

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.

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 6:00pm. The public was duly notified in compliance with the District's open meeting policy.

2. Approve Agenda.

Motion by Commissioner Taylor, second by Commissioner Redd to approve the agenda. Motion carried unanimously.

3. Minutes.

3.1. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve the Minutes for the Regular Meeting held on January 10, 2019. Motion carried unanimously. (Attachment A).

4. General Manager's Report.

4.1. Update of Recent Events.

4.1.A. Item 7.1 on the agenda is an invoice from Seymour Engineering for services performed on Task Order #1 for the Lift Station 13 Force Main Project. Work performed represents approximately 8% completion of the project.

4.1.B. Item 7.2 on the agenda is an invoice from Digital Engineering for services performed relating to drafting bid specifications for the Water Meter Replacement Project. Work performed represents approximately 94% completion of the engineering portion of the project.

4.1.C. Covington Environmental has begun the Phase I Environmental Study of the old treatment plant site. An on-site visit is scheduled for January 28, 2019.

4.1.D. The District will host the annual MS Rural Water Association Certified Water Operator Training on February 6, 2019 at the City of Diamondhead's City Hall Council Chambers. MS Rural Water Association will present Board Member Training on February 7, 2019 at the City of Diamondhead's Civic Activities Room.

4.1.E. A second quote was obtained to replace the driveway on the corner of Hilo Street and Diamondhead Drive East. Sumrall Construction has been awarded the project and work is scheduled for January 28 and 29, 2019.

4.1.F. Smoke testing of the sewer mains continues.

5. **Public Comments.** None.

6. Presentation by Todd Dalton with BXS Insurance Services regarding of the 2019/2020 Property & Casualty Policy Renewal. A proposal and recommendation will be presented at the next board meeting.

7. **Construction / Engineering Projects.**

7.1. Lift Station 13 – Force Main Project

Motion by Commissioner Kirschenbaum, second by Commissioner Taylor 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. Motion carried unanimously. (Attachment B).

7.2. Water Meter Replacement Project.

Motion by commissioner Redd, second by Commissioner Taylor 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. Motion carried unanimously. (Attachment C).

8. **Financial.**

8.1. **Docket of Claims.**

8.1.A. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve the Docket of Claims in the amount of \$36,659.93. Motion carried unanimously. (Attachment D).

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

8.1.C. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to authorize the General Manager to advertise the 2017/2018 Financial Statements, as attached hereto. Motion carried unanimously. (Attachment F).

9. **Old Business.**

9.1. *Motion by Commissioner Taylor, second by Commissioner Edmonds 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. Motion carried unanimously. (Attachment G).

9.2. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to spread upon the minutes the City of Diamondhead's 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. Motion carried unanimously. (Attachment H).

10. New Business / Discussion Items.

10.1. Motion by Commissioner Taylor, second by Commissioner Edmonds to approve revised District Procedure for Collections at District Mail and Drop Boxes, originally adopted on February 9, 2017, as attached hereto. Motion carried unanimously. (Attachment I).

10.2. Motion by Commissioner Kirschenbaum, second by Commissioner Redd 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. Motion carried unanimously.

10.3. Motion by Commissioner Taylor, second by Commissioner Redd to ratify and approve the DWSD Employee Policies and Procedures Handbook, as attached hereto. Motion carried unanimously. (Attachment J).

11. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to change the next regularly scheduled Board Meeting from February 14, 2019 to February 13, 2019. Motion carried unanimously.

12. Adjournment @ 6:33pm. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for **February 13, 2019** at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.


Chairman


Date

2/13/2019