

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES**

February 25, 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: Vice-Chairman Mayor Thomas Schafer

ALSO PRESENT: District Counsel Jim Simpson, Interim General Manager Nancy Depreo with Seymour Engineering, Comptroller Toni Wilson, Director of Operations Joe Higginbotham, Project Director John Cumberland, and Utility Superintendent David Carden.

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 L'Ecuyer, seconded by Commissioner Malley to amend agenda so that motion 11.12 reads, "Motion to appoint Board Chairman as spokesperson for the District." Motion carried unanimously.**
Motion by Commissioner Thomas, seconded by Commissioner L'Ecuyer to add Item 11.6.5. discussion item of potential expansion of service area. Motion carried unanimously.
Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to approve agenda as amended. Motion carried unanimously.
5. **Public Comments**
Mr. Billy Horne, Wellington Associates Insurance Service – Proposal of renewal for business commercial insurance policies, and their recommendation to renew with Grundy Insurance based on best coverage and a decrease in premium from last year.
6. **Interim GM's Report** – First construction pay request will be on 3/10/16 agenda. Expecting an updated pay schedule tomorrow. Completed 57 days of the contracted days for construction and project is on schedule. Review of construction items completed. Water Well#1 equipment is currently being ordered and mobilization will begin on Monday. Lift Station projects still being worked on with MEMA to move forward. Tomorrow we will pick up the two new Nissan trucks approved on 12/10/15 and trade in trucks #15 & #16. Total due will be \$26,146.00. Next WWTP construction meeting will be 3/1/16 @ 10am. Water Well meeting will be 3/7/16 @ 2pm. District website is being redone to be more positive and informative. Meeting was held Monday with the City to discuss their GIS needs and discussion on inter-local agreement. Goal is to have one combined GIS system that the District will maintain to include everything in one location. FEMA PW7261 is complete and moving to closeout now. Board management training on agenda, four board members still need to attend. Scheduled for 3/15/16 as of today. Next MEMA/FEMA meeting will be 3/10/16 @ 9am.
7. **Minutes**
7.1 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to approve the Minutes for the Regular Meeting held on February 11, 2016. Motion carried unanimously. (Attachment A)
8. **Construction Projects**
 - A. **WWTP Construction Project** -- update in GM's report

8A.1 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve Invoice No.3 from Volkert Inc. for special services in the amount of \$53,040.00 for time period December 18, 2015 to January 22, 2016. Motion carried unanimously. (Attachment B)

B. Property adjacent to District's office - update in GM's report

C. Water Well 1 - update in GM's report

D. 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 Nolan to approve the Docket of Claims. Motion carried unanimously. (Attachment C)

9.2 Unapproved Docket of Claims (Attachment D) (approved by Board Motions)

10. Old Business - None

11. New Business / Discussion Item

11.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to Renew Insurance, as presented by Mr. Billy Horne, Wellington Associates for time period March 1, 2016 – March 1, 2017 in the amount of \$86,336.95. Motion carried unanimously. (Attachment E)

11.2 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve Mississippi Rural Water Association Board Member Management Training Fees in the amount of \$225.00 for training on March 15, 2016 at Blaize Community Center, Bay St. Louis or at a different location and date scheduled by Mississippi Rural Water Association for Vice-Chairman Mayor Thomas Schafer, Commissioner Mr. Dick Nolan, Commissioner Mr. David Malley and Secretary / Treasurer Mr. Tink L'Ecuyer, Jr. Motion carried unanimously. (Attachment F)

11.3 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to approve 2015 Fiscal Year Audit prepared by Wright, Ward, Hatten & Guel, PLLC. Motion carried unanimously.

11.4 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to remove and rescind Policy #D-006, Commissioner's Invited Guest to Board Meetings as District Policy. Motion carried unanimously. (Attachment G)

11.5 Motion to remove and rescind Policy #D-009, Code of Ethics as District Policy, failed unanimously.

11.6 Motion by Commissioner Malley, seconded by Commissioner Nolan to authorize Interim General Manager to coordinate with the City of Diamondhead on approval for the District to provide and install a payment drop box at City Hall for the District's water and sewer customer's use. Motion carried unanimously.

11.6.5 Discuss potential expansion of service area. (See Motion 11.7). Commissioner Malley recused himself from any discussion of 11.6.5 and 11.7 due to a conflict. Commissioners discussed Mr. Floyd's request and the current and future expansion as it relates to the big picture. Consideration of which direction we should go, and discuss at what point do we invite public input. District should gather an estimated cost on what may be involved in serving this area, including how or which pump station will be

used. Attorney commented that based on the cost involved with the work to perform, it would be the same whether area is small or large. Need a clarification on exactly who is being served and how many, to determine whether it's time to pursue a certificate from PSC. GM read through list of PSC requirements.

11.7 Motion Tabled by Commissioner Thomas, seconded by Commissioner Nolan to adopt a RESOLUTION TO AUTHORIZE AND DIRECT THE DISTRICT TO PETITION THE MISSISSIPPI PUBLIC SERVICE COMMISSION FOR AN AMENDMENT TO ITS CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TO EXPAND ITS SERVICE AREA , AND FOR OTHER PURPOSES. Motion tabled with Commissioner Malley recusing himself from the vote.

11.8 Motion by Commissioner Nolan, seconded by Commissioner Malley to amend DWSD 2015-2016 Budget as it was approved on August 13, 2015 as follows: Motion carried unanimously (AttachmentH)

Live Oak Drive budgeted amount of \$85,101 reduce to \$22,801 and transfer \$62,300 to CCTV Equipment.

Equipment Shed Improvements budgeted amount of \$25,000 reduce to \$7,300 and transfer \$17,700 to CCTV Equipment.

CCTV Equipment budgeted amount of \$80,000.

11.9 Motion by Commissioner Malley, seconded by Commissioner Thomas to direct Legal Counsel to coordinate with City of Diamondhead Legal Counsel to draft an Inter-local Agreement for services of mutual benefit. Motion carried unanimously.

11.10 Motion by Commissioner Nolan, seconded by Commissioner Malley to direct the Interim General Manager to issue a Request for Qualifications for Professional Legal Services for the District. Motion carried unanimously.

11.11 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve closing the District's office at 2:00PM, February 23, 2016 due to Severe Weather Threats and keeping essential field crews on hand until 4:30PM. Motion carried unanimously.

11.12 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to appoint Chairman as spokesperson for the District. Motion carried unanimously.

12. Executive Session - None

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for March 10, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS. Chairman Thomas will be out of town for this meeting.

14. Adjournment @ 7:20pm. **Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley. Motion carried unanimously.**

Chairman

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Meeting



14 March 2016
Date

February 25, 2016 Regular