

**Pearl River County Utility Authority
Board Meeting Minutes
November 13, 2018**

Be it remembered that a meeting of the Pearl River County Utility Authority Board of Directors was held on November 13, 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
Marcia Johnson, Vice President
Charles "Chuck" E. Jones, Director
Billy Spiers, Director
William "Bill" Burns, Director

OTHER:

Cliff Diamond, Executive Director
Heather Ladner, Board Attorney
Jonathan Hickman, Dungan Engineering
Brooks Wallace, Dungan Engineering
Randy Burge, Director of Field Operations

Directors Quinn Houchin 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: None

Approval of Board Minutes dated October 18, 2018: Director Billy Spiers made a motion to approve the board meeting minutes dated September 20, 2018 and September 27, 2018 seconded by Director Marcia Johnson. A roll call resulted in the following votes:

Tabatha Butler	voted	aye
Marcia Johnson	voted	aye
Quinn Houchin	absent	
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: Director Billy Spiers made a motion to acknowledge

receipt of the Financial Reports and Cash Balance Report, seconded by Bill Burns. A roll call resulted in the following votes:

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

The motion passed. A copy of the Balance Sheet, Income Statement, Income Statement Budget Comparison, and Cash Balance Report is attached hereto as exhibit "A"

Approval of Regular Docket Report Items & Off Docket Report Items: Director Marcia Johnson made a motion to approve the Claims Docket dated October 15, 2018 and the Off-Docket Report Items dated October 15, 2018, seconded by Billy Spiers. A roll call resulted in the following votes:

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

The motion passed. A copy of the Claims Docket Report and Off Docket Report Items is attached hereto as exhibit "B"

Acknowledge Receipt of Engineer's Monthly Report: Director Billy Spiers made a motion to acknowledge receipt of the Engineer's monthly Report, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed. A copy of the Engineer's Monthly Report is attached hereto as exhibit "C"

Approve pay request #5 for T.L. Wallace, Eagle Heights project in the amount of \$28,739.73:

Director Billy Spiers made a motion to approve pay request #5 and extend the contract time through November 30, 2018, motion seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "D"

Approve pay request #17 for SRF-C280-897-04 Picayune Wastewater System Rehabilitation

project in the amount of \$213,854.91: Director Marcia Johnson made a motion to approve pay request #17 as submitted, motion seconded by Chuck Jones. A roll call resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "E"

Approve payments to Cecil Ray Johnson for appraisals associated with invoice 517 Gutierrez in the amount of \$450 and invoice 517 Gonzales in the amount of \$450 and to spread the appraisals on the minutes.

Director Marcia Johnson made a motion to approve payment of invoices as submitted and to spread the appraisals on the minutes, motion seconded by Director Billy Spiers. A roll call resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "F"

Approve spreading on the minutes a letter recently delivered to Pearl River Central Water Association regarding Wildwood subdivision residents' appeal for billing and collection cooperation where both entities offer separate utility services to shared customers. Director Billy Spiers made a motion to approve, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "G"

Approve declaration of surplus property as the property has no value and is of no benefit to the PRCUA and authorization for disposal. Director Marcia Johnson made a motion to approve, seconded by Director Billy Spiers. A roll call vote resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "H"

Approve engagement proposal from Topp McWhorter Harvey PLLC for annual audit services and authorize President or Executive Director to sign relevant documents to accept proposal. Director Billy Spiers made a motion to approve, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "I"

Approve tabling the use of Keith Co Petroleum fleet purchase program and the issuance of fuel purchase cards to each employee. Director Tabatha Butler made a motion to table, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The item was tabled.

Approve a change order request from HRL, Inc. to add additional pay items to the existing Standby Contract for Utility Repairs. Director Marcia Johnson made a motion to approve, seconded by Director Bill Burns. A roll call resulted in the following votes:

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

The motion passed. A copy of the supporting documents is attached hereto as exhibit "J"

Approve sewer adjustments for the following: Jim Bowie in the amount of \$822.00, and MDOT in the amount of \$1146.00: Director Marcia Johnson made a motion to to approve sewer adjustment for Jim Bowie for \$822.00 and to table the request from MDOT until more information is available, motion seconded by Director Bill Burns. A roll call vote resulted in the following votes:

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

The motion passed. Bowie adjustment was approved and MDOT was tabled. A copy of the supporting documents is attached hereto as exhibit "K"

Approve Comprehensive Emergency Management Plans for Poplarville, Picayune and Hillsdale Water Well Facilities. Director Marcia Johnson made a motion to approve, seconded by Director Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed.

Approve Security Vulnerability Self-Assessments for Picayune, Poplarville, and Hillsdale Water Well Facilities. Director Billy Spiers made a motion to approve, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed.

Executive Director Cliff Diamond presented a management and operations report for October 2018.

Director Marcia Johnson made a motion to authorize transfer of \$20,000 from the Operating account to the Payroll tax account to provide a buffer for pay cycles. Motion seconded by Director Tabatha Butler. A roll call resulted in the following votes:

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

The motion passed.

Closed session: Director Billy Spiers made a motion to enter into a closed session to determine the need for an Executive Session, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed.

Executive Session: It was determined that there was a need to enter Executive Session to discuss a personnel matter. Director Billy Spiers made a motion to enter into an executive session, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The motion passed.

A motion was made by Director Billy Spiers to exit executive session, seconded by Director Marcia Johnson. A roll call resulted in the following votes:

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

The Board exited Executive Session. No action was taken during Executive Session.

Director Marcia Johnson made a motion to increase Ray Scott's gross pay by \$600 per month for the months of November & December 2018, and to deny Ray Scott's request to cash out Paid Time Off. Motion seconded by Director Billy Spiers. A roll call resulted in the following votes:

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

The motion passed.

A motion was made by Marcia Johnson and seconded by Tabatha Butler to switch Clifton Hodges to a salaried employee at a salary of 67,000.00 per year due to his completion of his Class IV certification. A roll call resulted in the following votes:

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

The motion passed.

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

Tabatha Butler	voted	aye
Marcia Johnson	voted	aye
Quinn Houchin	absent	
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 8:20 p.m.

Tabatha Butler 12/20/2018

Tabatha Butler
Board President

COPT

Attest: