

**DIAMONDHEAD WATER AND SEWER DISTRICT**  
**REGULAR MEETING MINUTES**  
**June 9, 2016 – 6:03 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:** None

**ALSO PRESENT:** District Counsel, Tricia Tisdale with Boyce Holleman & Associates; GM, Nancy Depreo with Seymour Engineering, Comptroller Toni Wilson, and Director of Operations, Joe Higginbotham.

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 Schafer to amend agenda to add 11.6 to call a special meeting to be held on August 4, 2016 @ 6pm for a Budget and Rote Study Workshop. Motion carried unanimously.

Motion by Commissioner Schafer, seconded by Commissioner Malley to approve agenda as amended. Motion carried unanimously.

5. **Public Comments** - Bruce Newton with Digital Engineering updated the board on Well#1 project. Control panel was delivered on 5/31/16. Bacti samples pulled today. Substantial completion and turn over to the District will be Tuesday with Final completion on schedule for 7/1/16.
6. **GM's Report** – WWTP project is 36% complete. Contractor is 12% ahead of schedule. FEMA is advancing funds and the next advancement of \$3.7M has been released and we should receive it next week. Boring contractor has completed their work and demobilized. On Monday, the sub for the Outfall project will mobilize to the Southside and begin pulling the piping under the wetlands. Next progress meeting will be 6/14/16 @ 1pm. Next MEMA/FEMA meeting will be held 7/7/16@9am. Lift Station project engineering has been advertised and have received a large amount of requests and interest in the project. Deadline for sealed proposals is 4pm on 7/14/16 and will be opened by the board at the 6pm meeting. Extension requests letters to 12/31/17 for PW8429,11247, & 11280 will be delivered to FEMA on Monday. A portion of this project will have to be funded by DWSD CIP funds. Inter-local agreement between DWSD and the City has been sent to the Attorney General's office for approval. An annual membership to the Hancock County Chamber of Commerce is on the agenda. The annual renewal for employee Life, AD&D, Short & Long Term Disability insurance is on the agenda. Budget meetings will include the review of all employee insurances with the annual renewal due on 1/1/17. The 2015 Annual CCR Report is on the agenda, which is required by MSDOH annually with mandated minimum level requirements by EPA. Congratulations to Joe and the Operators for NO VIOLATIONS. The 2016 MSPSC Training is on the agenda, to be held 6/22/16 @ 10am. Board Resolution for the GM to pursue grant funding for Radio Read Meter Read System for DWSD is on the agenda. Many benefits to radio read, including: cost savings, immediate access to leak information, 120 days of historical data, etc... District will have to advertise for grant funding. For an additional \$38k to \$40k of grant funds, the ability to install iCloud transmitters and have network capabilities to upload readings and leak information to the office, (grid system) is also available.

7. **Minutes**

7.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan to approve the Minutes for Regular Meeting held on May 19, 2016. Motion carried with Commissioner Schafer abstaining. (Attachment A)

8. **Construction Projects**

- A. **WWTP Construction Project** - update in GM's report

**8A.1 Motion by Commissioner Schafer, seconded by Commissioner Nolan to approve Invoice No.7 from Volkert Inc. for special services in the amount of \$57,102.72 for time period April 23, 2016 to May 20, 2016. Motion carried unanimously. (Attachment B)**

**8A.2 Motion by Commissioner Schafer, seconded by Commissioner Nolan to approve Invoice LHJ 16003 (8) from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$26,155.00 for period May 1, 2016 to May 28, 2016. Motion carried unanimously. (Attachment C)**

**8A.3 Motion by Commissioner Nolan, seconded by Commissioner Schafer to approve Pay Request No.4 from Max Foote Construction Co. in the amount of \$3,564,317.63 for construction work completed from April 21, 2016 to May 20, 2016. Motion carried unanimously. (Attachment D)**

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

**8B.1 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve Pay Request No. 2 from Griner Drilling Service, Inc. in the amount of \$43,700.00 for construction work completed from April 1, 2016 to May 31, 2016. Motion carried unanimously. (Attachment E)**

C. 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 Malley to approve the Docket of Claims. Motion carried unanimously. (Attachment F)**

Unapproved Docket of Claims (Attachment G)  
(Approved by Board Motions on this agenda)

**Report by Secretary/ Treasurer - Mr. Tink L'Ecuyer, Jr.**

9.2 Treasurer's Report 4/29/2016 (Attachment H)

9.3 Revenue & Expense Summary Report 4/30/2016 (Attachment I)

10. Old Business:

11. New Business / Discussion Item

**11.1 Motion by Commissioner Schafer, seconded by Commissioner L'Ecuyer for Diamondhead Water and Sewer District to join the Hancock Chamber and pay the annual dues in the amount of \$485.00. Motion carried unanimously. (Attachment J)**

**11.2 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve the renewal of the District's Employee Life & Accidental Death & Dismemberment Insurance, Long and Short Term Disability with Reliance for one year in the amount of \$740.80 monthly. Motion carried with Commissioner Schafer abstaining. (Attachment K).**

**11.3 Motion by Commissioner Malley, seconded by Commissioner Schafer to approve the 2015 Consumer Confidence Report (CCR), notify customers on June's billing of link on website to view report and provide printed copies at the District's office. Motion carried unanimously. (Attachment L)**

11.4 2016 MPSC Training, June 22, 2016 @ 10:00am, HC Board of Supervisor's Room (Discussion Item)  
(Attachment M)

**11.5 Motion by Commissioner Schafer, seconded by Commissioner Nolan to approve Board Resolution authorizing General Manager of the District to submit such grant applications as are necessary to acquire sufficient funding to install a radio read metering system. Motion carried unanimously. (Attachment N)**

**11.6 Motion by Commissioner Schafer, seconded by Commissioner Nolan to call a special budget workshop and rate study report on 8/4/16 @ 6pm at City Hall, with proper public notification. Motion carried unanimously.**

Attorney Tisdale provided board with reading materials for informational purposes only. Also emailing copy of draft policy for open records request for their input. She is also working on other policies and will send drafts for their review as they are ready.

**12. Next meeting:**

The next meeting of the Board of Commissioners is scheduled for June 23, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

**13. Adjournment @ 6:33pm. Motion by Commissioner Malley, seconded by Commissioner Schafer. Motion carried unanimously.**



Chairman

Date

6/23/2016