

AGENDA
HANCOCK COUNTY REGIONAL SOLID WASTE
November 12, 2019 at 8:30 a.m.
City of Bay St. Louis Conference Room
Bay St. Louis, MS

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Public Recognition or Comments
5. Board of Director Comments
 - A. Discussion Recycling Program
- 6. Consent Agenda**
 - A. Motion to Approve minutes dated October 14, 2019 and October 29, 2019.
 - B. Motion to approve docket dated November 12, 2019 in the amount of \$268,030.71
 - C. Motion to Accept Statement of Revenue and Expense and Balance Sheet dated for October 16, 2019.
 - D. Motion to spread on minute's letters dated October 23, 2019, June 25, 2019 and May 9, 2019. from Young Wells, Attorney for Waste Management.
 - E. Request Authorization for Chairman to sign Engagement Letter from TOPP McWhorter Harvey.
 - F. Motion to add an additional pickup (it will be twice week) for the Recycle Dumpster at City of Waveland City Hall.
 - G. Motion to award bid for Bank Depositories to The First.
 - H. Motion to spread on minutes Resolution from City of Diamondhead.
7. Hancock County Solid Waste Enforcement Officer Report
8. Engineer Report
9. Administrator Report
10. Attorney Report
11. Adjourn

**MINUTES OF THE
HANCOCK COUNTY REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY
October 14, 2019**

The Board of Directors of the Hancock County Regional Solid Waste Management Authority held its regular meeting at the City of Bay St. Louis Conference Center at 8:30 a.m.

Call to Order

The scheduled meeting of the Board of Directors convened at 8:30 A.M. October 14, 2019 at the Bay St. Louis Conference Center Located at 598 Main Street, Bay Saint Louis, MS.

Board Members present at the start of the meeting were Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

Board Attorney Heather Smith was present
Dawn Malley representing Compton Engineering, Administrator was present.

It was determined there was a quorum and the following proceedings were held.

MOTION TO APPROVE MINUTES DATED SEPTEMBER 9, 2019

Motion was made by Director Mike Smith seconded by Director Greg Shaw to approve minutes dated September 9, 2019.

The following roll call vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried.

ORDER TO APPROVE DOCKET DATED OCTOBER 14, 2019

Motion was made by Director Mike Smith seconded by Director Greg Shaw to approve the docket dated October 14, 2019 in the amount of \$265,885.26.

The following vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

**MINUTES OF THE
HANCOCK COUNTY REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY
October 14, 2019**

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried. A copy of the docket is attached hereto as Exhibit A.

**MOTION TO ACCEPT THE STATEMENT OF REVENUE AND EXPENSE SHEET
AND BALANCE SHEET DATED SEPTEMBER 17, 2019**

Motion was made by Director Mike Smith seconded by Director Greg Shaw to accept the Statement of Revenue and Expense Sheet and Balance Sheet dated for September 17, 2019.

The following vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried. A copy of the sheet is attached hereto as Exhibit B.

**MOTION TO REQUEST TO PUBLISH HANCOCK COUNTY REGIONAL SOLID
WASTE AUTHORITY BUDGET FOR 2019-2020 YEAR**

Motion was made by Director Mike Smith seconded by Director Greg Shaw to request to publish Hancock County Regional Solid Waste Authority Budget for 2019-2020 year.

The following vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried. A copy of the budget is attached hereto as Exhibit C.

**MOTION TO SPREAD ON MINUTES THE ADVERTISEMENT FOR BANK
DEPOSITORIES**

Motion was made by Director Mike Smith seconded by Director Greg Shaw to spread on minutes the advertisement for Bank Depositories.

The following vote was taken.

**MINUTES OF THE
HANCOCK COUNTY REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY
October 14, 2019**

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried. A copy of the advertisement is attached hereto as Exhibit D.

**MOTION TO TAKE BIDS FOR BANK DEPOSITORIES UNDER ADVISEMENT
UNTIL NEXT SOLID WASTE MEETING**

Motion was made by Director Mike Smith seconded by Director Greg Shaw to take bids under advisement until next Solid Waste meeting.

The following vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried.

**MOTION TO CHANGE HANCOCK COUNTY REGIONAL SOLID WASTE MEETING
ON NOVEMBER 11, 2019 AT 8:30AM TO NOVEMBER 12, 2019 AT 8:30AM DUE TO
VETERANS DAY**

Motion was made by Director Mike Reso seconded by Director Mike Favre to change Hancock County Regional Solid Waste meeting on November 11, 2019 at 8:30 am to November 12, 2019 at 8:30am.

The following vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried.

**MINUTES OF THE
HANCOCK COUNTY REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY
October 14, 2019**

**MOTION TO APPROVE CHAIRMAN TO SIGN THE RENEWAL PROPOSAL FROM
BXS INSURANCE**

Motion was made by Director Mike Favre seconded by Director Greg Shaw to approve Chairman to sign the renewal proposal from BXS Insurance.

The following vote was taken.

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried. A copy of the proposal is attached hereto as Exhibit E.

ORDER TO ADJOURN

Motion was made by Director Mike Reso seconded by Director Mike Favre to adjourn.

The following vote was taken:

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Eddie Favre, Jeffrey Reed, Mike Favre and Greg Shaw.

VOTING NAY: None

ABSENT AND NOT VOTING: Director Tommy Schafer

Motion was declared carried and the meeting was adjourned.

Minutes of the October 14, 2019 meeting.

Approved by:

	Chairman	
Jeremy Burke	Title	Date

**MINUTES OF THE
HANCOCK COUNTY REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY
SPECIAL CALLED MEETING
October 29, 2019**

The Board of Directors of the Hancock County Regional Solid Waste Management Authority held its special called meeting at the Hancock County Board of Supervisors Board Room at 9:30 a.m.

Call to Order

The special called meeting of the Board of Directors convened at 9:30 A.M. October 29, 2019 at the Hancock County Board of Supervisors Board Room Located at 854 Hwy 90, Bay St. Louis, MS.

Board Members present at the start of the meeting were Jeremy Burke, Mike Smith, Tommy Schafer, Mike Reso, Greg Shaw, Eddie Favre, and Mike Favre.

It was determined there was a quorum and the following proceedings were held.

Board Attorney Heather Smith was present
Dawn Malley representing Compton Engineering, Administrator was present.

Chairman Jeremy Burke called the special meeting to discuss litigation with Waste Management on City of Diamondhead Curbside Recycling Contract.

ORDER TO CONSIDER ENTERING INTO CLOSED SESSION

Motion was made by Director Mike Reso, seconded by Director Mike Smith to consider enter into closed session to discuss potential litigation with Waste Management on City of Diamondhead Curbside Recycling Contract.

The following roll call vote was taken:

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Tommy Schafer, Greg Shaw, Eddie Favre, and Mike Favre.

VOTING NAY: None

ABSENT AND NOT VOTING: Director, Jeffrey Reed

Motion was declared carried.

The Board entered Executive Session

**MINUTES OF THE
HANCOCK COUNTY REGIONAL SOLID WASTE
MANAGEMENT AUTHORITY
SPECIAL CALLED MEETING
October 29, 2019**

ORDER TO EXIT EXECUTIVE SESSION

Motion was made by Director Mike Reso seconded by Director Mike Smith to exit executive session.

The following roll call vote was taken:

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Tommy Schafer, Greg Shaw, Edie Favre, and Mike Favre.

VOTING NAY: None

ABSENT AND NOT VOTING: Director, Jeffrey Reed

Motion was declared carried.

The Board President publicly announced that no action was taken during executive session.

ORDER TO ADJOURN

Motion was made by Director Mike Favre seconded by Director Mike Smith to adjourn.

The following vote was taken:

VOTING YEA: Directors Jeremy Burke, Mike Smith, Mike Reso, Tommy Schafer, Greg Shaw, Eddie Favre, and Mike Favre.

VOTING NAY: None

ABSENT AND NOT VOTING: Directors Jeffrey Reed

Motion was declared carried and the meeting was adjourned.

Minutes of the October 29, 2019 special called meeting.

Approved by:

Jeremy Burke	Chairman Title	Date
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**DOCKET OF CLAIMS
11/12/2019**

	<u>AMOUNT</u>	<u>CHECK BALANCE</u>
The First		
BEGINNING CHECK BOOK BALANCE		\$148,170.32
DEPOSITS		
Interest for October	\$ 251.37	\$148,421.69
City of Waveland (September Collection Billing)	\$ 25,494.37	\$173,916.06
City of Waveland (Dumpster September 2019)	\$ 85.22	\$174,001.28
City of Diamondhead (September Collection Billing)	\$ 50,626.20	\$224,627.48
City of Bay St. Louis (September Collection Billing)	\$ 44,791.27	\$269,418.75
City of Bay St. Louis (Dumpster September 2019)	\$ 882.09	\$270,300.84
Hancock County (Mill Sep 2019)	\$ 77,600.91	\$347,901.75
Hancock County (Mill Oct 2019)	\$ 78,656.75	\$426,558.50
Hancock County (September Collection Billing)	\$ 70,020.50	\$496,579.00
Hancock County (Dumpster September 2019)	\$ 3,595.79	\$500,174.79
State of MS PMD (Enforcement Officer Grant)	\$ 15,000.00	\$515,174.79

Total \$ 367,004.47

CHECKS

Withdrawals/Payments

		\$515,174.79
Ck# 3174 Jeremy Burke (Per Diem 10-14-19 & 10-29-19)	\$ 80.00	\$ 515,094.79
Ck# 3175 Mike Smith (Per Diem 10-14-19 & 10-29-19)	\$ 80.00	\$ 515,014.79
Ck# 3176 Mike Reso (Per Diem 10-14-19 % 10-29-19)	\$ 80.00	\$ 514,934.79
Ck# 3177 Eddie Favre (Per Diem 10-14-19 & 10-29-19)	\$ 80.00	\$ 514,854.79
Ck# 3178 Greg Shaw (Per Diem 10-14-19 & 10-29-19)	\$ 80.00	\$ 514,774.79
Ck# 3179 Mike Favre (Per Diem 10-14-19 & 10-29-19)	\$ 80.00	\$ 514,694.79
Ck# 3180 Jeffrey Reed (Per Diem 10-14-19)	\$ 40.00	\$ 514,654.79
Ck# 3181 Tommy Schafer (Per Diem 10-29-19)	\$ 40.00	\$ 514,614.79
Ck# 3182 Waste Mang (Roll-off @ King Landfill Oct 2019)	\$ 327.91	\$ 514,286.88
Ck# 3183 Gulf Coast Bookkeeping (Bookkeeping October 2019)	\$ 150.00	\$ 514,136.88
Ck# 3184 King Construction (Landfill October 2019)	\$ 14,145.50	\$ 499,991.38
Ck# 3185 Butler Snow (Attorney Fees October 2019)	\$ 2,250.00	\$ 497,741.38
Ck# 3186 Waste Mang. Pecan Grove (Disposal October 2019)	\$ 43,622.65	\$ 454,118.73
Ck# 3187 Compton Engineering (Admin. October 2019)	\$ 1,700.00	\$ 452,418.73
Ck# 3188 Sea Coast Echo (Display Ad Budget 2019-2020)	\$ 357.50	\$ 452,061.23
Ck# 3189 Waste Mang (BSL Crusing Coast Event Roll-off 2019)	\$ 655.82	\$ 451,405.41
Ck# 3190 Waste Mang. (Collection/Bulky October 2019)	\$ 190,932.34	\$ 260,473.07
Ck# 3191 Waste Mang (BSL Dumpster October 2019)	\$ 882.09	\$ 259,590.98
Ck# 3192 Waste Mang. (Waveland Dumpster October 2019)	\$ 85.22	\$ 259,505.76
Ck# 3193 Waste Mang (HC Dumpster October 2019)	\$ 3,596.57	\$ 255,909.19
Ck# 3194 Waste Mang. (Recycling Dumpster October 2019)	\$ 8,765.11	\$ 247,144.08
	\$ -	\$ 247,144.08

\$ 268,030.71

Hancock County Solid Waste Authority Statement of Revenue & Expense

September 2019

	Sep 19	Budget	Oct '18 - Sep 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
City of Bay St. Louis					
Bulky Waste	4,825.70	4,811.67	56,987.13	57,740.00	57,740.00
Collection	39,965.57	39,916.67	472,830.86	479,000.00	479,000.00
Dumpster	882.09	995.83	11,099.70	11,950.00	11,950.00
Rubbish Landfill Overage	0.00	1,598.00	6,612.00	19,176.00	19,176.00
Total City of Bay St. Louis	45,673.36	47,322.17	547,529.69	567,866.00	567,866.00
City of Diamondhead					
Bulky Waste	2,804.50	2,791.67	33,101.00	33,500.00	33,500.00
Cart Rental	3,634.00	3,850.00	43,608.00	46,200.00	46,200.00
Collection	32,311.00	32,333.33	382,202.00	388,000.00	388,000.00
Recycling	11,876.70	12,100.00	103,763.72	145,200.00	145,200.00
Total City of Diamondhead	50,626.20	51,075.00	562,674.72	612,900.00	612,900.00
City of Waveland					
Bulky Waste	2,746.70	2,750.00	32,436.03	33,000.00	33,000.00
Collection	22,747.67	22,754.17	269,126.66	273,050.00	273,050.00
Dumpster	85.22	85.42	1,008.08	1,025.00	1,025.00
Rubbish Landfill Overage	0.00	41.67	133.00	500.00	500.00
Total City of Waveland	25,579.59	25,631.26	302,703.77	307,575.00	307,575.00
Hancock County					
Bulky Waste	5,662.25	5,641.67	66,830.50	67,700.00	67,700.00
Cart Rental	7,337.00	7,520.83	113,883.00	90,250.00	90,250.00
Collection	57,021.25	57,083.33	705,630.59	685,000.00	685,000.00
Dumpster	3,595.79	3,083.33	41,243.80	37,000.00	37,000.00
Emergency	0.00	350.00	3,301.72	4,200.00	4,200.00
Millage	77,600.91	77,600.92	938,577.60	931,211.00	931,211.00
Rubbish Landfill Overage	0.00	306.75	318.25	3,681.00	3,681.00
Total Hancock County	151,217.20	151,586.83	1,869,785.46	1,819,042.00	1,819,042.00
Interest (Bank)	193.93	183.33	2,950.73	2,200.00	2,200.00
Total Income	273,290.28	275,798.59	3,285,644.37	3,309,583.00	3,309,583.00
Expense					
Administrator	1,700.00	1,525.00	18,300.00	18,300.00	18,300.00
Advertising	45.90	20.83	45.90	250.00	250.00
Attorney	0.00	2,041.67	22,230.00	24,500.00	24,500.00
Audit	0.00	1,416.67	17,000.00	17,000.00	17,000.00
Bookkeeping	150.00	166.67	1,900.00	2,000.00	2,000.00
Directors Fees	280.00	416.67	3,680.00	5,000.00	5,000.00
Dumpsters and Rolloffs	4,563.88	5,292.50	57,525.20	63,510.00	63,510.00
Engineering	0.00	1,250.00	0.00	15,000.00	15,000.00
Garbage Collection	190,932.34	191,539.42	2,260,656.73	2,298,473.00	2,298,473.00
Garbage Disposal	39,741.20	45,750.00	537,744.06	549,000.00	549,000.00
Insurance	0.00	1,500.00	13,952.70	18,000.00	18,000.00
Miscellaneous	0.00	20.83	633.00	250.00	250.00
Plan Amendment Expense	0.00	1,591.67	0.00	19,100.00	19,100.00
Public Notice Outreach	0.00	0.00	5,831.54	0.00	0.00
Enforcement Officer	0.00	2,650.00	15,000.00	31,800.00	31,800.00
Recycling Bins	9,967.44	11,658.33	113,817.96	139,900.00	139,900.00
Rubbish Landfill	16,254.50	15,000.00	180,704.25	180,000.00	180,000.00
Seminars/Travel	0.00	16.67	0.00	200.00	200.00
Total Expense	263,635.26	281,856.93	3,249,021.34	3,382,283.00	3,382,283.00
Net Ordinary Income	9,655.02	-6,058.34	36,623.03	-72,700.00	-72,700.00
Other Income/Expense					
Other Income					
Grant (Public Notice Outreach)	0.00	500.00	5,665.06	6,000.00	6,000.00
Grant (SW Officer)	0.00	1,875.00	0.00	22,500.00	22,500.00
Total Other Income	0.00	2,375.00	5,665.06	28,500.00	28,500.00
Net Other Income	0.00	2,375.00	5,665.06	28,500.00	28,500.00
Net Income	9,655.02	-3,683.34	42,288.09	-44,200.00	-44,200.00

Hancock County Solid Waste Authority
Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
The First Checking	340,394.02
Total Checking/Savings	340,394.02
Accounts Receivable	
Accounts Receivable	376,544.50
Total Accounts Receivable	376,544.50
Other Current Assets	
Prepaid Insurance	9,577.34
Total Other Current Assets	9,577.34
Total Current Assets	726,515.86
TOTAL ASSETS	<u>726,515.86</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	265,885.26
Total Accounts Payable	265,885.26
Total Current Liabilities	265,885.26
Total Liabilities	265,885.26
Equity	
Retained Earnings	418,342.51
Net Income	42,288.09
Total Equity	460,630.60
TOTAL LIABILITIES & EQUITY	<u>726,515.86</u>



Post Office Box 6005
Ridgeland, Mississippi 39158-6005
141 Township Ave., Ste. 300
Ridgeland, Mississippi 39157
Telephone 601.948.6100
Fax 601.355.6136
www.youngwells.com

October 23, 2019

J. Chase Bryan
J. Wesley Daughdrill, Jr.
Sean Wesley Ellis**
Stephen E. Gardner
Don H. Goode
Andrew Hammond
James H. Neeld, IV
Robert E. Sanders
Jennifer M. Summers
David A. Weems
Robert L. Wells
E. Stephen Williams

Via Electronic Mail

Heather Ladner Smith
Butler Snow
P. O. Drawer 4248
Gulfport, MS 39502-4248

Re: Diamondhead Recycling Contract / Notice to Hancock County
Regional Solid Waste Management Authority

Dear Heather:

Enclosed please find two letters to Mayor Schafer dated May 9, 2019 and June 25, 2019, providing notice that Team Waste Gulf Coast, LLC (n/k/a Biloxi Hauling, LLC) will not agree to renew the contract referenced in the enclosed letters. Please contact me if you have any questions.

Sincerely,

YOUNG WELLS WILLIAMS P.A.


J. Chase Bryan

JCB/rt
Enclosures

cc: Hancock Regional Solid Waste Management Authority
Attn: Authority Chairman
P. O. Box 2601
Bay Saint Louis, MS 39521-0116

Also admitted in:
+ Florida
* Georgia

Post Office Box 6005
Ridgeland, Mississippi 39158-6005
111 Township Ave., Ste. 300
Ridgeland, Mississippi 39157
Telephone 601.948.6100
Fax 601.355.6136
www.youngwells.com

May 9, 2019

Via Electronic Mail and Federal Express

Mayor Thomas E. Schafer, IV (mayor@diamondhead.ms.gov)
City of Diamondhead, Mississippi
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Diamondhead Recycling Contract

Dear Mayor Schafer:

As you know, on November 7, 2018, Waste Management notified you of its intent to not renew the contract with Diamondhead.

As you are aware, the Contract provides as follows: "the authority intends to enter into a one year recycling collection services contract ... with four (4) additional one (1) year options." No option was properly exercised by either party and the services are currently being provided on a "week to week" basis. We would like to schedule a meeting with your attorney to discuss a potential resolution of these issues.

Please contact us if you wish to discuss this issue further.

Sincerely,

YOUNG WELLS WILLIAMS P.A.


J. Chase Bryan

JCB/rt

Post Office Box 6004
Ridgeland, Mississippi 39158-6004
141 Township Ave., Ste. 300
Ridgeland, Mississippi 39157
Telephone 601.948.6100
Fax 601.355.6136
www.youngwells.com

June 25, 2019

Via Electronic Mail and Federal Express

Mayor Thomas E. Schafer, IV (mayor@diamondhead.ms.gov)
City of Diamondhead, Mississippi
5000 Diamondhead Circle
Diamondhead, MS 39525

Re: Diamondhead Recycling Contract

Dear Mayor Schafer:

Please allow this letter to serve as notice that Waste Management will not renew the contract with Diamondhead after the end of the current 1 year term which expires on November 30, 2019.

As you are aware, the Contract provides as follows: "the authority intends to enter into a one year recycling collection services contract ... with four (4) additional one (1) year options." Waste Management has elected to not agree to any further extensions.

If you wish to discuss this issue further, please have your attorney contact me directly.

Sincerely,

YOUNG WELLS WILLIAMS P.A.



J. Chase Bryan

JCB/rt

cc: Heather Smith, Esq (heather.smith@butlersnow.com)



November 6, 2019

To the Board of Commissioners
Hancock County Regional Solid Waste Management Authority
3036 Longfellow Drive
Bay St. Louis, Mississippi 39520

Dear Commissioners:

The following represents our understanding of the services we will provide Hancock County Regional Solid Waste Management Authority.

You have requested that we audit the financial statements of Hancock County Regional Solid Waste Management Authority as of September 30, 2019 and 2018, and for the years then ended and the related notes, which collectively comprise Hancock County Regional Solid Waste Management Authority's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis

Supplementary information other than RSI will accompany Hancock County Regional Solid Waste Management Authority's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS.



HATTIESBURG
2 Southern Pointe Parkway, Suite 100
Hattiesburg, MS 39401-8025

P. O. Drawer 15099
Hattiesburg, MS 39404-5099

COLUMBIA
150 Old Highway 98 E
Columbia, MS 39429-6447

P. O. Box 609
Columbia, MS 39429-0609

GULFPORT
2019 23rd Avenue
Gulfport, MS 39501-2968

P. O. Box 1842
Gulfport, MS 39502-1842

We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Budgetary Comparison Schedule
- Schedule of Surety Bonds

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Hancock County Regional Solid Waste Management Authority's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with *governance* acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which *management* is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from *management* for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

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As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of Hancock County Regional Solid Waste Management Authority's basic financial statements. Our report will be addressed to the governing body of Hancock County Regional Solid Waste Management Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we also will issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of the testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and therefore, no such opinion will be expressed.

Other

We expect to perform the following nonattest services as part of our engagement.

- Preparation of the Basic Financial Statements and related notes
- Cash-to-Accrual Adjusting Journal Entries

With respect to any nonattest services we perform, Hancock County Regional Solid Waste Management Authority's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Paige M. Johnson, CPA, is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising TMH's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. We expect to begin our procedures on December 2, 2019 and to issue our report by February 1, 2020.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will be Eight Thousand Five Hundred Dollars and No Cents (\$8,500.00). Invoices will be rendered every two weeks and are payable upon presentation. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use Hancock County Regional Solid Waste Management Authority's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Commissioners the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of TMH and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of TMH's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulator. They may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

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Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

TMH



Paige M. Johnson, CPA

RESPONSE:

This letter correctly sets forth our understanding.

Hancock County Regional Solid Waste Management Authority

Acknowledged and agreed on behalf of Hancock County Regional Solid Waste Management Authority by:

Officer Signature

Officer Name (Printed)

Officer Title

Date

RESOLUTION OF THE CITY OF DIAMONDHEAD REQUESTING THE HANCOCK COUNTY SOLID WASTE AUTHORITY REVISIT THE SOLID WASTE PLAN AS IT RELATES TO RECYCLING.

WHEREAS, the Mayor and City Council for the City of Diamondhead, (the "City"), met in Regular Session on November 5, 2019 and entered into executive session to discuss potential litigation proposed by Waste Management relating specifically to the solid waste contract for curbside recycling for Diamondhead residents; and

WHEREAS, the Mayor and City Council voted on August 6, 2019 voted to continue curbside recycling services beyond November 30, 2019 for Diamondhead residents.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, AS FOLLOWS:

SECTION I. The findings, conclusions and statements of fact contained in the preamble are hereby adopted, ratified and incorporated herein.

SECTION II. The Mayor and City Council implore the Hancock County Solid Waste Authority to revisit the solid waste plan as it relates to recycling in all of Hancock County including the City of Diamondhead.

THE ABOVE AND FOREGOING RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF DIAMONDHEAD, AFTER HAVING FIRST BEEN REDUCED TO WRITING, WAS INTRODUCED BY MAYOR SCHAFER, SECONDED BY COUNCILMEMBER DEPREGO, AND THE MATTER BEING PUT TO VOTE, I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING RESOLUTION WAS ADOPTED IN THE AFFIRMATIVE BY THE FOLLOWING VOTE OF COUNCIL OF THE CITY OF DIAMONDHEAD ON THE 5TH DAY OF NOVEMBER, 2019.

	Aye	Nay	Absent
Mayor Schafer	<u>X</u>	___	___
Councilmember Deprego	<u>X</u>	___	___
Councilmember Moran	___	___	<u>X</u>
Councilmember Morgan	<u>X</u>	___	___
Councilmember Koenenn	___	___	<u>X</u>
Mayor Schafer	<u>X</u>	___	___

seal




THOMAS SCHAFER, IV MAYOR

Attest:


Jeannie Klein, City Clerk