



**Pearl River County Utility Authority
Board Meeting Minutes
December 20, 2018**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on December 20, 2018 at 5:00 p.m. at the Conference Room of the Pearl River County Utility Authority at 612 Neal Road in Picayune, Mississippi. In attendance were:

BOARD:

Tabatha Butler, President
Charles "Chuck" E. Jones, Director
Billy Spiers, Director
William "Bill" Burns, Director
Quinn Houchin, Director

OTHER:

Cliff Diamond, Executive Director
Heather Ladner, Board Attorney
Jonathan Hickman, Dungan Engineering
Brooks Wallace, Dungan Engineering
Randy Burge, Director of Field Operations
Michelle Fuller, BXS Insurance
Tom Odom
Brandy Martinez

Directors Marcia Johnson and Ernie Lovell were absent from the meeting. There being a quorum sufficient to transact business of the Pearl River County Utility Authority, Board President Tabatha Butler called the meeting to order. The following proceedings were had and done:

Public Comments:

Brandy Martinez addressed the board on behalf of her father, Joseph Zwirek, Jr. to request \$980.00 reimbursement for cleaning, clothing, and bedding costs related to a recent sewer backup at 1702 Audubon Drive in Picayune. Motion by Billy Spiers to approve payment of \$980.00 subject to a signed settlement and release to be prepared by Heather Ladner and signed by Joseph Zwirek, Jr. and Brandy Martinez. Motion seconded by Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed. (Exhibit A)

Tom Odom addressed the board concerning his desire for sewer services on his proposed development on Industrial Lane in Poplarville. Currently there are no known options for providing gravity or low-pressure sewer connections to his lot. Several options to minimize the cost of a sewer main line extension were discussed. No action taken.

Approval of Board Minutes dated November 13, 2018: Motion to approve by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed.

Acknowledge Receipt of Financial Reports: Balance Sheet, Income Statement, Income Statement Budget Comparison, and Cash Balance Report: Motion to acknowledge receipt by Billy Spiers, seconded by Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed. (Exhibit B)

Approval of Regular Docket Report Items & Off Docket Report Items: Motion to approve by Billy Spiers, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed. (Exhibit C)

Director Tabatha Butler exited the room.

Approval of Employee Health Insurance Plan & Coverage Options for CY2019. Michelle Fuller with BXSJ presented recommendations for the 2019 employee health insurance renewal. Motion to approve United Health Coverage Option-2 “BHRH” by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. (Exhibit D)

Director Tabatha Butler re-entered the room.

Acknowledge Receipt of Engineer’s Monthly Report: Report was presented by Brooks Wallace and Jonathan Hickman. Motion to acknowledge report by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. (Exhibit E)

Approve Agreement to Purchase Mitigation Credits from Wetlands Solutions, LLC for \$23,400.00 for Wildwood Lagoon Repairs: Motion to approve by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. (Exhibit F)

Approve pay request #6 for T.L. Wallace for Eagle Heights Subdivision Low Pressure Sewer System Project in the amount of \$26,030.07: Motion to approve by Chuck Jones, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed. (Exhibit G)

Approve pay request #18 for SRF-C280-897-04 Picayune Wastewater System Rehabilitation project in the amount of \$121,411.89: Motion to approve by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. (Exhibit H)

Acknowledge Receipt of Management/Operations Report for November 30, 2018: Report highlights were presented by Cliff Diamond. Motion to acknowledge receipt by Billy Spiers, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed. (Exhibit I)

Approve Request for Amendment to Interlocal Agreement Between City of Picayune, Mississippi and Pearl River County Utility Authority for the Picayune Highway 11 Utility Relocation Project:
Motion to approve by Billy Spiers, seconded by Chuck Jones. A roll call resulted in the following votes:

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

The motion passed. (Exhibit J)

Approve Resolution Declaring Holidays: Motion to approve by Bill Burns, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed. (Exhibit K)

Approve Personal Leave of Absence Policy and Leave of Absence Application & Approval Forms:
Motion to approve by Tabatha Butler, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed. (Exhibit L)

Authorize Executive Director to Reduce the Scope of Services or Terminate the Cintas Uniform Contract: Motion to approve by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. (Exhibit M)

Approve Service Agreement with Videcomp, Inc. for Cellular & SMS Technology Pump Station Monitoring Services: Motion to approve by Bill Burns, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed. (Exhibit N)

Approve Terms of Service and Authorize Use of TSheets by QuickBooks for Mobile and Online Timesheet Tracking: Motion to approve by Billy Spiers, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed. (Exhibit O)

Authorization to Close Dormant Maintenance Account #102-218-0 and Transfer Funds to Regular Operating Account #101-769-1: Motion to approve by Billy Spiers, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. (Exhibit P)

Authorize Cliff Diamond to Manage the Fuelman Fleet Services Contract: Motion to approve by Bill Burns, seconded by Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed. (Exhibit Q)

Approve Agreement with KorTerra to Store Real Time Photo Storage Uploads for MS One-Call 811 Utility Locates: Motion to approve by Billy Spiers, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed. (Exhibit R)

Approve Pay Scale Ranges and Authorize Executive Director to Set Employee Salaries Within Approved Ranges, Subject to Adopted Budget Limits: Motion to approve by Bill Burns with the condition that ranges be kept above Mississippi Department of Labor minimums, seconded by Chuck Jones. A roll call resulted in the following votes:

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

The motion passed. (Exhibit S)

Approve Engagement Letter Proposal with Scott & Associates to Provide Professional Accounting Services: Motion by Bill Burns to approve proposal on a month-to-month basis while investigating the possibility of lower cost alternatives, seconded by Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed. (Exhibit T)

Approve Training & Travel Expenses for Cody Morris to Attend Class III Wastewater Operator Training: Motion to approve by Billy Spiers, seconded by Quinn Houchin. A roll call resulted in the following votes:

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

The motion passed. (Exhibit U)

Approve Sewer Bill Adjustment for MDOT Welcome Center in the amount of \$1146.00: Executive Director Cliff Diamond presented additional information to support the request. Motion to approve by Chuck Jones, seconded by Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed. (Exhibit V)

Billy Spiers made a motion to adjourn, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed, and the meeting adjourned at 7:55 p.m.



Tabatha Butler
Board President



Attest: