

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
February 13, 2019 – 6:00pm (Central Time)
City Hall, Diamondhead, MS 39525**

1. Call to order.

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

Absent: None.

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

3. Minutes.

3.1. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve the Minutes for the Regular Meeting held on January 24, 2019. Motion carried unanimously. (Attachment A).

4. General Manager's Report.

4.1. Update of Recent Events.

4.1.A. The District received a score of 5 out of 5 on the MS Department of Health Annual Inspection of Drinking Water Supply.

4.1.B. Digital Engineering has completed the Water Meter Replacement specifications for bid. District staff recommends that Digital Engineering provide bid process and construction administration services for this Project in the amount of \$105,150.00. Advertisement in the local newspapers, State Portal, and the District website will be administered by the District staff.

4.1.C. Seymour Engineering is 100% complete with the Topographic Survey and 50% complete with the design drawings for the Lift Station #13 Force Main Project. The project is on schedule.

4.1.D. Covington Environmental has completed the Phase I Environmental Study of the old Wastewater Treatment Plant site.

4.1.E. On February 6, 2019, the District hosted the MS Rural Water Association annual Certified Water Operator Training.

4.1.F. On February 7, 2019, the District was notified of a sinkhole on Hamakua Street. A service line leak was determined to be the cause of the sinkhole. Repairs were made immediately and additional repair work is being planned for the area.

4.1.G. On February 9, 2019, the District received calls regarding “discolored water” in the Analii Street area of Diamondhead Drive North. The cause of the discoloration was determined to be an 8” water main leak within a commercial facility and the repairs were made.

4.1.H. On February 5, 2019, the District Sewer Collection System Review Committee held a meeting to finalize preliminary plans to proceed with the development of a scope of work and design drawings for the Basin 17 Sewer Improvements Project in the area of Diamondhead Drive East from Hanalei Circle to the Lanai Street and Hilo Way areas.

5. Public Comments. None.

6. Presentation by Todd Dalton with BXS Insurance Services of the 2019/2020 Property & Casualty Policy Renewal.

7. Construction / Engineering Projects.

7.1. Lift Station 13 – Force Main Project.

7.1.A. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to approve Seymour Engineering Invoice# 6915 in the amount of \$22,252.00 for the Lift Station #13 Force Main Project for the time period of January 2, 2019 through January 24, 2019, leaving a remaining balance of \$66,267.00 budgeted for this project. Motion carried unanimously. (Attachment B).

7.2. Water Meter Replacements Project.

7.2.A. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to approve the technical specifications and contract documents and proceed with the bid process by way of accepting and approving the AMI Water Meter Replacement Project specifications as submitted. AYE: Taylor, Kirschenbaum, Boan, Redd, and Edmonds. NAY: None. Motion carried unanimously.

7.2.B. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to authorize Digital Engineering Work Assignment No.2019-03B, under the current Master Services Agreement, in the amount of \$105,150.00 and to authorize the Chairman to execute same. AYE: Taylor, Kirschenbaum, Boan,

Redd, and Edmonds. NAY: None. Motion carried unanimously. (Attachment C).

7.2.C. Motion by Commissioner Boan, second by Commissioner Taylor to authorize the General Manager to advertise the Water Meter Replacement Construction Project as provided and recommended by Digital Engineering. Motion carried unanimously. (Attachment D).

7.3. Miscellaneous CIP Projects.

7.3. A. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve a one-year contract with Gulf States Engineering to provide preventative maintenance inspections on all DWSD submersible Flygt pumps and systems in the amount of \$35,544.00 as identified in the attached proposal and to authorize the Chairmon to execute same. Motion carried unanimously. (Attachment E).

7.3. B. Motion by Commissioner Boan, second by Commissioner Redd to delete Item 7.3.B. Motion carried unanimously.

Motion to authorize the General Manager to engage Covington Civil and Environmental, LLC under the current Master Services Agreement to proceed with the development of design plans and specifications for rehabilitation in various segments of the sewer system within Basin 17 (Hilo Wy. and D. Dr. East areas).

8. Financial.

8.1. Docket of Claims.

8.1.A. Motion by Commissioner Boan, second by Commissioner Kirschenbaum to approve the Docket of Claims in the amount of \$116,193.23. Motion carried unanimously. (Attachment F).

8.1.B. Treasurer's Report – 1/31/2019 (Attachment G).

8.1.C. Revenue & Expense Report – 1/31/2019 (Attachment H).

8.1.D. Unapproved Docket of Claims. (Attachment I).

8.2. Motion by Commissioner Taylor, second by Commissioner Redd to spread upon the minutes the advertisement of the 2017/2018 Financial Statements as approved by the Board on January 24, 2019. Motion carried unanimously.

9. New Business / Discussion Items.

9.1. Motion by Commissioner Redd, second by Commissioner Taylor to approve the 2019/2020 Property & Casualty Policy Renewal as presented and recommended by Todd Dalton with BXS Insurance Services in the amount of \$78,309.37. Motion carried unanimously. (Attachment J).

9.2. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve the attendance of John Cumberland and Tani Wilson to HR Law 2019 in Gulfport on February 27, 2019, at a cost of \$199.00. Motion carried unanimously. (Attachment K).

10. Adjournment @ 7:05pm. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for **February 28, 2019** at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

2/28/2019
Date