

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
April 11, 2019 – 6:00pm (Central Time)
City Hall, Diamondhead, MS 39525

1. Call to order.

Present Board Members: Chairman David Boan, Vice-Chairman John Kirschenbaum, Commissioner Robert Redd, and Commissioner Ben Taylor.

Absent: Secretary/Treasurer Kenny Edmonds.

The presence of a quorum was noted and the meeting was called to order at 6:05pm. The public was duly notified in compliance with the District's open meeting policy.

2. Approve Agenda.

Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve the agenda. Motion carried unanimously.

3. Minutes.

3.1. Motion by Commissioner Redd, second by Commissioner Taylor to approve the Minutes for the Regular Meeting held on March 28, 2019. Motion carried unanimously. (Attachment A).

4. General Manager's Report.

4.1. Update of Recent Events.

4.1.A. The installation of fiber telecommunications throughout Diamondhead is ongoing. District personnel continue to locate and mark water and sewer utilities for contractors.

4.1.B. Recommendations for the AMI Water Meter Replacement Project lowest and best bidder has been provided by Digital Engineering. The bids were reviewed with legal counsel to confirm full compliance with MS Law. Bruce Newton with Digital Engineering will present Digital's recommendation on Agenda Item 6.1.

4.1.C. Sealed bids for the Lift Station #13 Force Main Project will be received through April 25, 2019 at 4pm. Bids will be opened later that evening during the Board meeting at 6pm.

4.1.D. A task order was assigned to Seymour Engineering to proceed with engineering drawings for the design of a “mini sewer pump station” to be installed within Sewer Manhole #17-66 in the Basin 17 area on Diamondhead Drive East.

4.1.E. Coast Chlorinator Company hosted the 27th Annual Water Operator Training on April 11, 2019. District Water Operators received training for continued education hours required for their licenses.

4.1.F. On April 3, 2019 the City of Diamondhead installed a culvert on Amoka Drive. Due to this installation it was necessary for the District to relocate a portion of the water main which caused a water shut down for a short period of time. A precautionary boil order was issued on April 3, 2019 to those effected. The boil order was lifted on April 5, 2019.

4.1.G. On April 9, 2019 water service was temporarily interrupted on Kahala Street from Makiki Street to the end of Maunalani Place due to the leak repair. A precautionary boil order was issued on April 9, 2019. The boil order was lifted on April 11, 2019.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Water Meter Replacement Project.

6.1. A. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to table award of the AMI Water Meter Replacement Project in order to allow Digital Engineering, the Project Engineer, to communicate with the lowest and best bidder, Hudson Contracting, to confirm the dollar amount is correct and accurate. Motion carried unanimously.

6.1.B. Motion by Commissioner Taylor, second by Commissioner Redd to approve Digital Engineering invoice #728-1310-09 in the amount of \$3,715.00 for the time period of March 3, 2019 through March 30, 2019, leaving a remaining balance of \$101,435.00 for this project. Motion carried unanimously. (Attachment B).

6.2. Lift Station #13 Force Main Project.

6.2.A. Motion by Commissioner Taylor, second by Commissioner Redd to approve Seymour Engineering invoice #6985 in the amount of \$14,267.00 for the time period of February 21, 2019 through March 22, 2019, leaving a remaining balance of \$52,000 for this project. Motion carried unanimously. (Attachment C).

7. Financial.

7.1. Docket of Claims.

7.1.A. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$124,998.70. Motion carried unanimously. (Attachment D).

7.1.B. Treasurer's Report – 3/31/2019 (Attachment E)

7.1.C. Revenue & Expense – 3/31/2019 (Attachment F)

7.1.D. Unapproved Docket of Claims (Attachment G)

8. New Business / Discussion Items.

8.1. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve revised Personnel Policy #P-2019-002, Employment Introductory Period, as attached hereto. Motion carried unanimously. (Attachment H).


8.2. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve revised Personnel Policy #P-2019-004, Travel & Expense Reimbursement, as attached hereto. Motion carried unanimously. (Attachment I).

8.3. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve revised Personnel Policy #P-2019-005, Personnel Records, as attached hereto. Motion carried unanimously. (Attachment J).

8.4. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to approve the abandonment of utility easement due to new residential construction located at 8717 & 8719 Diamondhead Drive West, Phase I, Lot 8 & 9 per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment K).

9. Adjournment @ 6:43pm. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for **April 25, 2019** at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.


Chairman



4/25/2019
Date