

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

January 21, 2015

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, January 21, 2015, in the Pearlington Community Center.

In Attendance:

Betty Baxter, Commissioner

Cabrina Bell, Commissioner

Denise Wilkinson, Commissioner

Zoe Bretzius-Bowers, PWSD General Manager

Ty Necaise, CPA

Mike Haas, Jr., Attorney

Absent:

James Lamy, Chairman (Excused)

Rosa Jackson, Commissioner

In the absence of Chairman Lamy, Vice Chairman Cabrina Bell presided and called the meeting to order at 4:00 p.m. The Pledge of Allegiance was said and followed by a moment of silent reflection.

ELECTION OF OFFICERS

Vice-Chairman Bell appointed Attorney Haas to assume the Chair for the purpose of election of officers.

Nominations were opened for Chairman. Commissioner Baxter nominated Commissioner Jimmy Lamy as Chairman and stated that he had agreed to serve. No other nomination was offered. **Motion** was made by Commissioner Baxter to elect Mr. Jimmy Lamy by acclamation of the members of the board present as board president, seconded by Commissioner Bell. The motion was passed.

Nominations were opened for Vice-Chairman. Commissioner Baxter nominated Commissioner Bell as Vice-Chairman. No other nomination was offered. **Motion** was made by Commissioner Baxter to close the nominations and elect Commissioner Bell by acclamation to the position of Vice-Chairman, seconded by Commissioner Wilkinson. The motion was passed with Commissioners Baxter and Wilkinson voting "aye" and Commissioner Bell not voting.

Nominations were opened for Secretary-Treasurer. Commissioner Baxter nominated Commissioner Wilkinson as Secretary-Treasurer. No other nomination was offered. **Motion** was made by Commissioner Baxter to close the nominations and elect Commissioner Wilkinson by acclamation to the position of Secretary-Treasurer, seconded by Commissioner Bell. The motion was passed with Commissioners Baxter and Bell voting "aye" and Commissioner Wilkinson not voting.

Attorney Haas administered the Oath of Office to Commissioners Bell and Wilkinson and will administer the Oath of Office to Chairman Lamy prior to the next meeting.

Vice-Chairman Bell resumed the Chair for the remainder of the meeting.

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PUBLIC REQUEST TO SPEAK

None

OLD BUSINESS

- Motion was made by Commissioner Baxter, seconded by Commissioner Wilkinson, to approve December 17, 2014 minutes. Motion passed.
- Motion was made by Commissioner Baxter, seconded by Commissioner Wilkinson, to approve the December 2014 Docket. Motion passed.
- Motion was made by Commissioner Wilkinson, seconded by Commissioner Baxter, to approve the December 2014 minutes. Motion passed.

CHAIRMAN'S REPORT

Commissioner Baxter provided the Chairman Report in the absence of Commissioner Lamy.

- HCUA elected Mayor Les Fillingame as Chairman of the authority for the 2015 year.
- The district was informed that MSDEQ planned to hold meetings with Waveland and Bay St Louis officials to discuss their participation with purchasing water from the authority. Dates of the meetings were not provided.
- Discussion was held regarding a date for dedication of the PWSD maintenance building. March 18, 2015 at 3:30 pm. was established as the date for the dedication. The monthly meeting will follow at 4:00 p.m. at the maintenance building. The General Manager will handle invitations and coordination for the event.

CPA'S REPORT (TY NECAISE) (2 Attachments)

- Monthly Budget Report was presented by Mr. Necaie.
- Mr. Necaie is on schedule to have the audit binder to Gerald Rigby by the end of January.
- Work on establishing a web site is underway and Mr. Necaie is investigating the feasibility for establishing the account as "ms.gov" or "ms.us" rather than as .com account for security purposes.
- Mr. Necaie presented a revised logo for the district which would appear on letterhead and on the web page to be developed.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Wilkinson to accept the logo presented by Mr. Necaie. Motion passed.
- Mr. Necaie recommended that the General Manager be authorized as one of the signees on the Operations account. He is of the opinion that it would be more efficient if the General Manager could be one of the signees and a Commissioner as the second signee.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Wilkinson, to authorize Mr. Necaie to propose a revision to the check signing policy for the Operations account. Motion passed.
- Mr. Necaie will work with the new secretary-treasurer to develop a more efficient method to produce the monthly docket.
- Mr. Necaie advised that the administrative assistant, Carolyn Wilkinson would be given the task of handling the accounts payable process. This action will be a more efficient use of resources.

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ADMINISTRATIVE REPORT

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Wilkinson, to add Commissioner Wilkinson as authorized signee on all accounts and to add Zoe Bretizus-Bowers, General Manger, as authorized signee on the operations account. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Wilkinson, to approve the Employee Handbook Revision 20150121 to pay all employees on payroll for Holiday pay. Motion was approved.
- January 2015 debt reserves for SRF and Rural Development were transferred to Bond and Interest fund (information only).

ATTORNEY'S REPORT (1 Attachment)

- No liens or court action is currently being conducted.
- Attorney Haas presented draft recommendations for changes to the user agreement and/or ordinance. He requested the board review the draft for further discussion and consideration at the next meeting.

GENERAL MANAGER'S REPORT (2 Attachments)

- Unaccountable water loss for 2014 was approximately 28.55% which is above the industry average of between 12-17%. Annual Fire Hydrant maintenance of the 275 Fire Hydrants revealed five (5) hydrants found to be leaking. A Fire Hydrant may lose 52 gpm or 74,880 gpd. A potential monthly loss of 11,232,000 gals. Repair of these Fire Hydrants is a priority project.
- Seven customers signed a payment plan this month and three customers on the payment plan paid their accounts in full.
- The payment was made on a Pollution Insurance Policy which is required by a recent HCUA ordinance. A conference call with David Pitalo and Bill Mitchell regarding this ordinance indicated that HCUA would work on an amended version of the Septage Ordinance.
- Quotes are being obtained for solid contaminants testing, which is expected to be high.

EXECUTIVE SESSION

None

NEW BUSINESS

Date of next regular monthly meeting is February 18, 2015.

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Motion was made by Commissioner Baxter, seconded by Commissioner Wilkinson, to adjourn the meeting. Motion was approved

There being no further business, the Chairman adjourned the meeting at 5:06 p.m.



Denise Wilkinson, Secretary/Treasurer



James Lamy, Chairman