

**DIAMONDHEAD WATER AND SEWER DISTRICT**  
**REGULAR MEETING MINUTES**  
**August 23, 2018 – 6:00pm (Central Time)**  
City Hall, Diamondhead, MS 39525

6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead MS 39525

**1. Call to order.**

**Present Board Members:** Chairman David Boan, Vice-Chairman John Kirschenbaum, Secretary/Treasurer Kenny Edmonds, and Commissioner Robert Redd.

**Absent:** Commissioner Ben Taylor.

The presence of a quorum was noted and the meeting was called to order at 6:00pm. The public was duly notified in compliance with the District's open meeting policy.

- 2. Approve Agenda. Motion by Commissioner Boan to amend the agenda to add Item 9.4. Motion to approve a Business Agreement for Non-Disclosure, Remote Access, Payment Card Industry Data Security Standards, Health Insurance Portability & Accountability, & Private Health Information with Pro Computers and to authorize the General Manager to execute. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve the agenda as amended. Motion carried unanimously.**

**3. Minutes.**

**3.1. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve the Minutes for the Regular Meeting held on August 9, 2018. Motion carried unanimously. (Attachment A).**

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

**4.1. Update of Recent Events.**

**4.1.A.** The City of Diamondhead reappointed Ben Taylor to the District's Board for the term beginning September 29, 2018 and ending September 28, 2023.

**4.1.B.** The 2018 Hydrant Improvements Project was completed on August 23, 2018.

**4.1.C.** The District has begun smoke testing operations in Basin 17. Daily smoke testing is being performed searching for damaged lines and/or improper/illegal connections.

4.1.D. Item 6.1.B. on the agenda is a motion to approve Magnolia Change Order #002 on the Lift Station Project. This change order adds limestone and rip rap to Lift Stations #1 and #27, as well as, provides for electrical upgrades at Lift Station #13.

4.1.E. Item 9.1. on the agenda is a motion to approve payment to the MS Department of Revenue in the amount of \$6,256.00 as a result of the three (3) year tax audit performed in June, 2018. Corrective action has been taken by the District in order to comply with the MS Department of Revenue Sales Tax Regulations.

4.1.F. The 2018/2019 Budget Committee met on August 15, 2018 and will meet again during the week of September 3, 2018.

4.2. **Miscellaneous Items.**

4.2.A. The Diamondhead Water & Sewer District will be closed for Labor Day on September 3, 2018.

5. **Public Comments.** None.

6. **Construction / Engineering Projects.**

6.1. **Lift Station Project.**

Bruce Newton with Digital Engineering provided an update on the Lift Station Project. Currently, eight (8) of the nine (9) lift stations are online. Lift Station #5 is expected to be online within two (2) weeks. The punch list items are being worked on and the project remains on schedule.

**6.1.A. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to approve Digital Engineering Invoice# 728-1464-23 in the amount of \$11,017.60 for the time period of July 15, 2018 to August 11, 2018. Motion carried unanimously. (Attachment B).**

**6.1.B. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve Magnolia Construction Change Order #002 in the amount of \$24,008.47, with no change in contract time. Motion carried unanimously. (Attachment C).**

7. **Financial.**

7.1. **Docket of Claims.**

**7.1.A. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve the Docket of Claims in the amount of \$ 104,761.77. Motion carried unanimously. (Attachment D).**

7.1.B. Unapproved Docket. (Attachment E).

**7.2. Motion by Commissioner Redd, second by Commissioner Boan to open the Audit Proposals for Fiscal Year 2018/2019 Auditing Services. Motion carried unanimously. (Attachment F).**

Audit proposals were received from:

- (1) Wright, Ward, Hatten, & Guel, CPAs;
- (2) Necaise & Company, PLLC;
- (3) Wolfe, McDuff, & Oppie, CPAs;
- (4) AVL, PLLC; and
- (5) Ericksen, Krentel CPAs.

No action was taken.

**7.3. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to appoint Commissioner Edmonds, the General Manager, and the Comptroller to review the Fiscal Year 2018/2019 Audit Proposals. Motion carried unanimously.**

## 8. Old Business.

**8.1. Motion by Commissioner Boan, second by Commissioner Redd to appoint an Engineering Review Committee consisting of the General Manager, Commissioner Edmonds, and Commissioner Kirschenbaum to hold interviews with the top three (3) rated engineering firms (Seymour Engineering / Waggoner Engineering; Covington Civil and Environmental LLC; and Compton Engineering) based on the overall score given on the Evaluation Worksheet for Professional Engineering Services. Motion carried unanimously. (Attachment G).**

## 9. New Business / Discussion Items.

**9.1. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to submit payment in the amount of \$ 6,256.00 to the MS Department of Revenue for payment in full for the Tax Audit performed for the time period of April, 2015 through April, 2018 for Sales Tax due per Audit Report#A705010. Motion carried unanimously. (Attachment H).**

**9.2. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to amend the 2017/2018 Capital Improvement Budget by decreasing the Maintenance Restroom project by \$6,700.00 and decreasing the Maintenance Lean-To project by \$6,300.00 and adding Administration Building Improvements for \$10,000.00 and allocate \$3,000.00 to the Vehicle Purchase Plan. Motion carried unanimously. (Attachment I).**

**9.3. Motion by Commissioner Edmonds, second by Commissioner Redd to authorize the attendance of John Cumberland and Robyn Reiter to the ArcGIS for Desktop II training at Stennis Space Center on September 18<sup>th</sup> and 19<sup>th</sup> at no cost to the District. Motion carried unanimously. (Attachment J).**

**9.4. Motion by Commissioner Kirschenbaum, second by Commissioner Boan to approve a Business Agreement for Non-Disclosure; Remote Access, Payment Card Industry Data Security Standards, Health Insurance Portability & Accountability, and Private Health Information with Pro Computers and to authorize the General Manager to execute same. Motion carried unanimously. (Attachment K).**

Chairman Boan requested the General Manager arrange a workshop for the Board to review the 2018 Employee Compensation Study.

**10. Adjournment @ 6:42pm. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds. Motion carried unanimously.**

The next meeting of the Board of Commissioners is scheduled for September 13, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

9/13/2018  
Date