

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

November 15, 2017

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, October 18, 2017, in the Pearlington Recovery Center.

**In Attendance:**

Cabrina Bell, Vice Chairman  
James Bennett, Commissioner  
Rosa Jackson, Commissioner  
Denise Wilkinson, Commissioner  
Ty Necaise, CPA  
Zoe Bretzius-Bowers, PWSD Operator  
Michael Haas, Attorney

**Absent:**

James Lamy, Chairman

Vice Chairman Bell 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 Wilkinson, seconded by Commissioner Bennett, to accept the agenda as presented. **Motion passed.**

**Request to Speak (Guest Presentation)**

- **Chandler Reynolds – not present**

**OLD BUSINESS**

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the minutes of the October 18, 2017, regular meeting of the PWSD Board of Commissioners. *(Attachment 3.A)* **Motion passed.**
- Mr. Necaise provided an update on the new telephone system. The absence of an active credit card prevented action.
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve revised leave policy to allow employees to carry forward 15 days of vacation time. *(Attachment 3.C)* Discussion. **Motion passed.**
- Mr. Necaise presented information about research into the standard procedures for leak policies in several sewer and water districts along the Coast to determine a reasonable and fair policy revision which would take into account additional leaks incurred by customers. *(Attachment 3.D)* **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to table consideration of a revision to the leak policy. **Motion passed.**

**NEW BUSINESS**

- Date of the next regular monthly meeting was announced as December 20, 2017, at the Pearlington Recovery Center.

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BOARD OF COMMISSIONERS REGULAR MONTHLY MEETING MINUTES**

- **Motion** was made by Commissioner Bennett, seconded by Commissioner Wilkinson, to approve the docket of claims for November 2017. (*Attachment 4.B*) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to accept the October 2017 Treasurer's Report. (*Attachment 4.C*) **Motion passed.**

**OPERATOR REPORT**

- Update on Samoa Road fire hydrant project – The hydrant on Samoa Road interfering with property access will be removed at a cost to the customer of \$145.00, plus parts. (*Attachment 5.A*)
- Rebuilding and/or repairing failed submersible pumps – The submersible pumps cannot be rebuilt. The pumps cost approximately \$590.00 and must be replaced when they fail. (*Attachment 5.B*)
- Dawsey Lane sewer service on temporary pole – The temporary pole is servicing a resident whose house burned down. The resident requested sewer to allow use of a mobile home that is being provided by the insurance company. Hancock County Zoning and Planning is aware of the situation. Arrangements are being made to complete the temporary hookup.

**ENGINEER REPORT**

- Oak Harbor Update – Mr. Burge presented the Preliminary Outline and the Preliminary Engineering Report for the Oak Harbor Water and Sewer Systems. Discussion.

**CPA REPORT (TY NECAISE)**

- Revised and reformatted policy manual – Mr. Necaise presented the revised and reformatted policy manual to the Board for review and comments. (*Attachment 7.A*)
- Update on the Worker's Comp policy audit appeal – Mr. Necaise explained that he appealed because of the audit. PWSD received \$3900.00 from the appeal.

**ATTORNEY REPORT**

- **Update on review of Attorney General's opinions on separation of powers.** Mr. Haas stated that previous opinions do not actually apply to the current HCUA board membership issue. He expressed that an opinion should be sought on the specifics of HCUA board membership, if the PWSD Board wishes to seek such an opinion.
- **Update on lo-mod policy** – Mr. Haas composed and distributed new policy regarding lo-mod installations. **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett to approve the presented policy. (*Attachment 8.A*) Discussion. **Motion passed.**

**BOARD MEMBER REPORTS**

**Chairman Report**

- HCUA Activity – Mr. Necaise explained that the November HCUA board meeting handled routine matters. No actions were taken that would effect changes in the operations of PWSD.

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- Employee Christmas Party – The December meeting will be moved up to 4:00 p.m. to allow the Board members the opportunity to express appreciation to the PWSD employees by offering refreshments provided through private donations. The change of the meeting time will be posted in accordance with requirements.

**COMMISSIONER REPORT**

- Commissioner Jackson: Delinquent Account Update – Discussion. A policy revision will be presented next month to eliminate end-of-month billing (Book Twenty) and to make all bills due on the same day.

**EXECUTIVE SESSION**

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

Executive session was entered at 6:20 p.m.

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

Executive session ended at 6:25 p.m. No action was taken in executive session.

**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 6:25 p.m.

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Denise Wilkinson, Secretary/Treasurer

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Cabrina Bell, Vice Chairman