

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

August 17, 2016

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, August 17, 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

James Bennett, Commissioner

Vice Chairman Bell called the meeting to order at 5:08 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 accept the agenda as submitted. **Motion passed.**

PUBLIC REQUEST TO SPEAK

Ken Juncker - Mr. Juncker explained he has a house in the Belle Isle subdivision. His stated concern is having to pay the required minimum for water when he only uses about 1/10 of the allotted water. He asked if a credit might be issued to people who do not use the allotted amount of water each month to offset months when they exceed the allotted amount due to an extenuating circumstance such as filling a pool. General Manager Bowers discussed the PWSD policy addressing the filling of pools. Board CPA, Mr. Necaize explained the financial need of the PWSD to establish the base rate for service. Mr. Juncker was advised to apply for the adjustment as allowed by policy for the filling of his swimming pool. He was also advised to check for possible leaks which may account for higher than usual bills in June and July.

OLD BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the July 20, 2016, Board Meeting Minutes. **Motion passed.** (*Attachment 3.A*)
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the July 2016 Treasurer's Report. **Motion passed.** (*Attachment 3.B*)

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- Water and Sewer Theft Policy – **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve Theft Policy (2016-2) as submitted by the General Manager and approved by legal counsel. Discussion: Presented policy contains a typographical error in need of correction and formatting needs to be corrected. The revision date needs to be included. **Motion passed.** (*Attachment 3.C*)

NEW BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the August 2016 Docket of Claims. **Motion passed.** (*Attachment 4.A*)
- Date of next regular monthly meeting was announced as September 21, 2016, at the Pearlington Recovery Center.

BOARD MEMBER REPORTS

Chairman

HCUA Activity – None to report because the regularly scheduled meeting was changed to Thursday, August 18, 2016.

Vice Chairman Bell requested the discussion of the Merit Raise System be tabled.

Commissioners

None to report

CPA REPORT (TY NECAISE)

- Monthly Budget Report – **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson to accept the summary budgetary comparison report. **Motion passed.** (*Attachment 6.A*)
- Budget Workshop – **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to approve the fiscal year 2016-2017 budget as discussed in the Budget Workshop of July 27, 2016, and as presented by the PWSD Board CPA. **Motion passed.** (*Attachment 6.B*)
- Cost of Living Raise – **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to table the proposed cost of living raise for all employees until the September PWSD Board meeting. Commissioner Wilkinson abstained from voting.
- Grant Research – **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to authorize the Board CPA to meet/discuss with various grant agencies regarding grant funding for a proposed back-up well and the Oak Harbor project. **Motion passed.**
- Annual Financial Report – Mr. Necaise stated the audit process is behind schedule due to a delay with documentation.
- Capital Improvement Plan – Mr. Necaise expects to have a draft of the plan to present at the September PWSD Board meeting.

GENERAL MANAGER'S REPORT

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Operations:

- 1,572,408 gallons of water were sold for the month of July.
- An insurance claim was necessitated for a lightning strike of August 2, 2016, which impacted the office building technology systems.
- General Manager Bowers and CPA Necaie attended a meeting with A. Garner Russell & Associates. Proposed sites for a back-up well are being studied. A meeting with Port and Harbor officials will be forthcoming.
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to authorize PWSD Board Attorney Michael Haas to request Consent Decree documentation from Utility Services regarding the waste water treatment plant of the Oak Harbor subdivision. **Motion passed.**

ATTORNEY’S REPORT

- Mr. Haas presented to the Board the Health Department recommendation that the Board review and revise Bylaw 5.16 to reflect that the PWSD Board does an annual review of the rates. Mr. Haas noted that bylaws will need to be amended to reflect this review of rates, and bylaws require 30 days’ notice to amend. The amendment will be presented at the September meeting for approval.
- A follow-up letter was sent by Mr. Haas to the Mississippi Department of Environmental Quality asking if they would review his previous letter and send a response.
- Mr. Haas asked for an update regarding the customer whose sewer service was cut off for refusal to pay his delinquent bill. The bill has been paid in full.
- A recommendation was made by Mr. Haas for the Board to review and update PWSD bylaws/policies. A reference system (indexing system) was also discussed to aid in customer use of the website.

EXECUTIVE SESSION

None

ADJOURMENT

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 6:20 p.m.

Denise Wilkinson, Secretary/Treasurer

Cabrina Bell, Vice Chairman