

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Thursday, May 20, 2014
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection
- Special Acknowledgement

OLD BUSINESS

- Approval of April 10, 2014 Minutes
- Approval of April 2014 Docket
- Approval of April, 2014 Treasurer Report
- Request for Cash RD # 37 April 2014 M&O \$20,163.71
- Budget Modification # 3 MDA
- Request for Cash MDA/USACOE # 15
- **CHAIRMAN REPORT**
- HCUA Activity
- Commissioner Payments for Meetings
- **CPA REPORT (Ty Necaize)**
- Budget Report

ADMINISTRATIVE REPORT

- Discussion – Change date of meetings
- Field Trip to South Alabama Utilities April 14th
- Mississippi SHOP Webnair
- BASE – Choice Incentive Plan (CIP)
- Vacuum Excavator – Approval to Advertise for Bid

ATTORNEY REPORT

- Liens & Court
- Other

B&B FIELD REPORT

- Maps-Seymour Engineering Status
- Sewer/water/bathroom for Storage Building - Status
- Equipment List II Purchases – Status
- Business Continuity Disaster Recovery Plan Review
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

NEW BUSINESS

- Date of next regular monthly meeting (TBD)

PUBLIC REQUEST TO SPEAK

EXECUTIVE SESSION

ADJOURNMENT

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

May 20, 2014

The Pearlington Water and Sewer Board of Hancock County, Mississippi, met in official session on Tuesday, May 20, 2014, in the Pearlington Community Center.

In Attendance:

James Lamy, Chairman
Betty Baxter, Commissioner
Cabrina Bell, Commissioner
Zoe Bretzius-Bowers, Gen. Mgr
Caroline Haas, Attorney
Ty Necaise, CPA

Absent:

Rosa Jackson, Commissioner
Elbert Walters, Commissioner
Tom Johnson/RCAP
Mike Haas, Jr. Attorney

The Chairman called the meeting to order at 4:14 p.m. The Pledge of Allegiance was said followed by a moment of silent reflection.

OLD BUSINESS

- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to approve April 10, 2014 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the April, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the April, 2014 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 37; April, 2014 M&O in the amount of \$20,163.71. Motion was approved.
- Budget Modification # 3 MDA and MDA Request for Cash # 15 was removed from the agenda, pending modifications by Gouras & Associates. Gouras & Associates advised they will have the documents ready for approval in very near future.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize Chairman Lamy to review and sign the MDA documents upon receipt to be ratified at subsequent meeting. Motion was approved.

CHAIRMAN REPORT

- Commissioner Lamy has agreed to serve on the HCUA Audit Committee
- HCUA Budget workshop is scheduled for Thursday, May 22, 2014, at 4:30 pm at the Northern Treatment Plant on Texas Flat Road.
- Attorney Heather Ladner will now represent HCUA.
- David Pitalo advised that the Pearlington/Bay Side Project work should start by June 1, 2014.

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- HCUA Chlorine Project for the Waveland Treatment Plant estimate has increased from \$200,000 to \$400,000. The project was approved to advertise for bids. Discussion was held by the Pearlington Commissioners and the Chairman was requested to ask the Authority to obtain a qualified review the design to determine if any cost savings could be made to lower the cost of the project.
- Payment of the HCUA SRF loan should begin in October 2014. MSDEQ has agreed to forgive the past interest and extend the principal of the loan (\$10,114,103.55) for a twenty (20) year period at interest rate of 1.75%. The share of the loan repayment by PWSD is estimated to be approximately \$904.04 per month. This is only a budgetary estimate and will be affected by the percentage of flow to the treatment plant.
- Bryan Griffin, representing his engineering firm, made a presentation regarding obtaining BP funds and left a contract for consideration. No action was taken.
- Discussion was held regarding payment to the Commissioners for attendance at meetings. The Commissioners could legally be paid up to \$84.00 for each meeting. Chairman Lamy is of the opinion that payment for meetings might assist with getting Pearlington residents to serve as Commissioners on the board. Since the Commissioners were not all of the same opinion, he would like give the Commissioners the option to accept or waive their individual payments.
- **Motion** was made by Chairman Lamy, seconded by Chairman Bell, to start paying the Commissioners \$50.00 per meeting, effective with the June, 2014 meeting. Motion was approved with Commissioners Bell, and Lamy voting yea and Commissioner Baxter abstaining.

CPA REPORT (Ty Necaise)

- Budget report was presented by Mr. Ty Necaise. Cost for professional services was higher than projected and under runs in other areas were identified to supplement that area. Mr. Necaise will make the changes and present the modified budget at the next meeting.
- Discussion was held regarding changing the current payroll account to a debt reserve account and using the operations account for payroll.
- **Motion** was made by Commissioner Bell, seconded by Chairman Lamy, to authorize Commissioner Baxter to take necessary actions to change payroll to debt reserve account and begin using the operations account to make payroll. Motion was approved.

ADMINISTRATIVE REPORT

- Due to conflict with the attorney schedule, the previous change of meeting dates would not work.

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- **Motion** was made by Commissioner Baxter, seconded by Chairman Lamy, to change the monthly meeting dates to the third Wednesday of each month and to update the By-Laws to reflect this change. Motion was approved. Notice of this change with new meeting dates will be posted in the Sea Coast Echo, the county courthouse, and in local public areas
- Field trip to South Alabama Utilities on April 14, 2014, was very productive. (Information only).
- Commissioner Baxter and Mr. Ty Necaise participated in the Mississippi SHOP Webinar and resulted in contact being made with Mr. Larry Wolfe, a certified agent with the Mississippi Health Market. Mr. Wolfe initially met with Commissioner Baxter and held a second meeting with Commissioner Baxter, Mr. Ty Necaise, General Manager, and individually with the employees. Mr. Necaise was requested to contact the organization called "BASE" to determine how the district could implement tax free payments to the employees to pay on premiums for their individual selected insurance policies.

Mr. Necaise provided information on "BASE" to the commissioners. "BASE" is a Choice Incentive Plan or CIP. The individual employee would be responsible for obtaining and paying the premiums for their policies and providing proof of payment to "BASE" who would in turn notify the employer (the district) that payment had been made. The district would then reimburse the employee (on a tax free basis) on the premium, not to exceed the allowed amount agreed to by the district. The employee would be totally responsible for paying the premium and notifying "BASE".

"BASE" has an administrative cost of \$300.00 per year plus \$5.00 per employee per month or minimum of \$30.00 per month.

- **Motion** was made by Commissioner Baxter, seconded by Chairman Lamy, to authorize the Zoe Bretzius-Bowers, the General Manger, to contract with "BASE" for the benefit of the employees with the monthly payment by the employer not to exceed \$350.00 and reimbursement to the employees to only be made upon receipt of payment received from "BASE". Motion was approved.
- Discussion was held regarding purchase of a Vacuum Excavator to be utilized for pump out of step tanks. The General Manager had not been able to obtain a second quote and discussion was held regarding if Rural Development funds or Revenue funds should be used to fund the procurement. The decision was tabled until next meeting, pending further research and determination of funding source.

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ATTORNEY REPORT

- Attorney Caroline Haas represented Attorney Mike Haas who had a schedule conflict.
- Discussion was held regarding past due accounts and the board directed the General Manager to provide necessary information of those older/large past due accounts to the attorney for his action.

B&B FIELD REPORT

- Draft maps made by Seymour Engineering were available for review. The General Manager is obtaining additional information to place on the maps.
- Step tank for the Storage/Maintenance Building has been installed and connections are planned for this week. Appreciation was extended to Mr. Fricke for his assistance with this project.
- All items on Equipment List II have been purchased except for the two I Pads.
- Efforts continue to improve on I&I (Inflow and Infiltration) Project. Six residential hours meters were installed to be read at the same time as the water meters. The purpose of this is to reduce the rain/runoff water that goes to the treatment plant.
- Eight (8) credit card payments were processed for the month of April.
- A third BRIGHT Orange past due notice was delivered to 50 customers this month. Twenty-five of these were 90 days past due and twenty of these made some type of payment.
- Two (2) new installs were completed in April.
- Security Vulnerability Self-Assessment Guide was updated and presented to the Chairman for signature.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to accept the updated Security Vulnerability Guide and authorize Chairman Lamy to sign approval. Motion was approved.
- The Business Continuity and Disaster Recovery Plan was reviewed and updated.

NEW BUSINESS

- Date of next regular meeting is June 18, 2014

PUBLIC REQUEST TO SPEAK

- None

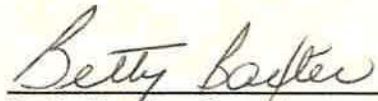
PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

EXECUTIVE SESSION

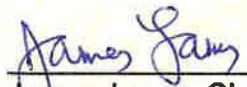
- None

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

There being no further business, the Chairman adjourned the meeting at 6:10 p.m.



Betty Baxter, Secretary



James Lamy, Chairman