



# HANCOCK COUNTY UTILITY AUTHORITY

401 Gulfside Street • Waveland, MS 39576  
Telephone 228-467-3702 • Fax 228-467-6206

## Agenda Monthly Board Meeting November 8, 2016

Call to Order – it was established that a quorum was present and Director DeSalvo called the meeting to order at 4:30 p.m.

### Attendees

#### *Board Members:*

Mr. Joshua DeSalvo  
Mrs. Patricia Cuevas  
Mr. Scotty Adam  
Mr. Shane LaFontaine

#### Other

Mr. David C. Pitalo – Executive Director  
Attorney Heather Smith

#### Absent

Les Fillingame  
James Lamy

Pledge of Allegiance and Silent Prayer Lead by Director Shane LaFontaine

Request to Address the Board - None

### Board Action Items

Motion was made by Director LaFontaine to approve the minutes from the September 13, 2016 Monthly Board Meeting **as presented as EXHIBIT A**, Director Cuevas seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, Adam, LaFontaine

Voting Nay: None

Abstaining: None

Absent: Directors Fillingame, Lamy

*\*Director Scotty Adam abstaining from approval of all Check Summaries as a relative is employed by the HCUA.*

Motion was made by Director Cuevas to approve the September, 2016 Check Summaries **as presented as EXHIBIT B**, Director LaFontaine seconded the motion; it was voted on and carried by majority vote with the voting as follows:

Monthly Board Meeting – November 8, 2016



Voting Yea: Directors DeSalvo, Cuevas, LaFontaine  
 Voting Nay: None  
 Abstaining: Director Adam  
 Absent: Directors Les Fillingame, Lamy

	<u>Expenses</u>	<u>Monthly Budget</u>	<u>Revenues</u>	<u>Difference</u>
O & M Wastewater	\$ 156,069.94	\$136,991.11	\$ 141,513.78	\$ -14,556.16
O & M Water	\$ 26,354.44	\$ 16,882.72	\$ 21,381.16	\$ - 4,973.28

Motion was made by Director Cuevas to approve the October 2016 Check Summaries **as presented as Exhibit C**. Director LaFontaine seconded the motion; it was voted on and carried by majority vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine  
 Voting Nay: None  
 Abstaining: Director Adam  
 Absent: Director Fillingame, Lamy

	<u>Expenses</u>	<u>Monthly Budget</u>	<u>Revenues</u>	<u>Difference</u>
O & M Wastewater	\$ 112,543.29	\$141,233.06	\$ 141,638.87	\$ 29,095.58
O & M Water	\$ 16,819.39	\$ 16,880.53	\$ 17,043.03	\$ 223.64

Motion was made by Director LaFontaine to approve Gerald W. Rigby, C.P.A., P.C. to perform the HCUA Audit Services **as presented as Exhibit D** for the year ending September 30, 2016 in the amount of \$15,895.00. Director Cuevas seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
 Voting Nay: None  
 Abstaining: None  
 Absent: Director Fillingame, Lamy

**EXHIBIT E-** Information requested by Biggs, Ingram, & Solop, PLLC regarding S.H. Anthony, Inc. contract for Kiln Water Distribution/Sewer System Project. - Information Only No Action Required

Motion was made by Director LaFontaine to allow Executive Director Pitalo to sign the MDEQ-SRF Loan Restructure Letter **as presented as EXHIBIT F**. Director Cuevas seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
 Voting Nay: None  
 Abstaining: None  
 Absent: Director Fillingame, Lamy

- Various bond amounts for refinance – Information Only No Action Required

Motion was made by Director Cuevas to approve the surplus one Dell E6500 Laptop Computer asset #1307 determined to be of no value to the Authority as the item is beyond repair. Director LaFontaine seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
 Voting Nay: None  
 Abstaining: None  
 Absent: Director Fillingame, Lamy



Executive Director

HCUA Publication in Modern Pumping Today, Part 2 of 2 – Information Only No Action Required

Homeland Security assessment report of all 3 HCUA Sites - Information Only No Action Required

Director LaFontaine in response to the Homeland Security Assessment request information on installation of cameras on all tank sites for extra security along with cost involved. Executive Director Pitalo will obtain the information requested for the December 1st HCUA Board Meeting.

Mr. Shawn Petro with Event Restrooms applying with the HCUA to dispose of waste at NRWTP. – Information Only No Action Required

HCUA letter of approval to HCWSD to connect to HCUA Regional Water Line on Hwy 603 – Information Only NO Action Required

Motion was made by Director LaFontaine to approve the training of an HCWSD Water Operator by HCUA personnel Director Adam seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
Voting Nay: None  
Abstaining: None  
Absent: Director Fillingame, Lamy

Motion was made by Director Cuevas to approve training of the HCWSD Water Operator by HCUA Water Operator Sean Henton for a monthly fee of \$500.00 will be paid to the HCUA by HCWSD for a two year period. Executive Director Pitalo request that \$200.00 of those funds go to Sean Henton for extra duties incurred in training for the two year period. Director Adam seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
Voting Nay: None  
Abstaining: None  
Absent: Director Fillingame, Lamy

Motion was made by Director Cuevas to approve the change of HCUA Board Meeting Time/Day to the first Thursday of each month starting on December 1, 2016 @ 4:30 p.m. Director LaFontaine seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
Voting Nay: None  
Abstaining: None  
Absent: Director Fillingame, Lamy

Wastewater Report – Information Only No Action Required

Water Report – Information Only No Action Required



New Business - None

Old Business

Motion was made by Director Cuevas to approve HCUA to maintain a balance of \$50,000.00 in the Water O&M Account with any funds in excess of the \$50,000.00 by end of each fiscal year to designate such funds to an account for paint/maintenance on tanks as working capital. Director LaFontaine seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
Voting Nay: None  
Abstaining: None  
Absent: Director Fillingame, Lamy

Motion was made by Director LaFontaine to clear the HCWSD Over/Under Balance estimated to be \$299,425.00 up to 09/30/2015 based on calculations by HCUA Comptroller, Jody Fountain and Auditor, Gerald Rigby as a result of flaws in the formula calculations. Director Cuevas seconded the motion; it was voted on and carried by unanimous vote with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, LaFontaine, Adam  
Voting Nay: None  
Abstaining: None  
Absent: Director Fillingame, Lamy

Letter and Policy Evaluation Checklist from Severn Trent for a no cost assessment and evaluation of the HCUA. – Information Only No Action Required

Closed Session

Executive Session

Other Business

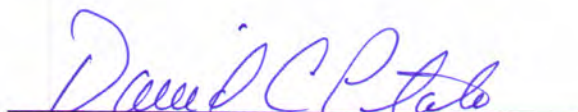
Adjourn - Motion was made by Director Adam to adjourn at 5:20 p.m., Director LaFontaine seconded the motion; it was voted on and carried by unanimous vote, with the voting as follows:

Voting Yea: Directors DeSalvo, Cuevas, Adam, LaFontaine  
Voting Nay: None  
Abstaining: None  
Absent: Director Fillingame, Lamy



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Chairman/Vice Chairman



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Executive Director