

DIAMONDHEAD WATER AND SEWER DISTRICT
Agenda for January 24, 2019 Regular Meeting

6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead MS 39525

1. Call to order.

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

2. Approve Agenda.

3. Minutes.

3.1. Motion to approve the Minutes for the Regular Meeting held on January 10, 2019.

4. General Manager's Report.

5. Public Comments.

6. Presentation by Todd Dalton with BXS Insurance Services of the 2019/2020 Property & Casualty Policy Renewal.

7. Construction / Engineering Projects.

7.1. Lift Station 13 – Force Main Project

Motion to approve Seymour Engineering Invoice # 6891 in the amount of \$7,985.00 for Task Order No.1 – Lift Station 13 Force Main Project for the time period of December 3, 2018 through December 21, 2018, leaving a remaining balance of \$88,519.00 under the current Master Services Agreement.

7.2. Water Meter Replacement Project

Motion to approve Digital Engineering Invoice# 728-1310-07 for the Water Meter Replacement Project in the amount of \$1,265.00 for the time period of December 2, 2018 through December 29, 2018, leaving a remaining balance of \$11,331.25 under the current Master Services Agreement.

8. Financial.

8.1. Docket of Claims.

8.1.A. Motion to approve the Docket of Claims in the amount of \$36,659.93.

8.1.B. Unapproved Docket of Claims.

8.1.C. Motion to authorize General Manager to advertise the 2017/2018 Financial Statements, as attached hereto.

9. Old Business.

9.1. Motion to spread upon the minutes Covington Engineering Work Order #1 for Phase I Environmental Site Assessment of the former WWTP in the amount of \$4,000.00 under the Master Services Agreement.

9.2. Motion to spread upon the minutes the City of Diamondhead Resolution 2019-003 authorizing the Diamondhead Water & Sewer District to use city property on February 6 & 7, 2019 to host the MS Rural Water Association's Water Operator Training as approved by the Board of Commissioners on December 13, 2018, pursuant to inter-local governmental cooperation agreement.

10. New Business / Discussion Items.

10.1. Motion to approve revised District Procedure for Collections at District Mail and Drop Boxes, originally adopted on February 9, 2017, as attached hereto.

10.2. Motion to authorize the General Manager to correct an erroneous water bill generated by the automated system in the amount of \$12,386.98 and change it to the average amount to \$5,307.51 for the Woodland Village Healthcare Services and place the meter on estimated billing cycles until the faulty meter can be replaced.

10.3. Motion to ratify and approve the DWSD Employee Policies and Procedures Handbook, as attached hereto.

11. Adjournment.

The next meeting of the Board of Commissioners is scheduled for **February 14, 2019** at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.