

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

August 16, 2017

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, August 16, 2017, in the Pearlington Recovery Center.

In Attendance:

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

Absent:

Cabrina Bell, Vice Chairman

Chairman Lamy called the official meeting to order at 5:01 p.m. The Pledge of Allegiance was said, followed by a moment of silent reflection.

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

**Request to Speak (Guest Presentation)**

- **David Pitalo, HCUA Director** – Chairman Lamy asked Mr. Pitalo to attend the PWSD Board meeting. Mr. Pitalo addressed the information provided at the HCUA Budget Workshop held Tuesday, August 15, 2017. He provided a presentation on the history of HCUA and the progress of the entity in 10 years of operation. He answered questions and explained the operational features, as well as costs, of the Western (Pearlington) Wastewater Plant. He also discussed the possible future use of solar energy at the various plants in the county. In addition, the possibility of Pearlington Water and Sewer District assuming responsibility for the Pearlington Lift Station was discussed.
- Mr. Necaise addressed the Board on behalf of Account #4691, the owner of which was requesting an adjustment due to a water leak. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approved a one-time leak adjustment to account #4691 in the amount of \$69.69. **Motion passed.**

**OLD BUSINESS**

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve the July 27, 2017, Special Board Meeting Minutes. (*Attachment 3.A*) **Motion passed.**
- **Motion** was made by Commissioner Wilkinson, seconded by Commissioner Jackson, to approve the presented contract with ZB Services, LLC. (*Attachment 3.B*) **Motion passed.**

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**NEW BUSINESS**

- Date of the next regular monthly meeting was announced as September 20, 2017, at 5:00 p.m. at the Pearlington Recovery Center.
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve the docket of claims for August 2017. (*Attachment 4.B*) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to accept the July 2017 Treasurer's Report. (*Attachment 4.C*) **Motion passed.**
- **Lo-mod installations for vacant property** - Board discussion. Chairman Lamy requested Mr. Haas to look at policy and/or develop policy to address continued issues with low-mod installations. Additional discussion included a property owner's request for installation of a step tank on his property, even though he was not in the process of building. Currently, the PWSD operator does not install step tanks until the home is blacked in. Chairman Lamy asked Mr. Haas to prepare a draft policy, and to address the application for new service, which makes it clear that the property owner has a deadline for completion of home construction.
- **Installation of cleanout valves on private property** – Board discussion. The Board acknowledged that sewer and water related work on non-easement private property was not the responsibility of PWSD.
- **Annual Budget Workshop** - **Motion** was made by Commissioner Wilkinson, seconded by Commissioner Jackson, to hold a budget workshop on September 6<sup>th</sup>, 2017, at 5:00 p.m. **Motion passed.**

**BOARD MEMBER REPORTS**

**Chairman Report**

**HCUA Activity** -The HCUA Budget Workshop of August 15, 2017, appeared to be focused upon the HCUA lift stations. Mr. Lamy explained that a proposal would soon be voted upon by the HCUA board members regarding PWSD paying more than \$8,000 annually, plus parts and labor expenses, for the Pearlington Lift Station. Consolidation was offered as a solution for the county districts whose members oppose assuming responsibility for the lift stations. However, the city districts expressed no interest in their own consolidation.

**Port & Harbor Update** – Mr. Lamy received confirmation that Hancock County Water and Sewer would take over the Port and Harbor system. However, there is no evidence that any action is being taken. Mr. Necaise stated that he would make contact with Port and Harbor representatives to ascertain the status of the project.

**CPA REPORT (TY NECAISE)**

- **Budget vs Actual Report** –Mr. Necaise presented and discussed the Budget vs Actual Report. (*Attachment 6.a*)
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to create the position of Office Supervisor. **Motion passed.**

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- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve the revised Pearlington Water and Sewer District Organizational Chart with the change of the term “Manager” to “Supervisor.”. (*Attachment 6.D*) **Motion passed.**

(Commissioner Wilkinson recused herself and exited the meeting at 7:17 p.m. She was not present for discussion or vote on the following agenda item.)

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to promote Mrs. Carolyn Wilkinson to the position of Office Supervisor. **Motion passed.**

(Commissioner Wilkinson re-entered the meeting at 7:19 p.m.)

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett to table acceptance of the fiscal year 2016 audited financial statements. (*Attachment 6.F*) **Motion passed.**

#### **OPERATOR REPORT**

- Ms. Bowers provided an update on the findings of the I & I inspections. Future bills will reflect a customer’s responsibility to pay for I & I problems that occur on the customer’s property.
- Ms. Bowers also investigated costs associated with installation of an in-line sewer meter at the lift station to target specific areas responsible for I & I. The cost ranged from \$5,000 to \$11,000. I & I investigations will continue.

#### **ENGINEER REPORT**

- Mr. Scott Burge, in a follow-up on the step-tank placement at the maintenance building, stated that the PWSD operator’s proposed step-tank project should work effectively.
- Mr. Burge stated that he contacted Lee Purvis, General Manager of Utility Services, regarding the Oak Harbor system. Mr. Purvis expressed interest in working with PWSD and was willing to meet with the PWSD Board.

#### **ATTORNEY REPORT**

Mr. Haas explained that he would work with Ms. Bowers on the letters to be sent to cross-connected and delinquent customers.

#### **EXECUTIVE SESSION**

**Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett to close the regular meeting and enter into executive session for the purpose of discussing the hiring of personnel. **Motion** passed with Commissioners Lamy, Bennett, Jackson, and Wilkinson voting “Aye.”

Executive Session entered at 7:37 p.m.

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**Motion** was made by Commissioner Jackson, seconded by Commissioner Bell to exit executive session and re-open the regular meeting. **Motion** passed with Commissioners Lamy, Bennett, and Jackson, voting "Aye."

Executive Session ended 7:49 p.m.

**NEW BUSINESS, cont.**

(During executive session, Commissioner Wilkinson recused herself and exited the meeting at 7:46 p.m. She was not present for discussion or vote on the following agenda item.)

**Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve a pay increase to \$14.00 per hour for Mrs. Carolyn Wilkinson. **Motion passed.**

(Commissioner Wilkinson re-entered the meeting at 7:50 p.m.)

**Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve Connie Beum for the position of Office Assistant at a pay rate of \$11.00 per hour.

**ADJOURMENT**

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

There being no further business, the Chairman adjourned the meeting at 7:51 p.m.

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Denise Wilkinson, Secretary/Treasurer

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James Lamy, Chairman