

DIAMONDHEAD WATER AND SEWER DISTRICT

AGENDA FOR May 12, 2016 REGULAR MEETING

6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead MS 39525

1. **Call to order**
2. **Board Members:** Chairman Mr. Scott Thomas, Vice-Chairman Mayor Thomas Schafer, Commissioner Mr. Dick Nolan, Commissioner Mr. David Malley and Secretary / Treasurer Mr. Tink L'Ecuyer, Jr.
3. **Also present:** District Counsel, Jim Simpson; Interim GM, Nancy Depreo, Seymour Engineering; Comptroller, Toni Wilson; Director of Operations, Joe Higginbotham; Project Director, John Cumberland and Utility Superintendent, David Carden.
4. **Approve Agenda**
5. **Public Comments**
6. **Interim GM's Report**

7. **Minutes**

7.1 Motion to approve the Minutes for Regular Meeting held on April 28, 2016. ITEM 7.1

8. **Construction Projects**

WWTP Construction Project - update in GM's report

8A.1 Motion to approve Invoice No.6 from Volkert Inc. for special services in the amount of \$73,339.94 for time period March 19, 2016 to April 22, 2016 ITEM 8A.1

8A.2 Motion to approve Invoice LHJ 15905 (7) from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$33,833.42 for period March 27, 2016 to April 30, 2016 ITEM 8A.2

8A.3 Motion to approve Pay Request No.3 from Max Foote Construction Co. in the amount of \$1,987,596.06 for construction work completed from March 21, 2016 to April 20, 2016 ITEM 8A.3

B. **Water Well 1** - update in GM's report

8B.1 Motion to approve Invoice No.3 for Work Assignment No. 3 from Digital Engineering in the amount of \$1,687.50 for professional services from April 3, 2016 to April 30, 2016 ITEM 8B.1

C. **Lift Station Repair and Mitigation** PW8429, PW11280 and PW11247- update in GM's report

9. **Financial Motions:**

9.1. Motion to approve the Docket of Claims ITEM 9.1

Unapproved Docket of Claims ITEM 9.2

(Approved by Board Motions on this agenda)

Report by Secretary/ Treasurer - Mr. Tink L'Ecuyer, Jr.

9.2 Treasurer's Report 4/29/2016 ITEM 9.3

9.3 Revenue & Expense Summary Report 4/30/2016 ITEM 9.4

10. Old Business:

11. New Business / Discussion Item

11.1 Motion to approve the DWSD Emergency Response Plan as required by the Mississippi State Department of Health. ITEM 11.1

11.2 Motion to approve the DWSD Security Vulnerability Self Assessment Guide for Mississippi's Public Water Systems as required by the Mississippi State. ITEM 11.2

11.3 Motion to approve Jarvis Bracknell and Joe Higginbotham to attend the MsRWA & MS Department of Environmental Quality Summer Training Session at the City of Biloxi Civic Center, 578 Howard Avenue, Biloxi, MS, June 7, 8, & 9 at a cost of \$175.00 per registration and both employees will receive Water and Wastewater operator credit hours as required by the MS Department of Environmental Quality. . ITEM 11.3

11.4 Motion to approve Toni Wilson, Cheryl Ladner, Robyn Reiter and Lacey Barr to attend the MsRWA & MS Department of Environmental Quality Summer Training Session at the City of Biloxi Civic Center, 578 Howard Avenue, Biloxi, MS, June 8, 2016 at a cost of \$100.00 per registration and to close the District's office on June 8, 2016 for staff development training. Each employee will receive credit hours toward their Office Training Certificate provided by the MSRWA Office Training Program. ITEM 11.4

11.5 Motion to enter into negotiations with Boyce Holleman & Associates, 1720 23rd Avenue/Boyce Holleman Blvd., Gulfport, Mississippi 39501 for legal services.

11.6 Motion to appoint an Emergency Response Committee for DWSD consisting of Chairman Thomas, Secretary/Treasurer L'Ecuyer, GM Nancy Depreo and Director of Operations, Joe Higginbotham to work alongside the Diamondhead Police and Fire Department on Emergency Response and mandate an annual Emergency Response meeting to be scheduled by the GM consisting of the DWSD, Diamondhead Police and Fire Department.

11.7 Motion to appoint a Budget Committee for the 2016-2017 Fiscal Budget consisting of Chairman Scott Thomas, Secretary/Treasurer L'Ecuyer, GM Nancy Depreo and Director of Operations, Joe Higginbotham.

11.8 Motion to move the regular scheduled Board meeting from May 26, 2016 to May 19, 2016 at 6:00PM.

11.9 Special Presentation by Chairman Scott Thomas

12. Executive Session

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for May 26, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

14. Adjournment