

2



**Board Meeting Minutes  
September 21, 2023**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on September 21, 2023 at 5:00 p.m. in the Boardroom of the Pearl River County Utility Authority at 912 Goodyear Blvd. in Picayune, Mississippi. In attendance were:

**BOARD:**

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

**OTHERS PRESENT:**

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

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

**Approval of Consent Agenda Items:**

1. August 2023 Board Minutes
2. August 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. Jacqueline Woodard, 931 Martin Luther King Blvd., Picayune, MS, for \$281.05 due to numerous water line breaks that have been repaired.
  - b. Mark Forte, 111 E. Nelson St., Poplarville, MS, for \$171.55 due to water leaks in the home's pipes that have been repaired.
  - c. David St Louis, 142 Howard Heights Rd., Poplarville, MS, for \$182.50 due to two leaks in the yard that have been repaired.
6. Approve Travel & Training Requests (Exhibit E):
  - a. Brent Gray, October 16 - 20, 2023, Biloxi, MS, for MWPCOA Short Course Class II Wastewater Certification. Cost is \$450.00 plus 1-night lodging. (Board Approved March 16, 2023).

- b. Dietrich Spikes, October 16 - 20, 2023, Biloxi, MS, for MWPCOA Short Course Class II Wastewater Certification. Cost is \$295.00 plus 2-nights lodging.
- c. Marshall Bryant, October 20, 2023, Biloxi, MS for MWPCOA Short Course Class II Wastewater Certification Test Only. Cost is \$45.00.

Motion to remove item #2, Hayley Bliss Sewer Adjustment 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	aye
Bill Burns, Director	aye
Billy Spiers, Director	aye
Charles "Chuck" E. Jones, Director	aye
Marcia Johnson, Director	aye

The motion passed 7-0.

Motion to deny Hayley Bliss sewer adjustment request by Bill Burns, seconded by Ernie Lovell. A roll call resulted in the following votes:

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

The motion passed 7-0.

**Engineer's Comments:**

Devin Hedgepeth provided updates on the following:

- a. MDOT Highway 11 Phase II project approximately 70% complete; awaiting completion of vegetation.
- b. Seed still pending by the contractor at the Wildwood Lagoon.
- c. MCWI grants are required to have a contractor for projects in hand by August 2024.
- d. Hope to design projects by this winter and out for bid by spring/summer 2024 for Millard WWTP, Ridgecrest Sewer, and I-59 Exit 6 to Exit 10 sewer force main.

No action taken.

Tabatha Butler arrived at 5:14 p.m.

**Motion To Approve Wilco Construction, Inc. Pay Application # 11 For \$35,735.00 For The 921 Goodyear Blvd. Administration Building Project. (Paid Through Facility Replacement Account).**

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

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

The motion passed 7-0. (Exhibit F)

**Motion To Remove Agenda Line Item #6.** Motion to approve by Bill Burns, seconded by Marcia Johnson. A roll call resulted in the following votes:

Tabatha Butler, President	aye
Ernie Lovell, Vice President	aye
Quinn Houchin, Treasurer	aye
Bill Burns, Director	aye
Billy Spiers, Director	aye
Charles "Chuck" E. Jones, Director	no
Marcia Johnson, Director	aye

The motion passed 6-1. (Exhibit H)

**Motion To Approve FY2024 Budget With The Following Changes:**

- a. Remove \$60,000.00 allocated for (2) new trucks.
- b. Update billing software for \$2,000.00 instead of replacing the software at a cost of \$17,000.00.
- c. Annual amount to transfer to Facility Replacement Account of \$147,600.00. (Increase FY2023 transfer amount of \$10,000.00 per month to \$10,075.00 plus former rent payment of \$2,225.00. FY2024 monthly transfer amount totals \$12,300.00).

Motion by Tabatha Butler, seconded by Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed 7-0. (Exhibit G)

**Director's Comments:**

1. MDOT is paid up to date less retainage which should be paid soon.
2. A new meter costs \$500.00 per meter for new meter only and is compatible with current bases. Current meters are failing and there are no replacements available. We have to update or get new ones.
3. It has cost \$16,000.00 for recent lab testing and considering moving this service in-house.
4. Requesting quotes for easement maintenance.
5. Will be conducting inspection of all PRCUA vehicles for repair, maintenance, and cleanliness.
6. Presto-X was selected by Wilco Construction for initial termite treatment and have decided to enter into contract to continue termite treatment with Presto-X
7. Have been in contact with Christina Shirley and she is working with Bill Watts on the Poplarville Ball Field to connect to PRCUA's sewer.

No action taken

**Board Member Comments:**

- a. Board requested for Robert Belknap, Executive Director, to present a list of salary ranges per position to the next board meeting.
- b. Board requested that insurance companies present commercial policy packages and quotes to them prior to next renewal.
- c. Tabatha Butler, Board President, requested permits and job description for a lab person to look into replacing Bonner Analytical for lab testing.

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

The motion passed 7-0.

The meeting adjourned at approximately 7:00 p.m.

The next regular meeting is scheduled for Thursday October 19, 2023 at 5:00 p.m. at 921 Goodyear Blvd. in Picayune, MS.



Tabatha Butler, Board President



Attest: Robert Belknap, Executive Director