

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

October 19, 2016

The Board of Commissioners of the Pearlington Water and Sewer District met in official session on Wednesday, October 19, 2016, in the Pearlington Recovery Center.

**In Attendance:**

Cabrina Bell, Vice Chairman  
James Bennett, Commissioner  
Rosa Jackson, Commissioner  
Denise Wilkinson, Commissioner  
Zoe Bretzius-Bowers, PWSD General Manager  
Ty Necaie, CPA  
Michael Haas, Attorney

**Absent:**

James Lamy, Chairman

Vice Chairman Bell 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**

Mr. Necaie requested that agenda item 6.C be added to the agenda. **Motion** was made by Commissioner Bell, seconded by Commissioner Jackson to accept the amended agenda. **Motion passed.**

**PUBLIC REQUEST TO SPEAK**

**None**

**OLD BUSINESS**

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve the September 21, 2016, Board Meeting Minutes. (*Attachment 3.A*) **Motion passed.**
- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve the September 2016 Treasurer's Report. (*Attachment 3.B*) **Motion passed.**

**NEW BUSINESS**

- **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to approve the October 2016 Docket of Claims. (*Attachment 4.A*) **Motion passed.**
- Date of next regular monthly meeting was announced as November 16, 2016, at the Pearlington Recovery Center.

**BOARD MEMBER REPORTS**

**Chairman Report**

**HCUA Activity** – The regularly scheduled meeting was postponed. The rescheduled meeting was canceled due to the lack of a quorum.

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

**Vice Chairman Report**

**Employee Performance Review form** – Mrs. Bell explained that changes were made to the evaluation document. However, the document was not available for Board member review. **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett, to table consideration of approval of the proposed Employee Performance Review form until the November meeting. **Motion passed.**

**Secretary/Treasurer Report**

None

**GENERAL MANAGER REPORT**

Operations:

- The general manager acknowledged that the water sold for the month of August was above average due to a very dry month. Unaccountable water loss dropped by 11%.
- The newly indexed SOP and policy manual were emailed to Board members. The general manager asked for Board member comments. Secretary Wilkinson recommended removal of page numbers in the index of the policy manual. She stated that the index should be based upon the coding system used to prevent reprinting manuals when new policies were added or old policies were revised or deleted.
- The general manager again presented a request to purchase a riding lawn mower to shorten the amount of time employees are pulled for yard maintenance. Attorney Haas stated that another district studied yard maintenance costs and discovered that it was less expensive to use contracted services for yard maintenance. The Board asked the general manager to seek bids for contracted lawn services and/or ask the Board of Supervisors about yard maintenance.

**ENGINEER REPORT**

None

**CPA REPORT (TY NECAISE)**

- Monthly Budget Report Presentation (*Attachment 8.A*) – **Motion** was made by Commissioner Jackson, seconded by Commissioner Bennett to approve the August 2016 budget report. **Motion passed.**
- Mr. Haas recommended that the contract of the general manager be reviewed for a possible increase in salary.

**ATTORNEY'S REPORT**

- Mr. Haas stated he had not yet received information about the Oak Harbor consent decree. He added that he would follow up on the request.
- Mr. Haas recognized the CPA, General Manager, Employees, and Board Members for the solid success of the Pearlington Water and Sewer District.

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

**EXECUTIVE SESSION**

**None**

**ADJOURMENT**

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

There being no further business, the Vice Chairman adjourned the meeting at 5:35 p.m.

---

Denise Wilkinson, Secretary/Treasurer

---

Cabrina Bell, Vice Chairman