

DIAMONDHEAD WATER AND SEWER DISTRICT
Agenda for September 13, 2018 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 August 23, 2018.

3.2. Motion to approve the Minutes for the Special Meeting held on August 29, 2018.

4. General Manager's Report.

5. Public Comments.

6. Construction / Engineering Projects.

6.1. Lift Station Project.

6.1.A. Update of the Lift Station Project will be presented by Bruce Newton, Digital Engineering.

6.1.B. Motion to approve the payment of Magnolia Construction Pay App #11 in the amount of \$ 214,754.16 for the time period of July 14, 2018 to August 10, 2018.

6.2. Engineering Projects.

6.2.A. Motion to approve the payment of Digital Engineering Invoice #728 1310-03 for the Lift Station 13 Force Main Study (\$5,455) and the AMI Water Meter Design project (\$4,530) for a total amount of \$9,985.00 for the time period of July 29, 2018 through September 1, 2018.

7. Financial.

7.1. Docket of Claims.

- 7.1.A.** Motion to approve the Docket of Claims in the amount of \$117,313.20.
- 7.1.B.** Unapproved Docket.
- 7.1.C.** Treasurer’s Report – 8/31/2018.
- 7.1.D.** Revenue & Expense Report – 8/31/2018.

7.2. Motion to engage professional services from _____ as recommended by DWSD Audit Committee, Secretary/Treasurer – Kenny Edmonds, Comptroller, Toni Wilson and General Manager, David Carden, to perform the Fiscal Year 2018/2019 Audit for a total fee of \$_____.

8. Old Business.

8.1. Motion to engage Professional Engineering Services and to authorize Chairman to execute a Master Services Agreement with _____ and _____.

8.2. Motion to spread upon the minutes the fully executed Business Agreement for Non-Disclosure; Remote Access, Payment Card Industry Data Security Standards, Health Insurance Portability & Accountability, and Private Health Information with Pro Computers as approved on August 23, 2018.

8.3. Motion to spread upon the minutes the fully executed Monitoring Agreement with Alarms Plus for all three Diamondhead Water and Sewer facilities and alarm equipment installation at two buildings as approved on June 28, 2018.

New Business / Discussion Items.

9.1. Motion to recognize the re-appointment of Mr. Benjamin Taylor as a Diamondhead Water and Sewer District Board Commissioner effective September 29, 2018, with a term expiring on September 28, 2023 as approved by Mayor and City Council for the City of Diamondhead on August 21, 2018.

9.2. Motion to authorize travel and expenses for General Manager, David Carden to attend the Municipal Manager’s League - Small Town Conference in Vicksburg on October 24-25, 2018.

9.3. Motion to ratify Board authorization to close the Diamondhead Water and Sewer District on September 4, 2018 at 12:00 p.m. due to pending severe weather associated with Tropical Storm Gordon as identified in the State of MS Governor’s Proclamation dated September 3, 2018 declaring a state of emergency.

- 9.4. Motion to authorize the attendance of General Manager, David Carden, Maintenance/Operations Manager, Joe Higginbotham, and Business/Office Manager, John Cumberland to attend the WEFTEC Conference at the Convention Center in New Orleans, LA on October 1, 2018 through October 3, 2018 for a total cost of \$225.
- 9.5. Motion to authorize the General Manager to auction three (3) 2013 Polaris GEM vehicles with Cuevas Auctions at the next available held auction.
- 9.6. Motion to authorize the General Manager to purchase a Nissan Pathfinder SUV vehicle on the State of MS Contract from Paul Barnett Nissan for a total price of \$22,910.00.
- 9.7. Presentation and Public Hearing regarding proposed Diamondhead Water & Sewer District Fiscal Year 2018/2019 Budget as recommended by Budget Committee.
 - 9.7. A. Presentation of proposed Diamondhead 2018/2019 Budget by General Manager and Business/Office Manager.
 - 9.7. B. Public comments regarding proposed 2018/2019 Budget.
 - 9.7. C. Commission comment(s) regarding proposed 2018/2019 Budget.
- 9.8. Motion to approve 2018/2019 Budget as recommended by Budget Committee pursuant to Miss. Code Ann. 19-11-11.
- 9.9. Motion to authorize General Manager to publish the 2018/2019 Budget in the Sea Coast Echo newspaper as required by Miss. Code Ann. 19-11-7.

10. Adjournment.

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