



**Board Meeting Minutes
June 15, 2023**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on June 15, 2023 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
Ernie Lovell, Vice President	present
Quinn Houchin, Treasurer	absent
Bill Burns, Director	present
Billy Spiers, Director	present
Charles "Chuck" E. Jones, Director	present
Marcia Johnson, Director	absent

OTHERS PRESENT:

Robert Belknap, Executive Director
Jessica Spiers, Office Manager
Heather Smith, Board Attorney
Devin Hedgepath, Dungan Engineering

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

Approval of Consent Agenda Items:

1. May 18, 2023 Board Minutes
2. May 2023 Financial Reports (Exhibit A)
3. Docket Items & Off-Docket Items (Exhibit B)
4. Monthly Operating Reports (Exhibit C)
5. Approve Sewer Adjustment Requests (Exhibit D):
 - a. Elizabeth Mitchell, 14 Eagle Heights Dr., Picayune, MS for \$109.50 due to a pool fill up.
 - b. Kent Davis, 105 E. Michigan, Poplarville, MS for \$129.94 due to a pool fill up.
 - c. Camardelle Holdings, LLC, 112 Camellia Dr., Poplarville, MS, for \$246.01 due to a broken pipe where the water lines enter the structure.
 - d. Alberta Daehnke, 134 Browning Circle, Picayune, MS for \$237.25 due to a water leak associated with the feed line to the dishwasher.
 - e. LaSonya Merrill, 1207 E. Canal St., Picayune, MS, for \$270.10 due to a water leak in the yard adjacent to the drainage ditch.
 - f. Wanda Worley, 200 Dale St., Picayune, MS, for \$525.60 due to three water leaks that took a couple of months to find and resolve.

6. Approve Travel & Training Requests (Exhibit E):

- a. July 18, 2023; Clifton Hodges and Cody Morris to attend the Mississippi Rural Water Association Training in Purvis, MS for continuing education at no cost.
- b. July 10 - 13, 2023; Allen Black to attend Water Certification Course and take exam in Biloxi, MS. Course cost is \$250.00 plus \$104.00 for exam fee; total of \$354.00.

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

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

The motion passed 5-0.

Engineer's Comments: Devin Hedgepeth provided updates on Highway 11 Phase 2, issue with grass at Wildwood Levee, and Wildwood Drip Fields report still in progress.

No action taken.

Motion To Approve Pay Request #6 for \$142,830.53 To TL Wallace For Highway 11 Phase 2 Sewer Relocation Project. (100% MDOT Reimbursement Item To Be Paid Through Facility Replacement Account). Motion to by Bill Burns, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed 5-0. (Exhibit E)

Motion To Approve Contract Change Order #3 For Highway 11 Utility Sewer Relocate Project - Sanitary Sewer Systems Phase 2 For \$29,756.25. (100% MDOT Reimbursement Item And Paid Through The Facility Replacement Account). Motion to approve by Ernie Lovell, seconded by Chuck Jones. A roll call resulted in the following votes:

Tabatha Butler, President	aye
Ernie Lovell, Vice President	aye

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

The motion passed 5-0. (Exhibit F)

Director's Comments:

1. Holiday pay was omitted from paychecks, but was corrected with paper checks dated for payroll date of June 16, 2023.
2. Hillsdale water well at 153 Hillsdale Gumpond Rd. was hit by a lighting strike during a severe thunderstorm on June 12, 2023 and the situation is being assessed and repairs are being made. Insurance company has been notified of the situation via email on June 13, 2023, but no claim has been filed to date.
3. Still in process of purchasing Dillard Property near Circle Dr. in Picayune, MS
4. Attended MS Gulf Coast Grants Seminar and planning on a July 28, 2023 submission for grant for expansion of Wildwood Drip Field. Grant proposal will be presented to the board for approval prior to submission.
5. Contractor given final punch out list today, June 15, 2023 for the new Administration Building.
6. Furniture for the new Administration Building has shipped and is slated to be delivered sometime within the next two weeks.
7. PRCUA 3D 36" Crest for the board room at the new Administration Building should be shipped and installed soon.
8. Still in the process of hiring a new employee for the Collections team. This is contingent on Allen Black passing the exam and moving to the Water Operator position.
9. Attended the Gulf Coast Utility Board Meeting. This was set to be their final meeting, however the Legislature extended the board through 2027.
10. Considering JCL for grass maintenance at levees, lagoons, and right of ways.
11. Looking into better health insurance options for employees for upcoming renewal.
12. Scheduled a round-table meeting with the collections team for Thursday, June 22, 2023 to address the following:
 - a. Customer service
 - b. Standardizing vehicle equipment
 - c. Standard response procedures
 - d. Work order requirements on updates

No action taken

Board Member Comments:

1. Ernie Lovell stated a Hurricane Preparedness walk through needs to be completed soon. Executive Director, Rob Belknap, replied that he had already started working with PRCUA personnel to ensure we are prepared.

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

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

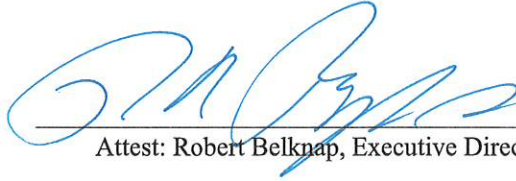
The motion passed 5-0.

The meeting adjourned at approximately 5:45 pm.

The next regular meeting is scheduled for Thursday July 20, 2023 at 5:00 p.m. at 612 Neal Road in Picayune, MS.



Tabatha Butler, Board President



Attest: Robert Belknap, Executive Director