

**PEARLINGTON WATER & SEWER DISTRICT**  
**Board of Commissioners**  
**Regular Scheduled Monthly Meeting**  
**Thursday, July 11, 2013**  
**AGENDA**

## **CALL TO ORDER/WELCOME/ROLL CALL**

- Welcome /Pledge of Allegiance/ Moment of Silent Reflection
- Presentation

## **OLD BUSINESS**

- Approval of June 13, 2013 Minutes.
- Approval of June, 2013 Docket
- Approval of June, 2013 Treasurer Report
- Request for Cash
  - RFC#15 ENGINEERING (\$250.00)
  - RFC#16 M&O JUNE 2013 (\$33,345.03)

### **COMPTON ENGINEERING**

- Status of Storage Building

### **CHAIRMAN REPORT**

- HCUA Activity
- Status of Request for Maps

### **ADMINISTRATIVE REPORT**

- Transferred RD May reimbursements to SLAR and Operations Accounts
- GIS –need to establish source for annual updates

### **ATTORNEY REPORT**

- Liens & Court filing
- Approval of Resolution on transfer of easements

### **B&B FIELD REPORT**

- Equipment List to Purchase with RD funds (Zoe) Status
- Operators Report
- Maintenance/Installation Activities
- Customer Complaints

## **NEW BUSI NESS**

- Date of next regular monthly meeting (August 15, 2013)

### **PUBLIC REQUEST TO SPEAK**

- None

### **EXECUTIVE SESSION**

### **ADJOURNMENT**

*PLEDGE OF ALLEGIANCE TO THE FLAG*

**PEARLINGTON WATER & SEWER DISTRICT  
MONTHLY MEETING  
JULY 11, 2013**

<i>PRINTED NAME</i>	<i>SIGNED NAME</i>	<i>ADDRESS</i>
Stephen Fricks	Stephen Fricks	14051 9 <sup>th</sup> St.
William Fricks	William Fricks	15130 Fricks Dr.
Michael Haas	Michael Haas	15112
Joy Collins Joy Collins	Joy Collins	6030 Keller
Ronnie Paul	Ronnie Paul	16000 First Street

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

JULY 11, 2013

The Pearlinton Water and Sewer Board of Hancock County, Mississippi, met in official session on Thursday, July 11, 2013, in the Pearlinton Community Center.

In Attendance:

James Lamy, Chairman  
Betty Baxter, Commissioner  
Cabrina Bell, Commissioner  
Elbert Walters, Commissioner  
Mike Haas, Jr., Attorney  
Zoe Bretzius-Bowers, Gen. Mgr  
Tom Johnson, RCAP

Absent:

Rosa Jackson, Commissioner

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.

- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to approve June 13, 2013 minutes. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to accept the June, 2013 docket. Motion was approved.
- **Motion** was made by Commissioner Walters, seconded by Commissioner Baxter, to accept the June, 2013 Treasurer Report. Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve Request for Cash # 15; Compton Engineering in the amount of \$250.00 Motion was approved.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to approve Rural Development Request for Cash # 16 for June 2013 M&O expenses in the amount of \$33,345.03. Motion was approved.

#### **PROPOSED OPERATING PLAN (POP) FOR FISCAL YEAR 2014**

- Mr. Tom Johnson, RCAP, gave a detailed presentation of the POP for FY14 and provided opportunity for discussion and questions from attendees at the meeting. His rate study indicates there will not be a need for a rate increase in FY14. This POP will be on the agenda in August for final approval as the FY14 Budget. A copy of the FY14 Budget will be submitted to Rural Development as required in that agreement.

#### **COMPTON ENGINEERING**

- Compton representative was not available to provide status report of the storage building; however the inspector did submit a revised project schedule

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

which still indicates completion by required date of September 2, 2012 for substantial completion and certificate of occupancy.

### CHAIRMAN REPORT

- Chairman reported that he and the General Manager met with Digital Engineering to discuss maps needed by PWSD. Digital was very cooperative and surprised that PWSD had not received these maps. Digital provided assistance with obtaining copies of these maps and other helpful documentation. The cost to PWSD for these "as build" maps was \$651.00. PWSD is appreciative to Digital Engineering for their assistance in this matter.
- HCUA approved the addition for installation of the remaining Pearlington Water and Sewer customers to the Bayside bid. Time line for this activity is still undetermined as the bid has yet to be approved and advertised.
- The chairman reported that Nancy Depreo made a presentation at the HCUA meeting regarding a new delinquent account program offered by MS Rural Water Association. The cost is \$300 per year for each district and will go toward development and management of a consolidated database of delinquent accounts. Members can check this account when new customers apply to determine if they are delinquent at another member's location and require them to pay their delinquent bill before service is provided. Nancy encouraged each district to participate and make the program a success.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, for Pearlington Water & Sewer District to participate in the MS Rural Water Association Delinquent Account program. Motion was approved. The General Manager was authorized to complete necessary paperwork for participation in the program.

### ADMINISTRATIVE REPORT

- May, 2013 Rural Development reimbursements for maintenance and operations expenses were spread between the SLAR and Operations Account.
- Secretary reported she had discussion with Geoff Clemens, Compton Engineering, regarding the best source to maintain PWSD's water and sewer records on the Hancock County GIS map portal. Mr. Clemens said his company was capable of doing the updates but advised that it may be in the best interest of the district to consider obtaining the services of the company that did the work. Secretary will contact GCT, Inc. to obtain some sort of cost estimate. Since they will probably bill by the hour and the district has no idea of the volume of work to be submitted, we will probably only be able to obtain an hourly cost.

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

**ATTORNEY REPORT**

- Letters were mailed to seven (7) customers with delinquent accounts. This letter advised them that the next step would be to file in court for payment unless they pay the balance. One (1) of the seven (7) contacted the district and has set up a payment plan. The attorney will continue to file in court for the other six accounts.
- The issue of providing a second water and sewer installation for low mod customers was discussed. The attorney advised that in his opinion, the grant obligation was satisfied when the first installation was completed and does not apply to a second installation.

**B&B FIELD REPORT**

- The annual health inspection conducted by the MS Health Department was conducted on July 9, 2013. The only deficiency noted was the lack of a backup source of water.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters to accept the review and updates of the Security Vulnerability and Emergency Response Plan. Motion was approved.
- The 2013 Hurricane Evacuation Plan has been reviewed and updated. One correction was noted that bank tokens should be kept with the employee and not packed in tote bags.
- Water coolers have been provided to the field technicians. This will reduce the amount of bottled water being purchased.
- Weekday work hours have been staggered in an effort to reduce the need for overtime. Technician Collins submitted a letter recommending the board approve the use of Flex time and suggested work hours from 06:00 a.m. to 2:30 p.m. The board did not act on the request for Flex time or the request for early hours. Commissioner Baxter requested that the technicians work the assigned hours and work together to accommodate changes in schedule when necessary.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to modify the dress code section of the Employee Handbook to add: "The District will fund technicians for five (5) shirts a year; one (1) pair of rubber boots. The "used" items will be turned in upon receipt of new items along with the receipt for the new purchase. Non prescription Safety Glasses and rubber/leather gloves will be replaced upon request." Motion was approved.
- Storm Computers have corrected issues with the computers, however slow response from ATT continues to be a problem. Commissioner Baxter will contact ATT.
- Seven (7) new water and sewer customers either have been or in the process of being activated since June, 2013.

PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

- Disconnects due to non-payment are down by 30%. Out of fourteen (14) delinquent notices, only three (3) had to be locked out this month. The remaining eleven (11) came in and paid.
- Twenty-five (25) water meter heads were changed out this month.
- Weed cutting around eighty-eight (88) fire hydrants were completed this month.
- The most common problems occurring for calls outs continue to be problems with the floats getting tangled and pumps getting clogged. This appears to be more of a design problem than customer abuse.
- Compton Engineering has the Equipment package and is currently working on the letter to Rural Development.

### **PUBLIC REQUEST TO SPEAK**

- Mr. Billy Fricke spoke regarding his immediate need for sewer installation. Mr. Fricke's installation is one of those that will be included on the HCUA Bayside park bid. Mr. Fricke new home will require service prior to the HCUA installation and an interim solution needs to be put in place. Mr. Fricke is willing to provide labor and pipe at no expense to the district.
- Motion was made by Commissioner Baxter, seconded by Commissioner Walters to authorize the following actions:
  - Issue a letter of intent to service to Mr. Fricke
  - Allow Mr. Fricke to use step tank from the PWSD yard, provided he transport and install at his expense.
  - Issue Pump, panel, filter from storage to Mr. Fricke, provided he complete installation in accordance with specifications.

Motion was approved.

Mr. Fricke will then provide sewer pipe, at his own expense to connect the step tank to his existing sewer tank located near his existing trailer. When the HCUA contractor installs the water and sewer lines, they can then connect their pipe to the existing sewer line and abandon the old sewer tank.

### **NEW BUSINESS**

- Date of next meeting August 15, 2013.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters, to go into executive session to discuss personnel items. Motion was approved and executive session was entered at 5:30 p.m.
- **Motion** was made by Commissioner Baxter, seconded by Commissioner Walters to leave executive session with no action taken in the session. Motion was approved and the regular meeting resumed at 6:09 p.m.

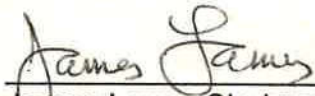
PEARLINGTON WATER & SEWER DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES

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

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



Betty Baxter, Secretary



James Lamy, Chairman