

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
PEARL RIVER VALLEY WATER SUPPLY DISTRICT HELD ON
THURSDAY, FEBRUARY 18 2016 AT 9:30 A.M. AT THE
DISTRICT'S MAIN OFFICE LOCATED AT
115 MADISON LANDING CIRCLE, MADISON MS**

The regular meeting of the Board of Directors of the Pearl River Valley Water Supply District was held at 9:30 a.m., on Thursday, February 18, 2016 at the District's main office located at 115 Madison Landing Circle, Ridgeland MS.

Members Present: Shannon Armstrong, Bruce Brackin, Doug Berry, Billy Cook, Phillip Crosby, Ben Evans, W. C. Gorden, Jennifer Hall, Kenny Latham, John Pittman, Tedrick Ratcliff and Jack Winstead

Members Absent: Larry Castle, and Samuel Mitchell

Others Present: John Sigman, Cindy Ford, Craig Hunt, Susan McMullan, Greg Burgess, Perry Waggener, Philip Huskey, Jane Berry, Pam Brooks, Jerry Bounds, Bobby Cleveland, Linda Horton, David Stodghill, Robbie Barr, Don Drane, Sheila Jones, Lisa Williams

Board President Jack Winstead called the meeting to order at 9:30 a.m.

President Winstead asked for review of the minutes of January 21, 2016.

Upon review of the minutes of a regular meeting of the Board of Directors held 21 January 2016, a motion was made by Mr. Billy Cook for the minutes to be approved. Mrs. Jennifer Hall seconded the motion. The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, Ratcliff and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

President Winstead noted that Audit Committee did not have a quorum to take action as a committee, but that members of the committee had reviewed their items. The audit items would be presented for the full board's consideration without committee recommendation.

Audit Committee Chairman Billy Cook presented the 2015 Audit Report for consideration.

Mr. Robbie Barr of auditing firm, Collins Barr & Hembree, Ltd. presented a review of the 2015 Audit Report for the board.

Mr. Barr noted that the firm gave a positive opinion of the audit and its process. There were no unexpected issues with the audit and no significant findings within the report.

Mr. Barr noted that the newly required reporting of P.E.R.S. retirement system liability changes some of the bottom line numbers, but that did not significantly impact the day to day operational budget and accounting.

The group discussed the PERS retirement reporting impact.

Mr. Barr stated that he had met with members of staff and of the Audit Committee to fully review the report and upon the board's approval he would submit to the State of Mississippi.

Chairman Billy Cook made a motion to approve the 2015 Audit Report as presented. Mr. Shannon Armstrong seconded the motion. A COPY OF THE 2015 AUDIT REPORT IS ATTACHED HERETO AS EXHIBITS TO THESE MINUTES.

President Winstead asked for any additional comments or questions.

Mr. Tedrick Ratcliff inquired as to the audit compliance. Mr. Barr responded that there were no issues found in the audit and a clean opinion is given.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, Ratcliff and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Cook then presented the Per Diem and Travel Expense Report for January 2016. Chairman Cook noted he had reviewed the report and found it in order.

Chairman Billy Cook made a motion to approve the Per Diem and Travel Expense Report for January 2016 as presented. Mrs. Jennifer Hall seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, Ratcliff and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Cook then presented the Cash Balance Report. Mr. Cook noted he had reviewed the report and found it in order.

Chairman Billy Cook made a motion to approve the Cash Balance Report as presented. Mr. Tedrick Ratcliff seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, Ratcliff and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Cook then presented the February 2016 Docket. Mr. Cook noted he had reviewed the docket and found it in order. He asked staff to respond to any questions. None were offered.

Chairman Billy Cook made a motion to approve the February 2016 Docket as presented. Mr. Ben Evans seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, Ratcliff and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

President Winstead noted that Forestry & Wildlife Committee did not have a quorum to take action as a committee, but that members of the committee had reviewed their items. The Forestry items would be presented for the full boards consideration without committee recommendation.

Mr. Greg Burgess outlined the request by staff to receive quotes for the sale of 63 dead pine trees and 36 live pines located on Spillway Road. Mr. Burgess explained that the pine trees were dead due to a pine beetle infestation. Staff felt that there was enough timber to warrant quotes for the sale and harvesting of the pines. Mr. Burgess noted the location was south of Forest Point Subdivision on Spillway Road in Rankin County. Mr. Burgess also noted that the hardwoods would remain on the site so that the area would not be bare.

Mr. Phillip Crosby made a motion to approve the sale of pine trees on Spillway Road as presented. Mr. Kenny Latham seconded the motion.

The group discussed the location of the harvest and the possible inquiries from the public.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, Ratcliff and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Mr. Tedrick Ratcliff, Jr. exited the meeting at this time.

Mr. Burgess outlined the requested approval of beaver control services contract with Kenny Prince in the hourly amount of \$30, not to exceed \$1500.00 per approved removal job and not to exceed \$4500.00 in a year. Mr. Burgess noted that Mr. Prince has provided the service for the District in the past and the District was very pleased with his service.

Mr. Kenny Latham made a motion to approve the beaver control services contract as presented. Mr. Phillip Crosby seconded the motion.

The group discussed the location of the harvest and the possible inquiries from the public.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

President Winstead then presented the Executive Committee's items.

Chairman Winstead asked for the discussion of the first agenda item.

Mr. Greg Burgess outlined the request by to accept the 2015 Dam Inspection Report performed by Burns Cooley Dennis, Inc. Mr. Burgess reviewed the findings of the inspection and noted that there were no surprises contained within the report, the recommendations were standard issues.

Mrs. Jennifer Hall made a motion to approve the 2015 Dam Inspection Report as performed by Burns Cooley Dennis, Inc. Mr. Ben Evans seconded the motion. A COPY OF THE 2015 DAM INSPECTION REPORT IS ATTACHED HERETO AS EXHIBITS TO THESE MINUTES.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Winstead asked for the discussion of the next agenda item.

Mr. Burgess then reviewed the three bridge inspection reports performed by Neel-Schaffer Engineers. The reports were for the lower Spillway Road bridge, upper Spillway Road bridge, and Conestoga Road over Cully Creek. Mr. Burgess noted there were no significant issues revealed within the reports. Mr. Burgess stated that the majority of the repairs should be handled in-house.

Mr. Phillip Crosby made a motion to approve the three bridge inspection reports performed by Neel-Schaffer Engineers, as presented. Mr. Ben Evans seconded the motion. A COPY OF THE 2015 BRIDGE INSPECTION REPORTS ARE ATTACHED HERETO AS EXHIBITS TO THESE MINUTES.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

President Winstead then noted that Larry Castle, Chairman of the Law Enforcement, Asset Protection and Emergency Management Committee was unable to attend the meeting and asked committee member Kenny Latham to present its items.

Mr. Kenny Latham explained the request to develop and implement a detailed cost analysis for the police department. Mr. Latham asked Chief Waggener to review.

Chief Waggener noted he has long desired to be able to quantify what services and duties the police provide. The analysis needed to show the cost of police per hour, per activity, per location, per mile or county, on land, on water, etc.

Mr. Kenny Latham made a motion to approve the development and implementation of a system for cost analysis reporting for the police department. Mr. Bruce Brackin seconded the motion.

Mrs. Hall asked if that information would be presented monthly also.

Chief Waggener stated it could and would be if desired, when the program was completed and implemented.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Mr. Kenny Latham then asked Chief Waggener to present the next agenda item.

Chief Waggener then reviewed the request for change to the Police S.O.P. to include Roadside Safety Checkpoints, policy 7.10. Chief explained the S.O.P. manual was approved in 2010 and based on a state model. A conflicting policy has been discovered with regard to policy 7.10 and this change is needed to supersede old policy.

Board Attorney Philip Huskey noted that the approval of this change to Police S.O.P. should be made with the notation that it is subject to attorney's final review, to allow for any language changes that may need to be made throughout the S.O.P. manual.

Mr. Kenny Latham made the motion to approve Police S.O.P. policy 7.10, subject to attorney's final review. Mr. Billy Cook seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

President Winstead then asked for Chairman Pittman to present the Shoreline Development and Environmental Quality Committee's agenda items.

Chairman Pittman asked Mr. John Sigman to review the first agenda item.

Mr. John Sigman reviewed the process of advertisement of District's Real Estate Bid No. 157 for the 4 acre parcel off of Spillway Road in Rankin County. Mr. Sigman noted that no bids were received for this parcel, but that our bid documents allow for a re-advertisement of the

parcel within 45 days of the current board meeting. Mr. Sigman gave staff's recommendation to re-advertise the parcel as prescribed in the bid documents for Bid No. 157.

Mr. Philip Huskey noted the motion should include language noting no bids were received at February 9th opening and that the board approves the re-advertisement.

Chairman Pittman made a motion on behalf of the Shoreline Committee acknowledging no bids were received at the February 9th opening of real estate Bid No. 157 and the board hereby approves the re-advertisement of Bid No. 157 as prescribed in bid documents. Mr. Ben Evans seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Pittman then asked for the presentation of Bid No. 158.

Mr. Sigman then reviewed the request to advertise the revised District's Real Estate Bid 158 for approximately 214 acres off of Old Rice Road in Madison County. Mr. Sigman noted this bid was pulled in December of 2014 with a need to revise language within the original advertisement. Mr. Sigman noted that the request for approval would be contingent upon final review of the proposed lease and accompanying bid documents by the PRVWSD attorney.

Chairman Pittman made a motion on behalf of the Shoreline Committee to approve the advertisement of District RE Bid No. 158 contingent upon final review of the proposed lease and bid documents by District attorney. Mr. Doug Berry seconded the motion.

There was discussion among the group as to the development process for leasing.

President Winstead asked for any additional comments or questions.

President Winstead recognized Mrs. Shelia Jones to speak. Mrs. Jones asked the board to consider the area for development when accepting bids for homes in the 1200 SF market.

President Winstead recognized Ms Lisa Williams to speak. Ms Williams asked what the property was zoned. Mr. Sigman responded the District's land use had the property as residential. Ms Williams asked if the proposals would be presented for public notice. Mr. Sigman responded that the bids are advertised publicly, as are the bid dates, and the committee and board meetings that will discuss the bids are open to the public, but that the District does not issue public notices.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Pittman then asked for the next agenda item.

Mr. Philip Huskey reviewed the request for approval of the Supplement and Addition to Declaration of Covenants, Conditions and Restrictions for Windward Bluff. Mr. Huskey noted this addition was to cover the Phase 4 development of Windward Bluff. Mr. Huskey stated the addition mirrors other phases of the development and recommended staff's approval of the addition.

Chairman John Pittman made a motion on behalf of the Shoreline Committee to approve the Supplement and Addition to Declaration of Covenants, Conditions and Restrictions for Windward Bluff as presented. Mrs. Jennifer Hall seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Pittman then asked for the next agenda item.

Mr. Burgess explained the District pays West Rankin Utility Authority fees based on the sewer flow through service meters. These flows can be impacted by infiltration of rain water, ground water, etc. into the sewer lines through cracks, breaks or such. Mr. Burgess noted that as surrounding communities have improved their sewer flows with proper evaluations of their lines and as their percentage fees have been reduced, while the District's percentages have increased.

Mr. Burgess outlined the proposal from the District's quality based selected engineer for water/sewer work, Southern Consultants, for sanitary sewer engineering services for areas of the south shore of Pelahatchie Bay in Rankin County. These services would in its first phase develop bid documents for a thorough investigation of the sewer system, which will include running sewer cameras into the lines to determine the areas in need of repair and also determine the priority of work.

The second phase of the engineering project would be to develop the plan of repair, based on the investigation data, and develop construction documents for any repair work needed. (The final construction contract for repair work would be brought back for approval as a separate contract.)

Mr. Burgess stated that the investigatory phase of the engineering work would not exceed \$28,100 and the second phase of bidding project, oversight of investigation project and then compilation of data for repair plan would not exceed \$13,400.

Chairman Pittman made a motion on behalf of the Shoreline Committee to approve Southern Consultants' proposal for sanitary sewer engineering services for areas of the south shore of Pelahatchie Bay in Rankin County as presented. Mr. Ben Evans seconded the motion.

There was some discussion of the sewer flow investigations of other communities.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Mr. Burgess noted that the investigation contract for camera survey of the sewer lines is anticipated at \$200,000, and that final contract for services would be presented for approval. He noted that staff is requesting approval to advertise for the evaluation study at this time so that there is less delay in the project timeline.

Chairman Pittman made a motion on behalf of the Shoreline Committee to approve the sewer line evaluation study for areas of the south shore of Pelahatchie Bay in Rankin County as presented. Mr. Ben Evans seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Pittman asked for the next item.

Mr. Greg Burgess outlined the request to award annual contract for herbicide spraying for the District, such as rip rap areas, to Weed Pro, LLC in the amount of \$9,300. Mr. Burgess noted this is not the aquatic spraying which is contracted through MSDWF&P. Mr. Burgess stated that Weed Pro had serviced the District previously and had provided good service. Mr. Burgess gave staff's recommendation for approval.

There was some discussion as so the current spraying locations.

Chairman Pittman made a motion on behalf of the Shoreline Committee for approval of the herbicide spraying contract to Weed Pro, LLC in the amount of \$9,300 as presented. Mrs. Jennifer Hall seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Chairman Pittman asked for the last item.

Mr. John Sigman reviewed the District's contracting with Nathan Norris as an expert in "Traditional Neighborhood Development". Mr. Sigman noted the work Mr. Norris had provided in coordination between the new developer and the existing HOA on the District's behalf. Mr. Sigman regarded Mr. Norris' work as very valuable. Mr. Sigman then explained that the original contract had a not to exceed cap of \$15,000. Mr. Norris' final billing had exceeded that amount slightly and Mr. Sigman requests that the cap be increased to \$20,000, to allow for full payment of Mr. Norris' invoice and also allow the District to call on Mr. Norris in the future if needed. Mr. Sigman stated he did not anticipate needing Mr. Norris in the future, but desired the ability should some unforeseen issue arise.

Chairman Pittman made a motion on behalf of the Shoreline Committee for approval of the increase of contract cap for Mr. Nathan Norris to \$20,000 as presented. Mr. Ben Evans seconded the motion.

President Winstead asked for any additional comments or questions. None were offered.

The vote was as follows: For: Armstrong, Berry, Brackin, Cook, Crosby, Evans, Gorden, Hall, Pittman, and Winstead. Abstained: None. Against: None. **MOTION CARRIED UNANIMOUSLY.**

Committee Minutes and Miscellaneous Correspondence:

The Board reviewed the rough drafts of February's Shoreline Development, Forestry & Wildlife, Law Enforcement, and Executive committee meetings minutes. Also included were January's Audit, and Parks Policy Committee's meeting minutes

Mr. John Sigman then gave his report as Executive Director.

Mr. Sigman gave the current lake level at 297.63.

Mr. Sigman noted Chief Waggener's police report included in the board information package.

Mr. Sigman noted the lease collection report for the month for delinquent leases.

Mr. Sigman reviewed current legislation that may impact the District if approved.

President Winstead noted the next board meeting would be on March 17th at the main office of the PRVWSD at 9:30 a.m. Mr. Sigman asked the members to consider an alternate District location for a spring meeting.

There being no further business to come before the Board, the meeting was adjourned at 10:35 a.m.



Jack H. Winstead, President