

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

June 15, 2016

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, June 15, 2016, in the Pearlington Recovery Center.

In Attendance:

Cabrina Bell, Vice Chairman

Rosa Jackson, Commissioner

Denise Wilkinson, Commissioner

Zoe Bretzius-Bowers, PWSD General Manager

Ty Necaize, CPA

Michael Haas, Attorney

Absent:

James Lamy, Chairman

Vice Chairman Bell called the meeting to order at 5:09 p.m. The Pledge of Allegiance was said, followed by a moment of silent reflection.

**AMENDMENTS TO THE AGENDA**

**Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to add the General Manager's "Field Status Report" to the Agenda. Discussion: Commissioner Wilkinson questioned the title "Field Status Report." The report actually covers both field and office. Mr. Haas noted that Operations currently appears on the agenda. Mr. Necaize explained that the report needed to reflect the same wording as the agenda. In the future the report will be titled Operations Status Report. **Motion Passed.**

**PUBLIC REQUEST TO SPEAK**

None

**OLD BUSINESS**

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the May 18, 2016, Board Meeting Minutes. Discussion: Vice Chairman Bell stated the time of Chairman Lamy's departure from the meeting, and her subsequent assumption of the chair, was at 5:32, not 6:32 as reported in the minutes. Commissioner Wilkinson agreed and corrected the mistake. **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the June 2016 Docket. Discussion: Mr. Necaize explained the transfers from the Operating Account on 5/25/16 stem from a software problem. Automatic drafts are being incorrectly pulled from the Bond and Interest Account, and efforts to rectify the situation have been unsuccessful. The transfers are being made to correct the account balances. **Motion passed.**

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

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the May 2016 Treasurer's Report. Discussion: Mr. Necaie stated the Operating Account is correct and that cash is accumulating. **Motion passed.**

**NEW BUSINESS**

Date of next regular monthly meeting was announced as July 20, 2016, at the Pearlington Recovery Center.

**CHAIRMAN'S REPORT**

**HCUA Activity-** Mr. Lamy was not present to provide the Chairman's Report.

**BOARD MEMBER REPORTS**

None

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

- Monthly Budget Report: The budget is at the 67% mark. Repairs and Maintenance Budget Items are a little out of line. Mr. Necaie stated he needs to do a split, pull out the contracted portion, and put it in Outside Services. That will balance out the Outside Services and bring Repairs and Maintenance Budget Items more in line. He also acknowledged that Commissioners' Fees were up as expected due to the rate increase, but an amendment will occur before September 30<sup>th</sup>. Everything else in the budget is in line. A budget workshop is forthcoming to allow for a budget approval in August.
- Customer Accounts:

Mr. Necaie addressed Customer Account #460. The leak at the residence of the customer has been resolved. Mr. Necaie requested a decision be made by the Board on the action to be taken regarding the handling of the excessive bill which resulted over time from the leak. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson to approve the recommendation of the General Manager to make a one-time adjustment to Account #460 in the amount of \$426.00 (based on highest three months of the leak) due to a leak and the evidence provided for the repair. **Motion passed.**

Mr. Necaie then addressed Customer Account #768. As a result of a compliance check, PWSD employees discovered that the person residing in the home had been receiving free water due to inactivation of the account which had not been disconnected. The service to the home was in the previous owner's name (mother of the current resident) and money was owed to PWSD. The current owner took possession of the home in 2012. The current owner signed an agreement to pay the bill in 2014. He sought to establish a new sewer and water account in 2015. Mr. Necaie requested guidance from the Board regarding the bill that was owed prior to the owner's request to establish a new account at the residence. The Board agreed that the past due balance should be paid by the owner, acknowledging he signed a payment agreement for the bill.

Mr. Necaie expressed a need for an executive session to discuss an account issue that may involve litigation.

**GENERAL MANAGER'S REPORT (2 Attachments)**

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

Operations:

PWSD General Manager Bowers submitted a Field Status Report for Board review.

- Mrs. Bowers stated that every fire hydrant would be inspected within the next three weeks to find the source of the unaccountable water loss.
- Regarding sewer disconnects, Mrs. Bowers sent two emails to Jason Taylor, HD Environmentalist. She has received no response. The Health Department has changed procedures, and she must first call the Health Department in Jackson and give them the disconnect list (6 homes).
- The newest commissioner, Mr. Bennett, must travel to Wiggins for Board training and his travel must be reimbursed.
- Mrs. Bowers discussed the "Request for Rating." She pointed out that the Health Department applications have been partially completed. The services of an engineer are needed to complete the forms. Mrs. Bowers requested that the Board consider using the services of O'Neil-Bond Engineering from Wiggins to complete the forms. The request was tabled.
- PWSD is on the list for the Fire Hydrant Nozzle Project resulting from a recall. Mrs. Bowers has been in contact via email.
- Surplus equipment/property: Generator, land, computer equipment.  
Mr. Necaize stated the generator will be taken to Cuevas Auction for sale. The land will be advertised for sale through the Board attorney. It was recommended that "no trespassing" signs be placed on the property. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the recommendation of the General manager to declare the Chicago 5500 Generator as surplus because it is no longer needed by the Pearlington Water and Sewer District and to sell the generator at Cuevas Auction. **Motion passed.** Commissioner Jackson stated, "It is the opinion of the Board at this time that the District will retain the property on 7<sup>th</sup> Avenue, we would like to have no trespassing signs posted on the property, and at some later time we may want to revisit the possible sale of that property." **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the recommendation of the General Manager to declare the HP Mini Laptop and the Dell 15' Laptop as surplus, no longer needed by the District and having no value, to be destroyed once the hard drives are removed. **Motion passed.**

**ATTORNEY'S REPORT**

- Mr. Haas prepared a letter, reviewed by Mr. Lamy and Mr. Necaize, to the Attorney General about the possibility of rebating customers based on the surplus PWSD anticipates it might have this year. He is awaiting a response.
- Mr. Haas prepared a letter to Mississippi Department of Environmental Quality requesting that they consider approving transfer of the well and tanks and water assets in the Pearlington community from HCUA to Pearlington and ask that they meet with PWSD to discuss various options that might be available. Mr. Lamy and Mr. Necaize reviewed the letter. No response has been received.
- There is an Attorney General's opinion which indicates it is not proper for the PWSD to put impediments upon people wishing to obtain sewer and water service. The protection given to the board is that it has the authority to set the deposit rate sufficient to meet any potential loss from a renter. Mr. Haas recommended that the Board not adopt a policy that attempts to hold the landlord responsible for tenants' sewer and water bills.
- Theft of Water: Mr. Haas requested that the policy be revisited next month.

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

- The six customer accounts that were turned over to Mr. Haas for collection will receive notification the week of June 20, 2016.

**EXECUTIVE SESSION**

**Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to enter executive session to discuss potential litigation, with Commissioners Bell, Jackson, and Wilkinson voting "Aye." Commissioner Lamy was absent. **Motion passed.**

Executive session entered at 6:36

**Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to exit executive session, with Commissioners Bell, Jackson, and Wilkinson voting "Aye." Commissioner Lamy was absent. **Motion passed.**

Executive session ended at 6:51.

**Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to authorize Attorney Mike has to research Customer Account 255 and initiate legal proceeding at Mr. Haas's hourly rate. **Motion passed.**

**Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to authorize General Manager Bowers to draft and implement a policy establishing a rate of \$250.00, or actual cost if higher, per incident for pumping services necessitated by customers disconnected from sewer service. **Motion passed.**

**Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to declare the pumping service needed by customers who have been disconnected from sewer service to be an environmental emergency and to charge the customer \$250.00 (or actual cost if higher) per incident. **Motion passed.**

**Adjournment**

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

There being no further business, the Vice Chairman adjourned the meeting at 6:59 p.m.

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Denise Wilkinson, Secretary/Treasurer

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James Lamy, Chairman