

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING MINUTES  
November 8, 2018 – 6:00pm (Central)  
City Hall, Diamondhead, MS 39525**

**1. Call to order.**

**PRESENT:** Chairman David Boan, Vice-Chairman John Kirschenbaum, Commissioner Robert Redd, and Commissioner Ben Taylor.

**ABSENT:** Secretary/Treasurer Kenny Edmonds.

The presence of a quorum was noted and the meeting was called to order at 6:00pm. The public was duly notified in compliance with the District's open meeting policy.

**2. Approve Agenda.**

**Motion by Commissioner Boan to amend Item 8.1 to read, "Motion to acknowledge receipt of Insurance Agent Qualification packages by the November 7, 2018 deadline from Betz Rosetti & Associates, BXS Insurance, and Gallagher Insurance", second by Commissioner Redd. Motion carried unanimously.**

**3. Minutes.**

**3.1. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to approve the Minutes for the Regular Meeting held on October 25, 2018. Motion carried unanimously. (Attachment A).**

**4. General Manager's Report.**

**4.1. Update of Recent Events.**

**4.1.A.** Smoke testing of the sewer mains continues.

**4.1.B.** On October 28, 2018, a water line break occurred on Ahekolo Circle. Water covered the street due to no drainage ditch in the area. Repairs were promptly made.

**4.1.C.** A portion of the pipe from the October 21, 2018 break was displayed for Commission examination in order to demonstrate the inferior material in some of the infrastructure and to explain the "brown water" events which occur during a high velocity main break.

**4.1.D.** On October 7, 2018 approximately 3.5" of rain fell in the area, with the majority occurring within a two-hour period, which caused some inundation of the lower areas of Basin 17 and 13.

**4.2. Discussion Items.**

**4.2.A.** Drawings for Beaux Vue Phase II subdivision have been reviewed and returned by Digital Engineering on October 7, 2018. These were returned to the contractor's engineers, Duke Levy & Associates, on October 8, 2018.

**4.2.B.** The DWSD Meter Replacement Technical Specifications and contract bid documents with appendices were completed and submitted for review by Digital Engineering on November 6, 2018.

**4.2.C.** The Insurance Broker Request for Qualification packages were received on November 7, 2018. Three submittals were received: (1)Betz Rosetti & Associates; (2)BXS Insurance; and (3)Gallagher Insurance. All will be reviewed by the Insurance Committee, and recommendations will be presented to the full Board for consideration on November 29, 2018.

**4.2.D.** Item 9.2 on the agenda is a Motion for the renewal of employee medical, dental and vision insurance as a discussion item only. A Motion to approve a renewal will be on the November 29, 2018 meeting in order to meet the open enrollment deadline. Sherri Baker with Coast Benefit Professionals will explain the details.

**5. Public Comments.**

None.

**6. Construction / Engineering Projects.**

**6.1. Lift Station Project.**

**6.1.A.** John Stein with Digital Engineering provided a project status update:  
(1) All O&M Manuals were delivered to the District on November 8, 2018 including hard copies and an electronic copy of all documents.  
(2) Final As-Built will be delivered the week of November 17, 2018.  
(3) Project is complete.

**6.1.B.** *Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to approve Digital Engineering Invoice# 728-1464-25 in the amount of \$14,987.07 for the time period of September 30, 2018 through October 27, 2018. Motion carried unanimously. (Attachment B).*

**6.1.C.** *Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve Magnolia Construction Change Order #003 for a decrease of \$143.00 in the contract, changing the total contract amount to \$3,413,625.23. Motion carried unanimously. (Attachment C).*



**6.1.D. Motion by Commissioner Taylor, second by Commissioner Redd to approve Magnolia Construction Poy App#14 in the amount of \$170,624.26. This is the final payment to Magnolia Construction for this project and represents payment of the retainage balance being held by the District. Motion carried unanimously. (Attachment D).**

**6.2. Engineering Master Services Agreement-AMI Design Project.**

**6.2.A. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to approve Digital Engineering Invoice# 728-1310-05 in the amount of \$4,530.00 for the time period of September 30, 2018 through October 27, 2018. Motion carried unanimously. (Attachment E).**

**7. Financial.**

**7.1. Docket of Claims.**

**7.1.A. Motion by Commissioner Boan, second by Commissioner Redd to approve the Docket of Claims in the amount of \$ 98,759.64. Motion carried unanimously. (Attachment F).**

**7.1.B. Unapproved Docket. (Attachment G).**

**7.1.C. Treasurer's Report – 10/31/2018 (Attachment H).**

**7.1.D. Revenue & Expense Report – 10/31/2018 (Attachment I).**

**8. Old Business.**

**8.1. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to acknowledge receipt of Insurance Agent Qualification packages as submitted prior to the November 7, 2018 deadline from; (1)Betz Rosetti & Associates; (2)BXS Insurance; and (3)Gallagher Insurance. Motion carried unanimously. (Attachment J).**

**8.2. Motion by Commissioner Taylor, second by Commissioner Redd to amend the previously approved Motion 9.1 on October 11, 2018 to change the attendance date of Lacey Barr to "Dale Carnegie" Essential Business Skills Seminar from November 8, 2018 to November 27, 2018 and add Robyn Reiter to the attendance at a cost of \$249.00. Motion carried unanimously. (Attachment K).**

**8.3. Motion by Commissioner Taylor, second by Commissioner Redd to approve Master Services Agreements with Covington Environmental, Seymour Engineering, and Compton Engineering. Motion carried unanimously. (Attachment L).**

**9. New Business / Discussion Items.**

**9.1. Presentation by Sherri Baker with Coast Benefit Professionals on the 2019 Employee Insurance Renewal.**

- 9.2. Motion by Commissioner Boan, second by Commissioner Kirschenbaum to table the renewal of Employee Medical, Dental, & Vision Plans until the November 29, 2018 meeting. Motion tabled unanimously.
- 9.3. Motion by Commissioner Taylor, second by Commissioner Redd to approve the Governor's Proclamation pursuant to MS Code Ann. Section 3-3-7, additional Holiday Declarations of Friday, November 23, 2018 for Thanksgiving; Monday, December 24, 2018 for Christmas; and Monday, December 31, 2018 for New Years. Motion carried unanimously. (Attachment M).
- 9.4. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to authorize the General Manager to advertise for District IT Services. Motion carried unanimously.
10. Adjournment @ 6:53pm. Motion by Commissioner Boan, second by Commissioner Taylor. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for **November 29, 2018** at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

11/29/2018  
Date