

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

May 18, 2016

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, May 18, 2016, in the Pearlington Recovery Center.

In Attendance:

Absent:

James Lamy, Chairman (exited meeting at 6:32 pm)

Cabrina Bell, Commissioner (assumed chair at 6:32 pm)

Rosa Jackson, Commissioner

Denise Wilkinson, Commissioner

Zoe Bretzius-Bowers, PWSD General Manager

Ty Necaise, CPA

Michael Haas, Attorney

Chairman Lamy called the meeting to order at 5:00 p.m. The Pledge of Allegiance was said, followed by a moment of silent reflection.

PUBLIC REQUEST TO SPEAK

None

OLD BUSINESS

- **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson, to approve the April 22, 2016, Board Meeting Minutes. **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the May 2016 Docket. Discussion: A bill was received from Seymour Engineering, but payment is being withheld because the PWSD Board has received no information or documentation from the firm. Mr. Necaise offered to call Seymour Engineering to discuss the matter. **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the April 2016 Treasurer's Report. **Motion passed.**

NEW BUSINESS

Date of next regular monthly meeting was announced as June 15, 2016, at the Pearlington Recovery Center.

CHAIRMAN'S REPORT

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HCUA Activity- Chairman Lamy introduced Mr. Jamie Bennett, who was appointed by Supervisor David Yarborough and approved by the Hancock County Board of Supervisors to serve as a commissioner on the PWSD Board. He welcomed Mr. Bennett and explained the actions that must be completed to allow him to serve in official capacity.

Chairman Lamy stated that he attended the May HCUA meeting. The main focus of the meeting was Chris Guras's breaking up the payments that were approved the prior month. MDEQ asked that the project be split into two different projects.

Of major concern to Mr. Lamy was the fact that it appeared the Kiln District was not going to buy any more water from HCUA as was previously proposed. He questioned the feasibility of two districts joining together to appeal to MDEQ for relief from the burden of member entities refusing to purchase water from HCUA. Mr. Necaise suggested that representatives travel to Jackson to speak directly to MDEQ staff, in addition to sending a letter. He then suggested PWSD should act alone in requesting that MDEQ approve the Board's establishment of a memorandum of understanding with HCUA to operate and pay for the operation and maintenance cost of the Pearlington well. He felt if approval were obtained from MDEQ, then the Board could present the proposal to HCUA. He further explained that action is needed to stop the perceived misappropriation of funds and to alleviate the unnecessary burdens on entities that remain in compliance with original mandates. Mr. Haas felt that a majority vote would need to be obtained from the HCUA board. He suggested that PWSD ask of MDEQ that non-participating members of the HCUA board not be allowed to vote on the proposal. **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to authorize Attorney Haas to send a letter to MDEQ requesting approval for Pearlington Water and Sewer District to operate the Pearlington water well. **Motion passed.**

BOARD MEMBER REPORTS

None

CPA'S REPORT (TY NECAISE)(1 Attachment)

- Mr. Necaise explained that he had volunteered many, many hours on projects for the PWSD that do not fall under the job description of a certified public accountant. He was glad to offer his diverse talents toward the various projects, which lead to notable improvements in effectiveness and efficiency of the operation of the entity, and board members expressed their gratitude for all he had done. Because larger projects can be time-consuming and demand additional resources, Mr. Necaise asked for consideration of an hourly rate for future projects. **Motion** was made by Commissioner Bell to approve a rate of \$40.00 per hour to be paid to Mr. Necaise for services rendered which are not covered in his original contract. Following discussion it was determined that an addendum could be attached to his contract to cover fees for additional projects. **Motion was tabled.**
- Monthly Budget Report: The budget is at the 58% point of the year. Revenues are beating the budget. Three items are a little out of line with the budget-- insurance, commissioner's fees, and professional services. Explanations were provided by Mr. Necaise.

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- Commissioner Wilkinson noted that the Treasurer's Report for April reported receipts of \$17,058.80 with disbursements of \$33,247.34. Mr. Necaie reviewed the numbers and stated that the numbers were reversed. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to rescind the approval of the April Treasurer's Report. **Motion passed.** **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the April Treasurer's Report presented by Mr. Necaie. **Motion passed.**
- Delinquent Customers: There are currently 6 delinquent customers needing to be referred to Mr. Haas for action. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to authorize Mr. Haas to send certified legal letters to Book 54 listings. **Motion passed.**
- Phone Service Update: Internet service goes down two or three times a week. Mr. Craig Necaie is planning to install a box that will enable him to monitor internet and link AT&T Internet and DSL by Air Internet together, creating a fail-safe system. If one system goes down, the other will activate. Mr. Necaie anticipates the phone cost will go down.
- Mr. Necaie stated the district will soon be reaching the five-year mark for people who paid security deposits and left without refund. Policy will need to be in place to discuss turning the funds over to the State Treasury Department. A policy will be presented for approval at a future meeting.

GENERAL MANAGER'S REPORT (4 Attachments)

Operations:

- PWSD General Manager Bowers submitted an Operations Status Report for Board review.
- Mrs. Bowers requested approval for the following statement to be added to the policy manual: "The District does not execute service agreements with Renters; property owners must establish service." Attorney Haas expressed concern and asked to be allowed to research the matter. The Board agreed.
- Mrs. Bowers also presented a "Theft of Water" policy to be approved for placement in the policy manual. Commissioner Jackson asked Mr. Haas to review the wording of the policy. It was determined the reviewed/revised policy would be presented at a future meeting for approval.
- The *Security Vulnerability Guide*, the *Emergency Response Plan* and the "Hurricane Preparedness Checklist" were presented for annual review and approval. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the *Security Vulnerability Guide*, the *Emergency Response Plan* and the "Hurricane Preparedness Checklist." **Motion passed.**
- Report was made of an eighteen-wheeler parked on one of the district's valves. It rolled off of it gently. Moss Towing was able to pick it up and move the trailer over, preventing the truck from rolling over the top of the valve. Fortunately, there were no line breaks. Commissioner Jackson asked about liability if there had been damage. Mrs. Bowers stated that the responsible party is held accountable when damage occurs. Reported incidents are documented by the Hancock County Sheriff's Department and the PWSD.

ATTORNEY'S REPORT

- There were no liens or court actions to report.

EXECUTIVE SESSION

None

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Adjournment

Motion was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to adjourn the meeting. **Motion passed.**

There being no further business, the Chairman adjourned the meeting at 6:35 p.m.

Denise Wilkinson, Secretary/Treasurer

James Lamy, Chairman