

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
December 13, 2018 – 6:00pm (Central Time)**

1. Call to order at 6:00pm.

Present Board Members: Chairman David Boan, Secretary/Treasurer Kenny Edmonds, Commissioner Robert Redd, and Commissioner Ben Taylor (via telephone).

Absent: Vice-Chairman John Kirschenbaum.

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

3. Minutes.

3.1. Motion by Commissioner Taylor, second by Commissioner Redd to approve the Minutes for the Regular Meeting held on November 29, 2018. AYE: Taylor, Redd, & Boan. ABSTAINED: Edmonds. Motion carried. (Attachment A).

4. General Manager's Report.

4.1. Update of Recent Events.

4.1.A. On December 10, 2018, the District responded to an overflowing manhole cover at Kailua Place. The line was immediately repaired.

4.1.B. Smoke testing of the sewer mains is ongoing.

4.1.C. On December 12, 2018, District personnel met with representatives of LMK Technologies and Mitchell Construction to observe a presentation of cured-in-place products and methods which could be utilized in performing internal point repairs to sewer mains and relining of pipe.

4.2. Discussion Items.

4.2.A. Bug Pro treated all District structures for termites and pest control.

4.2.B. On December 21, 2018, an employee pot luck Christmas luncheon will be held.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Engineering Master Services Agreement.

Motion by Commissioner Edmonds, second by Commissioner Redd to approve, within the current Master Services Agreement, Digital Engineering Invoice# 728-1310-06 for the Water Meter Replacement project in the amount of \$2,265.00 and the Beaux Vue Plan Review project in the amount of \$2,000.00, for a total invoice amount of \$4,265.00, for the time period of October 28, 2018 through December 1, 2018 leaving a remaining balance of \$12,596.25 available under the terms of the Master Service Agreement. Motion carried unanimously. (Attachment B).

7. Financial.

7.1. Docket of Claims.

7.1.A. Motion by Commissioner Edmonds, second by Commissioner Boan to approve the Docket of Claims in the amount of \$99,359.94. Motion carried unanimously. (Attachment C).

7.1.B. Treasurer's Report – 11/30/2018 (Attachment D).

7.1.C. Revenue & Expense Report – 11/30/2018 (Attachment E).

7.1.D. Unapproved Docket of Claims. (Attachment F).

8. Old Business.

8.1. Motion by Commissioner Edmonds, second by Commissioner Taylor to authorize an agreement for IT Services with Pro Computers and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment G).

8.2. Motion by Commissioner Baan, second by Commissioner Redd to spread upon the minutes the executed contract with BugPro for pest control and termite services that was approved on November 29, 2018. Motion carried unanimously. (Attachment H).

8.3. Motion by Commissioner Edmonds, second by Commissioner Redd to spread upon the minutes the executed Seymour Engineering Task Order #1 for Lift Station #13 Force Main Project that was approved on November 29, 2018. Motion carried unanimously. (Attachment I).

9. New Business / Discussion Items.

9.1. Motion by Commissioner Taylor, second by Commissioner Boan to authorize revised District Policy #S-2018-001 as attached hereto as Exhibit A. Motion carried unanimously. (Attachment J).

- 9.2. Motion by Commissioner Edmonds, second by Commissioner Redd to approve a Resolution requesting assistance from the City of Diamondhead for the use of City Property to include the City Court Room and City Activity Room on February 6 & 7, 2019 for MS Rural Water Operator Training. Motion carried unanimously. (Attachment K).
- 9.3. Motion by Commissioner Redd, second by Commissioner Boan to discuss Verizon Wireless letter proposing a lease for placing a telecommunication tower on the District Water Tower. Motion carried unanimously. (Attachment L).
- 9.4. Motion by Commissioner Edmonds, second by Commissioner Boan to approve the lowest quote from Coast Chlorinator & Pump Company for the Well#5 Rehab Capital Improvement Project in the amount of \$34,985.00. Motion carried unanimously. (Attachment M).

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

10. Adjournment @ 6:35pm. Motion by Commissioner Edmonds, second by Commissioner Taylor. Motion carried unanimously.




Chairman

12/27/2018
Date