

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
March 14, 2019 – 6:00pm (Central Time)
City Hall, Diamondhead, MS 39525

1. Call to order.

Present Board Members: Chairman David Boan, Vice-Chairman John Kirschenbaum, Secretary/Treasurer Kenny Edmonds, and Commissioner Robert Redd.

Absent: Commissioner Ben Taylor

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 the agenda to add Item 7.1.B to state, "Motion to authorize the General Manager to advertise for bids for the Lift Station #13 Force Main Project", second by Commissioner Edmonds to approve as amended. Motion carried unanimously.

3. Minutes.

3.1. Motion by Commissioner Edmonds, second by Commissioner Redd to approve the Minutes for the Regular Meeting held on February 28, 2019. Motion carried unanimously. (Attachment A).

4. General Manager's Report

4.1. Update of Recent Events.

4.1.A. Three different underground fiber installation projects are taking place in Diamondhead. DWSD crews are working diligently to maintain utility locate requests generated by these projects in addition to those generated by MS 811 (MS One Call).

4.1.B. On March 6, 2019 a pre-bid conference was held for the Water Meter Replacement Project. DWSD staff, Digital Engineering representatives, and twelve (12) vendors/contractors were in attendance. Sixteen (16) bidder questions were addressed as part of Addendum No. 1 issued on March 13, 2019.

4.1.C. Design drawings for the Lift Station #13 Force Main Project were reviewed and are on schedule to be completed by March 24, 2019.

4.1.D. DWSD has worked extensively within the Basin 17 area. Video inspections and smoke testing have been completed. The DWSD Sewer Collection System Review Committee was formed to address high priority sewer issues and seek out possible resolutions to problem areas. The Committee has developed conceptual plans and options for possible solutions to the sewer issues in the Basin 17 area which will be presented to engineering firms in order to develop actual construction drawings and estimates. Grant assistance will be sought for funding to assist in the construction of this project.

5. I & I Dept. Presentation

5.1. The DWSD I&I Supervisor, Kirk Edmonson delivered a presentation regarding results of the video inspections and smoke testing of the sewer collection system in the Basin 17 area. (Attachment B).

6. Public Comments.

Bryan Griffith, 792 Hanalei Circle, addressed his concerns about the sewer issues in his neighborhood.

7. Construction / Engineering Projects.

7.1. Miscellaneous Engineering.

7.1.A. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to approve Digital Engineering Invoice#728-1310-08 for the time period of February 3, 2019 through March 2, 2019 in the amount of \$1,000.00 for the Water Meter Replacement-Design Phase and the amount of \$1,760.00 for the Beaux Vue Plan Review, for a total invoice amount of \$2,760.00 under the Master Services Agreement, leaving a balance remaining of \$8,571.25. Motion carried unanimously. (Attachment C).

7.1.B. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to authorize the General Manager to advertise for bids for the Lift Station #13 Force Main Project. Motion carried unanimously.

8. Financial.

8.1. Docket of Claims.

8.1.A. Motion by Commissioner Boan, second by Commissioner Edmonds to approve the Docket of Claims in the amount of \$119,477.22. Motion carried unanimously. (Attachment D).

8.1.B. Unapproved Docket of Claims (Attachment E)

- 8.1.C. Treasurer's Report – 2/28/19 (Attachment F)
- 8.1.D. Revenue & Expense Report – 2/28/19 (Attachment G)

9. New Business / Discussion Items.

- 9.1. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to authorize the General Manager to accept the offer from Hancock /Whitney Bank for depository services of a 2-year, fixed rate at 2.34%. Motion carried unanimously.
 - 9.2. Motion by Commissioner Edmonds, second by Commissioner Boan to approve revised District Statute Policy #S-2019-005, Gifts & Gratuities, as attached hereto. Motion carried unanimously. (Attachment H).
 - 9.3. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve District Personnel Policy #P-2019-030, Employee Uniforms & Safety Apparel, as attached hereto. Motion carried unanimously. (Attachment I).
 - 9.4. Motion by Commissioner Edmonds, second by Commissioner Redd to approve revised District Statue Policy #S-2019-002, Military Duty Pay, as attached hereto. Motion carried unanimously. (Attachment J).
10. Adjournment at 6:43pm. Motion by Commissioner Kirschenbaum, second by Commissioner Redd. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for **March 28, 2019** at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

3/28/2019
Date