

**PEARLINGTON WATER & SEWER DISTRICT
MONTHLY MEETING
June 18, 2014**

<i>PRINTED NAME</i>	<i>SIGNED NAME</i>	<i>ADDRESS</i>
Ty Necaize	Ty Necaize	Kiln MS
Betty Baxter		
TOMBUSENHENE	Tom Busen	P1 TOW
Caroline Haas	Caroline Haas	

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Wednesday, June 18, 2014
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

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

OLD BUSINESS

- Approval of May 20, 2014 Minutes
- Approval of May 2014 Docket
- Approval of May, 2014 Treasurer Report
- Request for Cash RD # 38 May 2014 M&O \$29,486.31
- Request for Cash RD # 39 Compton \$1,785.25

• **CHAIRMAN REPORT**

- HCUA Activity
- Commissioner Payments for Meetings
- **CPA REPORT (Ty Necaise)**
- Amended Budget Report
- Other

ADMINISTRATIVE REPORT

- By-Law Revisions
- 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
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

NEW BUSINESS

Date of next regular monthly meeting (July 16, 2014)

PUBLIC REQUEST TO SPEAK

- Melissa Bello

EXECUTIVE SESSION

ADJOURNMENT

PEARLINGTON WATER & SEWER DISTRICT
Board of Commissioners
Regular Scheduled Monthly Meeting
Wednesday, July 16, 2014
AGENDA

CALL TO ORDER/WELCOME/ROLL CALL

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection

OLD BUSINESS

- Approval of June 18, 2014 Minutes
- Approval of June 2014 Docket
- Approval of June, 2014 Treasurer Report
- Request for Cash RD # 39 Compton \$1,785.25
- Request for Cash RD # 40 Request for approval to procure equipment \$36,145.97
- Request for Cash RD # 41 June 2014 M&O \$24,599.06
- Budget Modification # 3 (MDA Decrease of \$189,149.42) (FEDERAL Decrease \$633,705.35)
- Request for Cash MDA/USACOE # 15 (\$15,841.88)
- Request for Cash MDA # 16 (\$2,500.) Gouras Invoice
- Closeout Package CDBG R-109-427-01-KCR

CHAIRMAN REPORT

- HCUA Activity
- **CPA REPORT (Ty Necaise)**
- Monthly Budget Report
- Insurance Reimbursement Policy Update
- FY15 – Proposed Operating Budget (POP)
- Accomplishments
- Delinquent Accounts
- Clarification of Overtime Pay for call-outs
- Discussion- Sick leave for family purposes

ADMINISTRATIVE REPORT

- Employee Handbook Revisions (Health Premium Reimbursement)
- Equipment III RD Purchase

ATTORNEY REPORT

- Liens & Court
- Other

B&B FIELD REPORT

- Maps-Seymour Engineering Status
- Equipment List II Purchases – Status
- Operators Report
- Maintenance/Installation Activities
 - HCUA Contractor's Activity
- Customer Complaints

NEW BUSINESS

Date of next regular monthly meeting (August 20, 2014)

PUBLIC REQUEST TO SPEAK

- Mr. Joseph Keys

EXECUTIVE SESSION

ADJOURNMENT

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

June 18, 2014

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Wednesday, June 18, 2014, in the Pearlinton Community Center.

In Attendance:

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

Absent:

Elbert Walters, Commissioner
Mike Haas, Attorney

Past Commissioner Chairmen Tom Busenlener and Kevin Hill was also in attendance.

The Chairman called the meeting to order at 4:00 p.m. The Pledge of Allegiance was said followed by a moment of silent reflection.

A special acknowledgement plaque was presented to Mr. Tom Johnson for his many years of loyal support to the district. He was also honored by naming the conference room as "Tom Johnson Conference Room". Kevin Hill and Tom Busenlener, past Chairmen, also spoke to honor Mr. Johnson.

OLD BUSINESS

- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to approve May 20, 2014 minutes. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the May, 2014 docket. Motion was approved.
- **Motion** was made by Commissioner Bell, seconded by Commissioner Lamy, to accept the May, 2014 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to approve Rural Development Request for Cash # 38; May, 2014 M&O in the amount of \$229,486.31. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to approve Rural Development Request for Cash# 39 to Compton Engineering for 1,785.25. Motion was approved.

CHAIRMAN REPORT

- HCUA directors discussed the Kiln/Jordan River/TESI issue with regards to disposal off the old TESI treatment plant at Jordan River. The opinion of the

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

board was the funds already spent by HCUA are sufficient to cover their portion and the issue remains between TESI and Kiln.

- Discussion was held regarding the HCUA Proposed Operating Budget for the next fiscal year. There appears to be an overall increase in addition to the current plan to begin billing for the SRF loan. The district CPA, Ty Necaise, advised the Chairman to review the SRF loan documentation to make sure there is no issue in the event that wastewater revenue is being used to supplement water expenses instead of paying the SRF loan.
- The Board of Supervisors authorized their attorney, Gary Yarborough, to submit a letter requesting forbearance of the SRF loan principal.

CPA REPORT (Ty Necaise)

- The Final Amended FY14 budget report was presented. Projected revenue was lowered, resulting in a reduction of net gain.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to accept the Final Amended FY14 budget as presented (Att. A) Motion was approved.
- Per Diem payments for Commissioners attending meetings became effective with this June meeting. Checks for the June meeting will be distributed at the July meeting. Some Commissioners wish to waive their per diem and a form letter was given to each Commissioner to sign and return if they elect to waive payment.

ADMINISTRATIVE REPORT

- Revisions to the By-Laws were presented for review and approval. The only changes involved the date change of the meetings and update of the Commissioners. **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell to accept the changes to the By-Laws as presented. Motion was approved.
- Discussion was held regarding use of the BASE Company to handle employee health insurance benefits. Additional research determined that any health insurance payments would be taxable to the employee and the employer even if we chose to use BASE. Mr. Necaise was of the opinion that BASE would not be necessary and we could save that administrative expense.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Lamy to authorize payments of Employee Health Insurance premium reimbursement not to exceed \$320.00 per full time employee with the requirement that proof of payment in the form of a receipt be presented prior to any payments. Payment to be the actual amount if lower than \$320.00 and not to exceed the cap of \$320.00 under any circumstances. The Employee

PEARLINGTON WATER & SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING MINUTES

Health Insurance premium reimbursement can be made retroactive from the first month of year 2014 if required proof of payment can be provided this benefit is taxable for both employee and employer. Motion was approved.

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Baxter, to authorize submittal of request to Rural Development for procurement of a Vacuum Excavator. Motion was approved.

ATTORNEY REPORT

- Attorney Caroline Haas represented Attorney Mike Haas.
- Discussion was held regarding collecting for past due accounts and what other actions could be taken after the case has gone to court and a judgment issued. Commissioners authorized the attorney to proceed with actions to collect those for which judgment had been filed.
- Discussion was held regarding the fact that the district can lock off the water for non-payment but not the sewer connection due to DEQ regulations. Ty Necaise suggested that the district consider a consolidated effort to request relief through legislation. A previous bill on that issue had failed but may have a chance with joint support. Another suggestion was perhaps the judgment could be added to their property tax bill.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize attorney Haas to draft a letter to Legislators Philip Moran and David Baria requesting their assistance with submitting a bill to assist the district in locking off sewer connections for non- payment and adding cost to property taxes if a judgment had been made by the court. Motion was approved. Chairman Lamy will coordinate this effort with the other districts.

B&B FIELD REPORT

- Seymour Engineering reported they are placing the final touches to the Maps.
- Step tank for the Storage/Maintenance Building is now connected.
- Hurricane Preparedness Checklist for 2014 has been updated. Post Storm task have been added to the Checklist this year. This checklist is a list of activities and task that need to be performed during each Hurricane Condition and assigns responsibilities for each action. During a Hurricane threat, employees will be able to follow this list and check off the action when completed. The Checklist is intended to eliminate most last minute or unplanned issues and is reviewed and updated frequently.
- Letter has been sent to ninety (90) delinquent customers. Some of these have been paying small amounts on their bill but not enough to eliminate a large balance.
- Field Status Report was presented (Att.B)

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BOARD OF COMMISSIONERS MEETING MINUTES

- Request was made to procure a riding lawnmower to be used for the Storage Yard. The small push mower is not sufficient to handle the yard.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Bell, to authorize Chairman Lamy to approve purchase of the lawnmower with a price not to exceed \$2,000.00. Motion was approved. The Chairman also requested the General Manager to obtain a price quote and specs for a Self propelled mower. Revenue funds will be used to pay for this item.

NEW BUSINESS

- Date of next regular meeting is July 16, 2014
- Schedule of monthly meetings for August 2014 – July 2014 spread on the minutes.

PUBLIC REQUEST TO SPEAK

- Melissa Bello requested to speak but did not attend the meeting.

EXECUTIVE SESSION

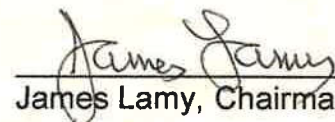
- None

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 5:55 p.m.



Betty Baxter, Secretary



James Lamy, Chairman