

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

September 21, 2016

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, September 21, 2016, in the Pearlington Recovery Center.

In Attendance:

Absent:

James Lamy, Chairman
Cabrina Bell, Vice Chairman
James Bennett, Commissioner
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.

AMENDMENTS TO THE AGENDA

Motion was made by Commissioner Bell, seconded by Commissioner Jackson to accept the agenda as submitted. **Motion passed.**

PUBLIC REQUEST TO SPEAK

None

OLD BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the August 17, 2016, Board Meeting Minutes. (*Attachment 3.A*) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the August 2016 Treasurer's Report. (*Attachment 3.B*) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve a 3% cost-of-living raise for all employees, effective October 1, 2016. **Motion passed** with Commissioners Lamy, Bell, Bennett, and Jackson voting "Aye." Commissioner Wilkinson was not present for presentation, discussion and voting for this agenda item.

NEW BUSINESS

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the September 2016 Docket of Claims. (*Attachment 4.A*) **Motion passed.**
- Date of next regular monthly meeting was announced as October 19, 2016, at the Pearlington Recovery Center.

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BOARD MEMBER REPORTS

Chairman Report

HCUA Activity – Mr. Lamy attended the HCUA meeting. The HCUA budget was passed with a slight increase for the purpose of repayment of the SRF Loan, repayment of a self-financed loan, and hiring of an additional laborer.

Vice Chairman Report

Merit Raise System – Mrs. Bell submitted to the Board members a proposed evaluation document to be used with possible implementation of a merit pay system. Recommended changes to the document were offered by Board members. Mr. Necaie discussed the need for policy development if a merit pay system is to be utilized by the district.

Secretary/Treasurer Report

Policy Manuals – Mrs. Wilkinson requested that the PWSD General Manager review/reorganize the Pearlington Water and Sewer District's policy manual and apply an effective indexing system to the policies. Following discussion, the general manager stated she would begin the process and provide information to the Board at the next meeting.

GENERAL MANAGERS REPORT

Operations:

- The general manager expressed concern about the poor performance of the existing internet services used by the PWSD and requested consideration of switching to Mediacom internet services. (*Attachment 6.A*) **Motion** was made by Commissioner Wilkinson, seconded by Commissioner Jackson, to approve a Mediacom 3-year contract for internet services. **Motion passed.**
- Mrs. Bowers requested approval to dispose of 28 S-tank effluent pumps that are not usable and not repairable. (*Attachment 6.B*) **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell to authorize disposal of 28 inoperable S-tank effluent pumps which are irreparable. **Motion passed.**
- Mrs. Bowers requested authorization for employees to attend a one-day workshop in Bay St. Louis and to utilize a company vehicle to attend the workshop. **Motion** was made by Commissioner Wilkinson, seconded by Commissioner Jackson, to authorize employees to attend a one-day workshop in Bay St. Louis, at no cost, and to drive a company vehicle. **Motion passed.**
- The general manager provided an update on repair progress and associated costs that were necessitated by a lightning strike at the office.
- Mrs. Bowers sought assistance from the Hancock County Code Office regarding noncompliant homeowners. The Code Office sent letters to those homeowners.

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ENGINEER REPORT

Mr. Scott Burge from Garner Russell and Associates addressed the Board. He discussed a potential back-up well, and he stated that the initial conversation he had with officials from Port Bienville was very positive. Mr. Burge distributed to the Board a map of potential locations for a back-up well, and he recommended continued collaboration with the Port Bienville officials before proceeding with any action. The Oak Harbor project was also discussed.

CPA REPORT (TY NECAISE)

- Monthly Budget Report Presentation (*Attachment 8.A*) – **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell to approve the August 2016 budget report. **Motion passed.**
- Mr. Necaise presented a study of the PWSD rates and he provided a comparison of rates with other local districts. (*Attachment 8.B*) **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the rate review as presented. **Motion passed.**
- Mr. Necaise provided information on the Annual Financial Report. It has been completed and forwarded to Gerald Rigby.
- The Board CPA recommended that attention be given to the Emergency Operating Account. He is requesting that a policy be developed for the account that defines the account and explains its purpose.
- In the Port & Harbor Update, Mr. Necaise informed the Board that a north-south railway system is being planned, through use of federal funding, which will improve transportation opportunities in and out of the port. Tremendous growth and creation of 4,000 jobs is expected in Port Bienville. Mr. Necaise advised the Board to keep abreast of Port activity and be cognizant of how the growth may impact the PWSD.

ATTORNEY'S REPORT

- Mr. Haas discussed the proposed amendment to the Bylaws which was presented at last month's meeting. The amendment involves the addition of **5.6 Annual Rate Review**. (*Attachment 9.A*) **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell, to approve the amendment **5.6 Annual Rate Review** to the PWSD Bylaws. **Motion passed.**
- The letter sent by Mr. Haas to MDEQ received a response; copies of the response were given to the Board.
- Mr. Haas was asked to request information regarding a consent decree regarding the Oak Harbor Project. The information will be provided as soon as it can be obtained.

EXECUTIVE SESSION

None

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ADJOURMENT

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

There being no further business, the Chairman adjourned the meeting at 6:18 p.m.

Denise Wilkinson, Secretary/Treasurer

James Lamy, Chairman