

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

November 28, 2016

The Board of Commissioners of the Pearlington Water and Sewer District reconvened the recessed meeting of November 16, 2016 in official session on Monday, November 28, 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 reconvened the meeting at 5:00 p.m. The Pledge of Allegiance was said, followed by a moment of silent reflection.

AMENDMENTS TO THE AGENDA

Mr. Necaise requested that the agenda be amended to reflect the addition of items 2.A and 2.B, which referred to account adjustments. **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell to accept the agenda as amended. **Motion passed.**

PUBLIC REQUEST TO SPEAK

Melissa Duncan Yates addressed the Board as a new sewer and water customer. She is owner of a homestead that had to be demolished after Katina. She asked if grants were available and what her costs would be. Chairman Lamy referred her to HCUA regarding easements. General Manager Bowers recommended that she budget \$2,500-\$3,000 for installations.

2.A Account #3790: Mr. Necaise spoke on behalf of the customer. An unpaid balance was owed on Account #379 by a previous renter of the designated property. The property owner required the current renter to pay the balance in order to obtain service. The current renter paid the balance and then opened Account #3790. It was discovered that a deposit had been paid on the original account and it had not been refunded when the previous renter left the property. Mr. Necaise requested to spread upon the minutes that the non-refunded deposit would be applied to the owed balance of the previous renter, allowing PWSD to credit the amount of the deposit to the current renter. **Motion** was made by Commissioner Jackson, seconded by Commissioner Bell to adjust Account #379 for the deposit amount of \$100 and apply the credit to Account #3790. **Motion passed.**

2.B Account #267: Mr. Necaise spoke on behalf of the customer. Account #267 shows monthly payment for service since 2011. No one has been staying in the house. The owner has requested a credit or

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

refund of all past bills since July of 2011. It was determined that more research into the account was necessary prior to making a decision.

OLD BUSINESS

3.A None

NEW BUSINESS

4.A Date of the next regular monthly meeting was announced as December 21, 2016, at the Pearlington Recovery Center.

BOARD MEMBER REPORTS

5.A Chairman Report

HCUA Activity – Mr. Lamy did not attend the HCUA meeting.

Mr. Lamy requested that the Board discuss the possibility of selecting a new chairman to ensure that PWSD has representation on the HCUA Board. Following discussion, no Board action was taken.

Mr. Lamy asked Mr. Necaise about the audit. Mr. Necaise explained that the auditor expected the audit to be completed by mid-December.

5.B Vice Chairman Report

Employee Performance Review form: The document was not available for Board member review. **Motion** was made by Commissioner Jackson, seconded by Commissioner Wilkinson, to table consideration of approval of the proposed Employee Performance Review form until the December meeting. **Motion passed.**

5.C Secretary/Treasurer Report

Board members discussed the Annual Employee Appreciation Celebration to be held prior to the December PWSD Board meeting. The Celebration will begin at 4:00 p.m.

CPA REPORT (TY NECAISE)

6.A Mr. Necaise reiterated that the audit is in progress and a report should be available at the next Board meeting.

6.B Port and Harbor Update: A meeting was held with a representative from the Port and Harbor Commission to discuss PWSD plans and visions. In a follow-up email, the representative asked if a meeting were desired with the Port director. Mr. Necaise asked for direction from the Board regarding another meeting. It was determined that another meeting would be arranged.

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

ATTORNEY'S REPORT

8.A Oak Harbor Consent Decree: Mr. Haas explained that the consent decree has not been as easy to obtain as originally thought. Everyone seems to believe someone else is in possession of it. He stated he may have to do a freedom of information request. Scott thinks there is possibly an ongoing violation.

Chairman Lamy had to leave the Board meeting. The chair was turned over to Vice Chairman Bell at 6:00 p.m.

GENERAL MANAGER REPORT

Operations:

7.D Highway 90 new residential install: General Manager Bowers wishes to request the homeowner to put in a 20 amp 230 volt breaker. Normally a 20 amp 110 volt is requested. The general manager is planning to install a lift station as opposed to a step-tank and use a two-horsepower motor to overcome the distance of 600 feet. The cost of the lift station/grinder pump has been quoted at \$1,998. The step tank would be \$1990. Mrs. Bowers asked for authorization for the entity to pay for 45 feet of line and require the homeowner to pay for the remaining distance. The Board asked Mrs. Bowers to do further research on the new installation and customer costs.

7.A Lawn Care for Maintenance Facility: Mrs. Bowers presented a quote provided by T & B Lawn Care Service. The Board requested that additional quotes be provided.

7.B Sales: 1,781,478 were sold for the month of October.

7.C Repairs: A break in a 6" sewer main was discovered by PWSD employees when the ditches in Pearlington were being cleared. The sewage was removed. HCWS and PWSD repaired the line. It appeared the line was broken during the AT&T phone line boring project. MDEQ was notified. The Board requested the general manager to research the incident to determine if the cost of repair should be the responsibility of AT&T.

7.E Water and Sewer Obstruction Policy: The general manager presented a policy regarding line and meter obstruction by property owners to be considered for approval. Attorney Haas recommended that the District rely on the original utility easement agreement when requesting removal of obstructions. He requested that the original easement language be reviewed and incorporated into a letter requesting removal of obstructions. Policies regarding obstructions may need to contain procedures the District will follow if obstructions are not removed after notification and penalties for violations.

ENGINEER REPORT

None

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

EXECUTIVE SESSION

None

ELECTION OF OFFICERS

The Board discussed Mr. Lamy's previous request to consider a replacement for him as Board Chairman. Commissioner Wilkinson stated she would be willing to take the position. Attorney Haas recommended that no action be taken until January.

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 6:53 p.m.

Denise Wilkinson, Secretary/Treasurer

James Lamy, Chairman