

**DIAMONDHEAD WATER AND SEWER DISTRICT**  
**REGULAR MEETING MINUTES**  
**August 9, 2018 – 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 Boan, second by Commissioner Kirschenbaum to amend the agenda to add Item 8.4 Resolution requesting the City of Diamondhead reappoint Ben Taylor to the Diamondhead Water & Sewer District Board and the approve the agenda as amended. Motion carried unanimously.**

**3. Minutes.**

**3.1. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the Minutes for the Regular Meeting held on July 26, 2018. Motion carried unanimously. (Attachment A).**

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

**4.1. Update of Recent Events.**

**4.1.A.** The District received twelve (12) proposals from: Burk-Kleinpeter, Compton Engineering, Covington Engineering, Duke Levy & Associates, Linfield Hunter & Junius, Manchac Consulting Group, Michael Baker International, N-Y Associates, Overstreet & Associates, Pickering Firm, Seymour Engineering / Waggoner Engineering, and T.Baker Smith LLC in response to its request for qualifications from prospective engineering firms.

Each firm's packet has been provided, along with a scoring sheet and a copy of the RFQ criteria, to each commissioner. The scoring sheets will be collected at the next Board meeting on August 23, 2018. Consideration should be made to work towards choosing two firms at this time based upon current and future anticipated needs of the District.

4.1.B. The District took possession of Truck #36 on August 8, 2018.

4.1.C. The 2018/2019 Budget Committee will meet on August 15, 2018 to discuss the 2018/2019 fiscal year budget.

4.1.D. The Well#3 Chlorine Building Improvements Project has remained on schedule and is expected to be completed next week.

4.2. **Old Business.**

4.2.A. Digital Engineering is expected to provide its Analysis Report of Lift Station #13 improvements on August 10, 2018.

4.3. **New Business.**

4.3.A. Item 8.1 on the agenda is a motion to authorize the attendance of Robyn Reiter for GIS Training.

4.3.B. Item 8.2 on the agenda is a motion to authorize the attendance of Jody Ivy to the MSRWA Short Course for Water Operator Certification.

4.3.C. Item 8.3 on the agenda is a motion to authorize the attendance of Jeremy Cuevas, Totee Sharkey, Lawrence Dambrino, Glen Adams, and Kirk Edmonson to the MSRWA Wastewater Collection System Operators training and exam.

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 \$ 106,515.04. Motion carried unanimously. (Attachment B).**

6.2. **Reports.**

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

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

7. **Old Business.**

7.1. **Motion by Commissioner Taylor, second by Commissioner Edmonds to approve the Diamondhead Water & Sewer District Social Media Policy # D-2018-018 with an effective date of October 15, 2018. Motion carried unanimously. (Attachment E)**

8. New Business / Discussion Items.

8.1. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to authorize the attendance of Robyn Reiter for GIS Training on August 15 and 16, 2018 at Stennis Space Center at no cost to the District. Motion carried unanimously. (Attachment F)

8.2. Motion by Commissioner Redd, second by Commissioner Taylor to authorize the attendance of Jody Ivy for the MSRWA/MSDOH Water Certification Short Course and Exam on August 20 – 24, 2018 in Biloxi at a cost of \$290.00. Motion carried unanimously. (Attachment G).

8.3. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to authorize the attendance of Jeromy Cuevas, Glen Adams, Totee Sharkey, Lawrence Dambrino, and Kirk Edmonson for the MSRWA Wastewater Collection System Operators Training and Exam on September 10 – 13, 2018 in Ocean Springs and September 14, 2018 in Biloxi at a cost of \$1,075.00. Motion carried unanimously. (Attachment H).

8.4. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to adopt a Resolution requesting the City of Diamondhead reappoint Ben Taylor as Commissioner on the Diamondhead Water and Sewer District Board. Motion carried unanimously. (Attachment I).

8. Adjournment @ 6:40pm. Motion by Commissioner Taylor, second by Commissioner Edmonds. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for August 23, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

8/23/2018  
Date