

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Thursday, March 21, 2013
AGENDA

- **CALL TO ORDER/WELCOME/ROLL CALL**
 - Welcome /Pledge of Allegiance/ Moment of Silent Reflection
 - Presentation
- **OLD BUSINESS**
 - Approval of February 07, 2013 Minutes.
 - Approval of February 20,2013 Emergency Meeting Minutes
 - Approval of March 8, 2013 Special Meeting Minutes
 - Approval of February, 2013 Docket
 - Approval of February, 2013 Treasurer Report
- Request for Cash
- **COMPTON ENGINEERING**
 - **CHAIRMAN REPORT**
 - Construction of Storage/Maintenance Building
 - Video/Audio installation
 - Auditor Conference 2/20/13
 - HCUA Activity
 - PWS and P/H water distribution connection
 - **ADMINISTRATIVE REPORT**
 - Emergency Meeting on 2/20
 - Electronic check processing
 - FEMA reimbursement – recommend earmarking to use for installation of low/mods (action item)
 - Employee Compensation Time
 - Surplus of van and/or truck
 - HCUA Remaining Connections
 - **ATTORNEY REPORT**
 - Request for Qualifications General Manager– status of publication
 - **B&B FIELD REPORT**
 - Status of ISAAC FEMA Reimbursements – Reimbursement from FEMA (75%) received.
 - Status of ISAAC MEMA Reimbursement – (12.5% Reimbursement pending)
 - Operators Report
 - Maintenance/Installation Activities
 - Customer Complaints
- **NEW BUSINESS**
 - Payment on Board of Supervisor’s Loan
 - Date of next regular monthly meeting (April 11, 2013)
- **PUBLIC REQUEST TO SPEAK**
 - None
- EXECUTIVE SESSION –
- ADJOURNMENT

PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all

**PEARLINGTON WATER & SEWER DISTRICT
MONTHLY MEETING
MARCH 21, 2013**

PRINTED NAME	SIGNED NAME	ADDRESS
Betty Baxter	Betty Baxter	Pg 44 40 Pearlington, MS
Tom Johnson	Tom Johnson	10461 Robert Road Pearlington, MS 39335
Michael Hays	Michael Hays	221 W 2nd St
Cabrina Bell	Cabrina Bell	16087 10th St Pearlington, MS 39572
Nicholas A Myrone	Nicholas A Myrone	Cape Fear
Steve Fricks	Steve Fricks	16051 9th St

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

MARCH 21, 2013

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, March 21, 2013, in the Pearlinton Community Center.

In Attendance:

James Lamy, Chairman
Betty Baxter, Commissioner
Cabrina Bell, Commissioner
Elbert Walters, Commissioner
Mike Haas, Jr., Attorney
Tom Johnson, RCAP

Absent:

Rosa Jackson, Commissioner

Also in attendance were Acting General Manager Zoe Bretzius-Bowers with B&B Services and Nick Mignone with Compton Engineering.

The Chairman called the meeting to order at 4:01 p.m. He welcomed the newest Commissioner Cabrina Bell to the board. The chairman acknowledged the untimely death of the district's Office Manager, Glennette Alford, and appreciation for her years of service and dedication to the district. A moment of silent reflection was observed in honor of Mrs. Alford, after which the pledge of allegiance was made.

- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to approve February 07, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve minutes of the Emergency February 20, 2013 meeting. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve the Special March 8, 2013, minutes. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to accept the February, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to accept the February, 2013 Treasurer Report. Motion was approved.
- There was no Request for Cash submitted for approval.

COMPTON ENGINEERING

- Compton Engineering issued Notice of Award letter to Morreale Construction, LLC on March 11, 2013 (Att. A) . Three (3) copies of the Contract Documents were provided to be returned to Compton within ten (10) days from date of letter, excluding Sundays and Legal Holidays.

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

CHAIRMAN REPORT

- Contract documents for the Storage/Maintenance Building are due back to Compton by March 25th.
- Purchase order for installation of the audio/video has been submitted to Security Zone. Installation date is pending at this time.
- The Chairman, Secretary/Treasurer, and acting General Manager, attended a follow up meeting with Mr. Rigby to go over the audit. The annual audit report has been distributed to various agencies as required.
- Hancock County Utility Authority Report – The State Revolving Fund (SRF) loan of seven million that has been deferred every year since Katrina can no longer be deferred. Attempts to have the loan forgiven have been unsuccessful. Options for payment of the loan were presented. A workshop is scheduled for Tuesday, March 26, 2013, for further discussion. Payment of this loan will be a drastic impact on each of the district.
- Proposal by Compton Engineering to provide a feasibility study for connection of the Pearlington water distribution system with the Port and Harbor (PH) water distribution system was discussed. A meeting of Port and Harbor and PWSD representatives is scheduled for Friday, March 22, 2013.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to authorize the Chairman to enter into agreement with Compton Engineering to proceed with the initial phase of the proposal in the amount of \$3,000.00, contingent on the outcome of the meeting with Port and Harbor to determine if they are willing to pay all or a portion of the cost. Motion was approved.

ADMINISTRATIVE REPORT

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to rescind her motion from the February 7, 2013, meeting to implement electronic check processing. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to earmark the FEMA reimbursement funds to cover labor and installation expenses associated with future low/mod income installations. Motion was approved.
- Discussion was held again regarding removal of compensation time in favor of paying overtime. Commissioner Bell agreed to investigate other methods of administering compensation time and report back to the district.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to surplus the van and the truck with the truck being kept only until a new truck has been purchased.. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to authorize a letter to HCUA Chairman Bill Johnson, requesting the authority to proceed with issuance of a contract for installation of remaining connections in Pearlington. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to add Commissioner Walters as authorized signee to the district's bank

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

accounts and to remove Tom Busenlener as authorized signee from the accounts. Motion was approved.

- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to nominate Commissioner Bell as Vice-Chairman to replace former Commissioner Busenlener. Motion was approved with Commissioner Bell being selected and sworn in as Vice Chairman.

ATTORNEY REPORT

- Attorney Haas has submitted the Request for Qualification for Management position to be published in the Sea Coast Echo on March 23, and 30, 2013. Applications are due before April 8, 2013.
- The bond closing for the Rural Development Loan was held at the Haas office on Wednesday, March 20, 2013. Representatives of the Bond attorney, Rural Development, and Pearlington Water and Sewer District were in attendance. Copies of all signed documentation will be forwarded to all parties for their records.

B&B FIELD REPORT

- Acting General Manager, Zoe Bretzius-Bowers is checking frequently on the status of the MEMA reimbursement (12.5%) from ISAAC. She checked with Mr. Eric Church on 2/28 and 3/20. Payment by MEMA is handled under a Phase II which requires confirmation that FEMA has paid and all damaged items have been replaced.
- Requested maps in still a progress in work.
- There are some issues with Fire Hydrants and four needs to be rebuilt.
- Defective Infinity water meter heads are being replaced by the manufacturer at no cost to the district. A technician from the company will be on site next month to work with the district technicians.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters to send Ronnie Pack and Jon Collins to Bob Cat Drivers training to be held at Hancock County Water and Sewer District. There is no fee for the course and may lower the districts workman compensation cost.
- Two complaints requesting payment for damage were received from the same customer. One complaint involved claimed damage to his driveway and the other claimed damage to his rotted pump shed. Commissioner Walters will visit the site and report back at the next meeting.

PUBLIC REQUEST TO SPEAK

- None

NEW BUSINESS

- **Motion** was made by Commissioner Walters, seconded by Commissioner Bell, to make a \$5,000.00 payment on the Board of Supervisors Loan. Motion was approved. This will reduce the loan balance to \$35,000.
- Chairman announced date of next regular monthly meeting as April 11, 2013.

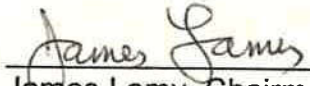
PEARLINGTON WATER & SEWER DISTRICT
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- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to enter executive session to discuss personnel issues. Commissioners Baxter, Lamy, Bell, and Walters voted yea and motion was approved. Chairman Lamy requested that the acting General Manager be included in the executive session. Executive session was entered at 5:42 p.m.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Bell, to leave executive session and motion was approved with Commissioners Baxter, Lamy, Bell, Walters voting yea.
- Regular session was reconvened at 5:55 p.m. with no actions being taken in executive session.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to adjourn the meeting. Motion was approved.

There being no further business, the Chairman adjourned the meeting at 5:55 p.m.



Betty Baxter, Secretary



James Lamy, Chairman