



**Board Meeting Minutes  
May 19, 2022**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on May 19, 2022 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 by phone
Marcia Johnson, Vice President	absent
Quinn Houchin, Treasurer	present
Ernie Lovell, Director	present
Bill Burns, Director	present
Billy Spiers, Director	present by phone
Charles "Chuck" E. Jones, Director	absent

**OTHER:**

Cliff Diamond, Executive Director	
Jessica Spiers, Bookkeeper	
Devin Hedgepath (Dungan Engineering)	
Heather Smith, Board Attorney	by phone

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:**

- April 21, 2022 Minutes (Exhibit A)
- April 2022 Financial Reports (Exhibit B)
- Docket & Off-Docket Items (Exhibit C)
- Monthly Operating Reports (Exhibit D)
- Approve Sewer Adjustments (Exhibit E):
  - Kameron DeArmas, 1000 E Sycamore Rd. Picayune, MS 39466 for \$109.50 due to broken pipe under house.
  - Dawanda Seals, 616 Charlotte Dr. Picayune, MS 39466 for \$784.75 due to a water meter service line leak.
  - Mary & Ronal Hawkins, 26 South Front Rd. Picayune, MS 39466 for \$153.30 due to yard leak.
- Spread a copy of the Tin Hill Lot 23 Deed on the minutes.
- Spread copies of CY2021 Consumer Confidence Reports for 3 Water Facilities on the minutes.

Motion to approve by Billy Spiers, seconded by Ernie Lovell. A roll call resulted in the following votes:

Tabatha Butler, President	aye
Marcia Johnson, Vice President	absent

Quinn Houchin, Treasurer	aye
Ernie Lovell, Director	aye
Bill Burns, Director	aye
Billy Spiers, Director	aye
Charles "Chuck" E. Jones, Director	absent

The motion passed 5-0.

**Public Comments:** None

**Engineer's Comments:**

- Devin Hedgepath with Dungan Engineering discussed the pre-bid meeting for the Administration Building will be on Tuesday, May 31, 2022 at 10:00 AM.
- Wildwood levee repair muck out is complete and should be able to get lifts in pending good weather.
- Plans for the Sewer Relocate Project were stamped, signed, and delivered to Cliff Diamond today, Thursday May 19, 2022. Bid opens Thursday, June 9, 2022 at 10:00 AM.

**Approve Pay Request #2 for \$43,650.01 to MitchCo Construction for the Wildwood Levee Repair Project.** Motion to approve by Bill Burns, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed 5-0. (Exhibit F)

**Executive Director's Comments:**

- Cliff Diamond presented the monthly management report. No action taken. (Exhibit D)
- DEQ inspections in Picayune and Poplarville resulted in (1) violation that are tied to recurring problem with the lagoon wall. Cliff Diamond responded with a letter to DEQ and asked engineers to put a plan in place to resolve the issue and he will send pictures once repair is complete.
- Consumer Confidence Reports can now be accessed on the website, they were printed on the monthly billing cards, and a copy has been placed on the bulletin board in the office lobby.
- The Hide-A-Way Lake float project is still on hold because it has been difficult to obtain large quantities of floats due to supply chain issues.
- The Goodyear Project pre-bid will be held on Thursday, June 9, 2022 at 10:00 AM.
- Cliff Diamond attended a free asset management training seminar in Raymond, MS.
- Currently working on the annual insurance renewals for property, auto, and liability. Waiting on quote and will present next month for vote to renew.

- This week, JCL completed emergency work in Hide-A-Way Lake that was a result of a HPS concrete truck that backed over and caused damage to a valve box. This damage resulted in sewage running downhill towards the lake.

**Approve FY2022 Budget Amendment # 1:** Motion to approve by Ernie Lovell, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed 5-0. (Exhibit I)

**Authorize Executive Director To Execute Annual Customer Support Contract Renewal With EasyBill.** Renewal is \$500/year for support contract. Motion to approve by Bill Burns, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed 5-0. (Exhibit J)

**Authorize Full Registration (\$250) For Cliff Diamond To Attend The 2022 MSRWA Annual Conference in Biloxi, MS May 31st through June 3rd. No Overnight Travel Required:** Registration includes 2 class days and access to the trade show. Motion to approve by Ernie Lovell, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed 5-0. (Exhibit K)

**Authorize Cliff Diamond To Deposit \$5.01 from Operating Account To CDBG Account To Avoid \$5.00 Monthly Service Charge For Dormant Account Status For The Next Six Months..** Motion to approve by Bill Burns, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed 5-0. (Exhibit L)

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

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

The motion passed 5-0.

The meeting adjourned at approximately 5:21pm.

The next regular meeting is scheduled for Thursday June 16, 2022 at 5:00 p.m. at 612 Neal Road in Picayune, MS.



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Tabatha Butler  
Board President



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Attest: