



**Board Meeting Minutes  
November 19, 2020**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on November 19, 2020 at 5:00 p.m. in the Conference Room of the Pearl River County Utility Authority at 612 Neal Road in Picayune, Mississippi. In attendance were:

**BOARD:**

Tabatha Butler President	present
Quinn Houchin, Treasurer	present by phone
Ernie Lovell, Director	present
Bill Burns, Director	present
Billy Spiers, Director	present
Charles "Chuck" E. Jones, Director	present by phone
Marcia Johnson, Vice President	present by phone

**OTHER:**

Cliff Diamond, Executive Director  
Heather Smith, Board Attorney  
Randy Burge, Field Operations Manager  
Jonathan Hickman, Dungan Engineering  
Michael Williams, WRJW

There being a quorum sufficient to transact business of the Pearl River County Utility Authority, Executive Director Cliff Diamond called the meeting to order. The following proceedings were had and done:

**Approval of Consent Agenda Items (October Minutes, October Financials, Docket & Off-Docket Items, Emergency Work Orders, and Manager Reports):** Motion to approve by Billy Spiers. Seconded by Bill Burns. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibits A, B, C, D)

**Public Comments:** None

**Engineer's Comments:** Jonathan Hickman presented a brief update for the Highway 11 Phase 2 Utility Relocation Project.

No action taken.

**Approve Final City of Picayune invoice #9 for Highway 11 Widening Utility Relocation Project for \$81,118.56 (41% MDOT Reimbursement)** Motion to approve by Bill Burns, seconded by Ernie Lovell. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit E)

**Reject Lowest Bid for Tin Hill Drip Field Repair Project.** Motion to approve by Billy Spiers. Seconded by Quinn Houchin. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit F)

**Directors comments:** Cliff Diamond presented the monthly management report. No action taken.

**Remove Ray Scott and Designate Cliff Diamond as the Authority's Principal Life Insurance Company Security 401-K Plan Administrator; IRA Rollover Contact, Trustee of the Plan, and Agent for the Legal Process of the Plan.** Motion to approve by Bill Burns, seconded by Tabatha Butler. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit G)

**Authorize Ray Scott to Sign the Pending Principal 401-K Fee Summary and Fee Summary Revision Documents.** Motion to approve by Billy Spiers. Seconded by Bill Burns. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit H)

**Acknowledge Receipt of Letter from First National Bank of Picayune Reducing Banking Account Interest Rates to 0.652% annual and to Spread on Minutes.** Motion to approve by Ernie Lovell, seconded by Tabatha Butler. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit I)

**Approve United Healthcare Employee Insurance Renewal Option "Balanced, CD-SL/RXF46" for CY2021 and Authorize Executive Director Cliff Diamond to Sign Renewal Documents.** Motion to approve by Billy Spiers. Seconded by Ernie Lovell. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit J)

**Declare Friday, November 27, 2020, Thursday, December 24, 2020, and Thursday, December 31st Paid Holidays to Match Governor Tate Reeves' Proclamation Dated October 16, 2020.** Motion to approve by Ernie Lovell, seconded by Tabatha Butler. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye

Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit K)

**Introduction of a Proposed Summary Policy for Training Certifications, Performance Evaluations, Salary Step Adjustments, & Cost of Living Adjustments.**

No action taken.

**Consideration of Pending Rate Adjustment Options.** After some Discussion, Billy Spiers made a motion to authorize Board President Tabatha Butler to form a committee to consider rate adjustment options and report their recommendation back to the Board of Directors. Motion seconded by Ernie Lovell. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit L)

**Approve Sewer Adjustment Credit for St. Barnabas Anglican Church. 201 Norwood Street, Picayune, MS for \$207.00 Due to Water Leak in Yard.** Motion to approve by Ernie Lovell, seconded by Tabatha Butler. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit M)

**Approve Sewer Adjustment Credit for Allison Lott, 2200 Trotter Street. Picayune, MS for \$228.00 Due to Water Leak in Yard.** Motion to approve by Ernie Lovell, seconded by Billy Spiers. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye

Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed 7-0. (Exhibit N)

**Adjourn:** Motion to adjourn by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Quinn Houchin	voted	aye
Ernie Lovell	voted	aye
Charles "Chuck" E. Jones	voted	aye
Billy Spiers	voted	aye
William "Bill" Burns	voted	aye
Marcia Johnson	voted	aye

The motion passed.

The meeting adjourned at approximately 5:50 p.m.

The next regular meeting is scheduled for Thursday, December 17, 2020 at 5:00 p.m. at 612 Neal Road in Picayune, MS.



---

Tabatha Butler  
Board President



---

Attest:

DIRECTOR