

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING MINUTES  
May 12, 2016 – 6:00 p.m. (Central Time)  
Held at City Hall, Diamondhead, MS 39525**

**PRESENT:** Chairman Mr. Scott Thomas, Vice-Chairman Mayor Thomas Schafer, Secretary/Treasurer Mr. Tink L'Ecuyer, Commissioner Mr. David Malley, and Commissioner Mr. Dick Nolan.

**ABSENT:** None

**ALSO PRESENT:** District Counsel Jim Simpson, Interim General Manager Nancy Depreo with Seymour Engineering, Comptroller Toni Wilson, and Director of Operations Joe Higginbotham.

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

4. **Approve Agenda – Motion by Commissioner Malley, seconded by Commissioner Schafer to approve agenda. Motion carried unanimously.**
  
5. **Public Comments - None**
  
6. **Interim GM's Report –** WWTP project on schedule. Outfall boring under I-10 is complete. Digester tanks, clarifiers & control building, UV & outfall lift station are all being worked on. Next project meeting will be on 6/7/16 @ 1:00pm. Next MEMA/FEMA meeting will be held on 5/26/16 @ 9:00am. Well#1 project on schedule with no issues. Project will be complete by 5/30/16. Lift Station projects will advertise for professional services by the end of May. City Inter-local agreement is with the Attorney General's office. Security Vulnerability Assessment and Emergency Response Plan completed and are on agenda for approval. MSDOH requires this to be updated and approved by the Board, annually. Budget meetings will start in mid-June and a budget committee recommendation is on the agenda. Due to the Memorial Day holiday, a recommendation is on the agenda to move the 5/26/16 meeting to 5/19/16.
  
7. **Minutes**
  - 7.1 **Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve the Minutes for Regular Meeting held on April 28, 2016. Motion passed with Commissioner Nolan abstaining. (Attachment A)**
  
8. **Construction Projects**
  - WWTP Construction Project - update in GM's report
  - 8A.1 **Motion by Commissioner Malley, seconded by Commissioner Nolan 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. Motion carried unanimously. (Attachment B)**
  
  - 8A.2 **Motion by Commissioner Schafer, seconded by Commissioner Nolan 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. Motion carried unanimously. (Attachment C)**
  
  - 8A.3 **Motion by Commissioner Nolan, seconded by Commissioner Malley 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. Motion carried unanimously. (Attachment D)**

B. Water Well 1 - update in GM's report  
8B.1 Motion by Commissioner Malley, seconded by Commissioner Nolan 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. Motion carried unanimously. (Attachment E)

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

9. Financial Motions:

9.1. Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve the Docket of Claims. Motion carried unanimously. (Attachment F)

Unapproved Docket of Claims (Attachment G)  
(Approved by Board Motions on this agenda)

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

9.2 Treasurer's Report 4/29/2016 (Attachment H)

9.3 Revenue & Expense Summary Report 4/30/2016 (Attachment I)

10. Old Business: - None

11. New Business / Discussion Item

11.1 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to approve the DWSD Emergency Response Plan as required by the Mississippi State Department of Health. Motion carried unanimously. (Attachment J)

11.2 Motion by Commissioner Molley, seconded by Commissioner L'Ecuyer to approve the DWSD Security Vulnerability Self Assessment Guide for Mississippi's Public Water Systems as required by the State of Mississippi. Motion carried unanimously. (Attachment K)

11.3 Motion by Commissioner Nolan, seconded by Commissioner L'Ecuyer 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. Motion carried unanimously. (Attachment L)

11.4 Motion by Commissioner Schafer, seconded by Commissioner Nolan 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. Motion carried unanimously. (Attachment M)

11.5 Motion by Commissioner Nolan, seconded by Commissioner L'Ecuyer to enter into negotiations with Boyce Holleman & Associates, 1720 23rd Avenue/Boyce Holleman Blvd., Gulfport, Mississippi 39501 for legal services. Motion carried unanimously.

11.6 Motion by Commissioner Nolan, seconded by Commissioner Molley 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 conduct an annual Emergency Response meeting to

be scheduled by the GM consisting of the DWSD, and Diamondhead Police and Fire Department. Motion carried unanimously.

11.7 Motion by Commissioner Schafer, seconded by Commissioner Malley 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. Motion carried unanimously.

11.8 Motion by Commissioner Nolan, seconded by Commissioner Schafer to move the regularly scheduled Board meeting from May 26, 2016 to May 19, 2016 at 6:00PM. Motion carried unanimously.

11.9 Special Presentation by Chairman Scott Thomas. Thank you plaque presented to Attorney, Jim Simpson for his legal services from February 6, 2012 to May 18, 2016.

12. Executive Session - None

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for May 19, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

14. Adjournment @ 6:29pm. Motion by Commissioner Schafer, seconded by Commissioner Nolan. Motion carried unanimously.

Chairman

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Date

19 May 2016

May 12, 2016 Regular Meeting