



**Board Meeting Minutes
October 20, 2022**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on October 20, 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
Charles "Chuck" E. Jones, Director	present

OTHERS PRESENT:

Cliff Diamond, Executive Director
Heather Smith, Board Attorney
Devin Hedgepeth, Dungan Engineering

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:

- September 15, 2022 Board Minutes
- September 2022 Financial Reports (Exhibit A)
- Docket & Off-Docket Items (Exhibit B)
- Monthly Operating Reports (Exhibit C)
- Approve Sewer Adjustments (Exhibit D):
 - Dylan Shaw, 606 Pine Street, for \$992.80 due to failed galvanized water line under home.
 - Kenyatta Murphy, 126 Greenview Drive, for \$927.10 due to broken service line
 - Tamika Jones, 806 Herrin Drive, for \$248.20 due to hole in swimming pool liner
- ASpread on the Minutes: 2022 Update to the Security & Vulnerability Assessments for Picayune, Poplarville & Hillsdale Well Facilities
- Spread on the Minutes: 2022 Update to the Emergency Response Plans for Picayune, Poplarville & Hillsdale Water Well Facilities
- Spread on the Minutes: Proof of Submittal for MCWI Grant Applications for I-59 Exit 10 Sewer Extension Project, Ridgecrest Subdivision Sewer Extension Project, and Millard Jail Wastewater Facility Improvement Project
- Spread on the Minutes: September 30, 2022 Public Depositor's Annual Report to the State Auditor's Office

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	aye

The motion passed 6-0.

Public Comments: None

Approve Invoice #56472 To American Sewer Parts And Cleaning For \$16,653.00. Motion 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	aye

The motion passed 6-0. (Exhibit E)

Consider Reimbursement Claim Request of \$565.00 From Bill Edwards, 1600 Third Avenue, For A Plumber's Bill Due To A Sewer Blockage In The Lower Lateral. 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	aye

The motion passed 6-0. (Exhibit F)

Engineer's Comments: Devin Hedgepeth presented updates on Highway 11 Phase 2 Sewer Utility Relocation Project and Wildwood Lagoon Levee Repairs Project.

No action was taken.

Approve Dungan Engineering Invoice #7 For \$4,010.14 For The Highway 11 Utility Relocation Phase 2 Project (100% MDOT Reimbursable). 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	aye

The motion passed 6-0. (Exhibit G)

Approve Contract Change Order #2 To Mitcho Construction For The Wildwood Lagoon Levee Repair Project. Motion 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	aye

The motion passed 6-0. (Exhibit H)

Approve Pay Request #6 And #7 Totaling \$37,464.94 To Mitchco Construction For Wildwood Lagoon Levee Repair Project . Motion by Billy Spiers, 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	aye

The motion passed 6-0. (Exhibit I)

Approve Pay Request #3 For \$28,678.00 To Wilco Construction, Inc. For The 921 Goodyear Administration Building Project. Motion 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	aye

The motion passed 6-0. (Exhibit J)

Election Of Officers: Motion by Billy Spiers to Reappoint Tabatha Butler as Board President and Quinn Houchin as Treasurer, and to Appoint Ernie Lovell as Vice President. Motion Seconded by Chuck Jones.

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	aye

The motion passed 6-0.

Director's Comments:

- Worker's Compensation Insurance Renewal (Decrease by 9%)
- Employee Health Insurance Renewal (Increase by 4.8%)
- Hide-A-Way Lake Grinder Float Replacement Project Completed
- Hide-A-Way Lake Pump Station And Air Release Valve H2S Odors & Scrubbers
- GIS System Enhancements - Rosa Hot Tap Photo
- 20" Force Main Hot
- New Work Order System - HAWL Scrubber Country Club

No action taken

Approve The Developer & General Contractor To Hire A Licensed, Qualified Utility Contractor To Install A New Hot Tap, MDOT Road Bore, And Connection Manifold For Sewer Utility Service At The New Popeye's Restaurant Development At 703 Highway 26 In Poplarville. Motion 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	aye

The motion passed 6-0. (Exhibit K)

Ratify Policies & Procedures Required For Federal Grant Awards:

- a. Accounting Policies & Procedures Manual dated October 14, 2022
- b. Fraud Prevention Policy dated September 29, 2022
- c. Title IV Policy updated September 30, 2022

Motion by Billy Spiers, 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	aye

The motion passed 6-0. (Exhibit L)

Having Received Only One Proposal to Provide Professional Engineering Services Related to Provisional MCWI Projects, Accept the Proposal from Dungan Engineering and Authorize the Director & Board Attorney to Negotiate a Contract for Final Board Approval. Motion 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	aye

The motion passed 6-0. (Exhibit N)

Board Member Comments: None

Discussion of Insurance Reimbursement Claim from State Farm Involving the Residence at 1112 Highland Drive.

No action taken.

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	aye

The motion passed 6-0.

The meeting adjourned at approximately 6:19 pm.

The next regular meeting is scheduled for Thursday November 17, 2022 at 5:00 p.m. at 612 Neal Road in Picayune, MS.



Tabatha Butler
Board President



Attest: