

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
September 13, 2018 – 6:00pm (Central Time)
City Hall, Diamondhead, MS 39525**

1. Call to order.

PRESENT: Chairman David Boan, Vice-Chairman John Kirschenbaum, Secretary/Treasurer Kenny Edmonds, Commissioner Robert Redd, and Commissioner Ben Taylor.

ABSENT: None.

The presence of a quorum was noted and the meeting was called to order at 6:03pm. The public was duly notified in compliance with the District's open meeting policy.

2. Approve Agenda.

Motion by Commissioner Kirschenbaum to amend Item 8.1 on the agenda to read "Motion to engage professional engineering services and to authorize Chairman to execute a Master Services Agreement with Covington Engineering, Compton Engineering, and Seymour/Waggoner Engineering". Motion by Commissioner Boan to amend Item 7.2 on the agenda to read "Motion to engage professional services from Wright, Ward, Hatten, & Guel recommended by DWSD Audit Committee to perform the Fiscal Year 2017/2018 Audit". Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the agenda as amended. Motion carried unanimously.

3. Minutes.

3.1. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to approve the Minutes for the Regular Meeting held on August 23, 2018. Motion carried unanimously. (Attachment A).

3.2. Motion by Commissioner Edmonds, second by Commissioner Redd to approve the Minutes for the Special Meeting held on August 29, 2018. Motion carried unanimously. (Attachment B).

4. General Manager's Report.

4.1. Update of Recent Events.

4.1.A. Due to the direct imminent threat of Tropical Storm Gordon and as advised by the Hancock County EMA, District personnel were dismissed and District offices were closed at noon on September 4, 2018.

4.1.B. A water main break occurred on Maui Circle on September 10, 2018, which was immediately repaired by District personnel. A Precautionary Boil Water Notice was issued for the area and was lifted on September 12, 2018.

4.1.C. Smoke testing operations continue in the Basin 17 area.

4.2. **Agenda Items.**

4.2.A. Item 9.7.A. on the agenda is a presentation of the 2018/2019 Fiscal Year Budget. Management will assist with any questions during the presentation.

5. **Public Comments.** None.

6. **Construction / Engineering Projects.**

6.1. **Lift Station Project.**

6.1.A. Update of the Lift Station Project was presented by Bruce Newton with Digital Engineering.

- (1) All Lift Stations, except LS#5, are now operational.
- (2) LS#5 is expected to go into service during the week of September 17.
- (3) SCADA is complete on all stations except for LS#5 and LS#10.
- (4) LS#5 and LS#10 are expected to go online during the week of September 17.
- (5) Concrete issues related to the flooring of LS#5 have been remedied.
- (6) The majority of punch list items have been completed by the contractor.
- (7) Substantial Completion Inspection is scheduled to take place on September 26, 2018.
- (8) The Certificate of Substantial Completion is expected to be presented to the Commissioner at the September 27, 2018 meeting.

6.1.B. Motion by Commissioner Taylor, second by Commissioner Edmonds to approve the payment of Magnolia Construction Pay App #11 in the amount of \$214,754.16 for the time period of July 14, 2018 to August 10, 2018. Motion carried unanimously. (Attachment C).

6.2. **Engineering Projects.**

6.2.A. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to approve the payment of Digital Engineering Invoice #728 1310-03 for the Lift Station 13 Force Main Study (\$5,455) and the AMI Water Meter Design project (\$4,530) for a total amount of \$9,985.00 for the time period of July 29, 2018 through September 1, 2018. Motion carried unanimously. (Attachment D).

7. Financial.

7.1. Docket of Claims.

7.1.A. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$117,313.20. Motion carried unanimously. (Attachment E).

7.1.B. Unapproved Docket.

7.1.C. Treasurer's Report – 8/31/2018. (Attachment F).

7.1.D. Revenue & Expense Report – 8/31/2018. (Attachment G).

7.2. Motion by Commissioner Edmonds, second by Commissioner Taylor to engage Wright, Word, Hatten and Guel to perform professional audit services for the Fiscal Year 2017/2018 Audit as recommended by the DWSD Audit Committee for a total fee of \$13,250.00. Motion carried unanimously.

8. Old Business.

8.1. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to engage Covington Civil & Environmental, Comptan Engineering, and Seymour Engineering/Waggoner Engineering to perform professional engineering services for the District and to authorize Chairman to execute a Master Services Agreement with the respective firm(s). Motion carried unanimously.

8.2. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to spread upon the minutes the fully executed Business Agreement for Non-Disclosure; Remote Access, Payment Card Industry Data Security Standards, Health Insurance Portability & Accountability, and Private Health Information with Pro Computers as approved on August 23, 2018. Motion carried unanimously. (Attachment H).

8.3. Motion by Commissioner Redd, second by Commissioner Taylor to spread upon the minutes the fully executed Monitoring Agreement with Alarms Plus for all three Diamondhead Water and Sewer facilities and alarm equipment installation at two buildings as approved on June 28, 2018. Motion carried unanimously. (Attachment I).

9. New Business / Discussion Items.

9.1. Motion by Commissioner Boan, second by Commissioner Redd to recognize the re-appointment of Mr. Benjamin Taylor as a Diamondhead Water and Sewer District Board Commissioner effective September 29, 2018, with a term expiring on September 28, 2023 as approved by Mayor and City Council for the City of

Diamondhead on August 21, 2018. AYE: Boan, Redd, Kirschenbaum, & Edmonds. ABSTAIN: Taylor. Motion carried. (Attachment J).

- 9.2. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to authorize travel and expenses for the General Manager to attend the Municipal Manager's League - Small Town Conference in Vicksburg on October 24-25, 2018. Motion carried unanimously.
- 9.3. Motion by Commissioner Edmonds, second by Commissioner Taylor to ratify Board authorization to close the Diamondhead Water and Sewer District on September 4, 2018 at 12:00 p.m. due to pending severe weather associated with Tropical Storm Gordon as identified in the State of MS Governor's Proclamation dated September 3, 2018 declaring a state of emergency. Motion carried unanimously. (Attachment K).
- 9.4. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to authorize the attendance of David Carden, Joe Higginbotham, and John Cumberland to attend the WEFTEC Conference at the Convention Center in New Orleans, LA on October 1, 2018 through October 3, 2018 for a total cost of \$225. Motion carried unanimously.
- 9.5. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to authorize the General Manager to auction three (3) 2013 Polaris GEM vehicles with Cuevas Auctions at the next available held auction. Motion carried unanimously.
- 9.6. Motion by Commissioner Taylor, second by Commissioner Edmonds to authorize the General Manager to purchase a Nissan Pathfinder SUV vehicle on the State of MS Contract from Paul Barnett Nissan for a total price of \$22,910.00. Motion carried unanimously. (Attachment L).
- 9.7. Presentation and Public Hearing regarding proposed Diamondhead Water & Sewer District Fiscal Year 2018/2019 Budget as recommended by Budget Committee.
- 9.7. A. Presentation of proposed Diamondhead 2018/2019 Budget by District staff.
- 9.7. B. Public comments regarding proposed 2018/2019 Budget. None.
- 9.7. C. Commission comment(s) regarding proposed 2018/2019 Budget. None.

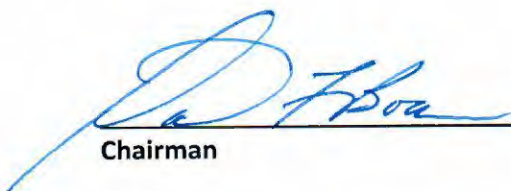
9.8. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the 2018/2019 Budget as recommended by the Budget Committee pursuant to Miss. Code Ann. 19-11-11. AYE: Kirschenbaum, Edmonds, Taylor, Redd, & Boan. Motion carried unanimously. (Attachment M).

9.9. Motion by Commissioner Redd, second by Commissioner Taylor to authorize General Manager to publish the 2018/2019 Budget in the Sea Coast Echo newspaper as required by Miss. Code Ann. 19-11-7. Motion carried unanimously.

10. Adjournment @ 7:15pm. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for September 27, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

9/27/2018
Date