

DIAMONDHEAD WATER AND SEWER DISTRICT
AGENDA FOR SEPTEMBER 8, 2016 REGULAR MEETING

6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead MS 39525

1. **Call to order**
2. **Board Members:** Chairman Scott Thomas, Vice-Chairman Thomas Schafer, Commissioner Dick Nolan, Commissioner David Malley and Secretary / Treasurer Tink L'Ecuyer, Jr.
3. **Also present:** District Counsel, Tricia Tisdale, Boyce Holleman & Associates; GM, Nancy Depreo, Seymour Engineering; Comptroller, Toni Wilson and Director of Operations, Joe Higginbotham.
4. **Approve Agenda.**
5. **Public Comments.**
6. **GM's Report.**
7. **Minutes.**
 - 7.1 Motion to approve the Minutes for Regular Meeting held on August 25, 2016. ITEM 7.1.
8. **Construction Projects**
 - 8.1. **WWTP Construction Project** - update in GM's report
 - 8.1.A. Motion to approve Invoice No.10 from Volkert Inc. for special services in the amount of \$36,076.20 for time period July 23, 2016 to August 19, 2016 ITEM 8.1.A.
 - 8.1.B. Motion to approve Invoice LHJ 16203 (11) from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$17,396.70 for period July 31, 2016 to August 20, 2016 ITEM 8.1.B.
 - 8.1.C. Motion to approve Pay Request No.7 from Max Foote Construction Co. in the amount of \$920,341.26 for construction work completed from July 21, 2016 to August 16, 2016 ITEM 8.1.C.
 - 8.2. **Lift Station Repair and Mitigation** PW8429, PW11280 and PW11247. Update in GM's report.
9. **Financial Motions.**
 - 9.1. Motion to approve the Docket of Claims ITEM 9.1.
Unapproved Docket of Claims ITEM 9.1.A.
(Approved by Board Motions on this agenda)
 - Report by Secretary/ Treasurer - Mr. Tink L'Ecuyer, Jr.
 - 9.2. Treasurer's Report 8/31/2016 ITEM 9.2.
 - 9.3. Revenue & Expense Summary Report 8/31/2016 ITEM 9.3.
10. **Old Business.**
 - 10.1. Motion to approve 5 Year- Capital Improvement Projects Plan. ITEM 10.1.
 - 10.2. Motion to approve Rate and Fee Schedule effective October 1, 2016. ITEM 10.2.
 - 10.3. Motion to approve resolution to establish an Emergency Fund Bank Account and transfer \$600,000 from the Operations and Maintenance Bank Account into the Emergency Fund Bank Account. ITEM 10.3.
 - 10.4. Motion to approve a 2% pay increase for all hourly employees. ITEM 10.4.

10.5. Motion to approve the 2016-2017 Fiscal Budget. ITEM 10.5.

11. New Business / Discussion Item.

11.1. Request for proposals for Insurance Broker – Discussion item. ITEM 11.1.

11.2. Motion to approve DWSD employee, John Cumberland, to attend Geographic Information Systems (GIS) Introduction to ArcGIS Online, September 28-29, 2016, MSU Building, Stennis Space Center, at no cost to the District. ITEM 11.2.

11.3. Motion to approve DWSD employees, Joe Higginbotham and Jarvis Bracknell, to attend NetDMR Training sponsored by Mississippi Department of Environmental Quality, October 27, 2016 from 1:30PM to 4:30 PM, MSU Extension Service Office, Biloxi, at no cost to the District. ITEM 11.3.

11.4. Motion to approve DWSD employees, David Carden and Kirk Edmonson, to attend PACP Course Certification, September 17 & 18, 2016 held at the Mobile Area Water and Sewer System Training Center located at 4725 Moffett Rd., Mobile, AL. Lunch will be furnished both days, classes will run from 7:30 am – 4:00 pm both days, training manuals, testing with 3 year certification included, cost \$800 per employee, total cost \$1,600.00. ITEM 11.4.

12. Next meeting.

The next meeting of the Board of Commissioners is scheduled for September 22, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

13. Adjournment