

**DIAMONDHEAD WATER AND SEWER DISTRICT**  
**REGULAR MEETING MINUTES**  
**July 12, 2018 – 6:00 p.m. (Central Time)**  
City Hall, Diamondhead, MS 39525

1. **PRESENT:** Chairman David Boan, Secretary/Treasurer Kenny Edmonds, Commissioner Robert Redd, and Commissioner Ben Taylor.  
**ABSENT:** Vice-Chairman John Kirschenbaum.

The presence of a quorum was noted and the meeting was called to order at 6:00 p.m. The public was duly notified in compliance with the District's Open Meeting Policy.

2. **Approve Agenda.**  
**Motion by Commissioner Boan, second by Commissioner Taylor to amend the agenda to move Item 8.1 to 9.4. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve Agenda as amended. Motion carried unanimously.**

3. **Minutes.**

**3.1. Motion by Commissioner Redd, second by Commissioner Edmonds to approve the Minutes for the Regular Meeting held on June 28, 2018. Motion carried unanimously. (Attachment A).**

4. **General Manager's Report.**

- 4.1. **Update of Recent Events.**

4.1.A. There was a pump failure at Lift Station #9 on July 5, 2018 due to a large rope entangled within the volute of the pump. The pump has been sent off for a repair estimate.

- 4.2. **New Business/Discussion Items.**

4.2.A. A new task order will be issued to Digital Engineering under the current Master Services Agreement to perform bid specifications for the Electronic Water Meter Reading Project.

4.2.B. The advertisement of the RFQ for Professional Engineering Services has been placed on the State of MS Bid Portal, the District website, and sent for publication in the Sea Coast Echo.

4.2.C. The District billing statement has been modified to include additional information directing customers to the DWSD website for District related concerns. In addition, the after-hours answering service has been provided instructions to direct customers needing to pay their bill to our website or payment drop box locations.

5. Public Comments. None.

6. Financial.

6.1. Docket of Claims.

6.1.A. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$142,099.59. Motion carried unanimously. (Attachment B).

6.2. Reports.

6.2.A. Treasurer's Report – June, 2018. (Attachment C)

6.2.B. Budget vs Actual Report – June, 2018. (Attachment D)

7. Old Business. None.

8. New Business / Discussion Items.

8.1. Motion by Commissioner Taylor, second by Commissioner Redd to authorize the advertisement for RFQ of Audit Services for the Diamondhead Water and Sewer District for fiscal year 2017/2018. Motion carried unanimously. (Attachment E).

8.2. Motion by Commissioner Taylor, second by Commissioner Edmonds to establish the 2018/2019 Budget Committee consisting of the General Manager, Business/Office Manager, Comptroller, Maintenance/Operations Manager, DWSD Board Chairman and Secretary/Treasurer for a term ending upon adoption of the fiscal year 2018/2019 budget. This committee will report to the DWSD Commission for final budget approval. Motion carried unanimously.

8.3. Motion by Commissioner Taylor, second by Commissioner Edmonds for discussion only regarding the development and adoption of a social media policy for Diamondhead Water & Sewer District. Motion carried unanimously for discussion purposes only. No action taken.

8.4. Motion by Commissioner Redd, second by Commissioner Taylor to increase the Digital Engineering Master Services Agreement dated March 8, 2018 by the amount of \$20,000.00 for a total amount not to exceed \$40,000.00. AYE: Redd, Taylor, & Boan, ABSTAIN: Edmonds. Motion carried. (Attachment F).



9. Adjournment at 7:12pm. Motion by Commissioner Taylor, second by Commissioner Boan. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for July 26, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

7/26/2018  
Date