

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING  
October 11, 2018 – 6:00pm (Central Time)  
City Hall, Diamondhead, MS 39525**

**1. Call to order at 6:00pm.**

**PRESENT:** 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 change Item 10 to read Motion to enter into Closed Session to discuss the need for Executive Session and add Agenda Item 11 as Adjournment. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to approve the agenda as amended. Motion carried unanimously.**

**3. Minutes.**

**3.1. Motion by Commissioner Edmonds, second by Commissioner Redd to approve the Minutes for the Regular Meeting held on September 27, 2018. Motion carried unanimously. (Attachment A).**

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

**4.1. Update of Recent Events.**

**4.1.A.** Sewer Collection System smoke testing is ongoing. Approximately 60% of Basin 17 has been completed and repairs are being made and/or scheduled appropriately.

**4.1.B.** Digital Engineering is continuing to work on developing the specifications for the AMI Meter Reading Project.

**4.2. Miscellaneous Items.**

**4.2.A.** Item 8.2 on the agenda is a motion to approve an agreement with Capitol Resources LLC to represent DWSD. Its role will be to notify the District of any legislation changes as are appropriate, provide available grant information, and if requested by DWSD, pursue certain grants.

**4.2.B.** Item 9.1 on the agenda is a motion to authorize the attendance of Lacey Barr to the "Dale Carnegie" Essential Business Skills seminar on November 8, 2018.

4.2.C. Item 9.4 on the agenda is a motion to authorize the attendance of Joe Higginbotham and Jarvis Bracknell to the MS Water and Pollution Control Operator's Association and MS DEQ sponsored continued education training on October 24, 2018.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Lift Station Project.

6.1.A Project update was presented by John Stein of Digital Engineering.

- (1) Contractor has completed 95% of the punch list and is expected to be complete by October 19, 2018.
- (2) Fabricator to complete LS#5 grate repairs on October 12, 2018.
- (3) LS#5 electrical work was completed on October 11, 2018.
- (4) Laydown yard cleanup behind Administration Building is being completed.
- (5) Training was completed on September 28, 2018.
- (6) As-builts and documents are being worked on and upon completion, will be turned over to the District.

**6.1.B. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve Digital Engineering Invoice#728-1464-24 in the amount of \$27,254.00 for the period of August 12, 2018 through September 29, 2018. Motion carried unanimously. (Attachment B).**

6.2. Engineering Project.

**6.2.A. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to approve Digital Engineering Invoice#728-1310-04 for the Water Meter Replacement design under the Engineering Master Services Agreement in the amount of \$4,530.00 for the period of September 2, 2018 through September 29, 2018. Motion carried unanimously. (Attachment C).**

7. Financial.

7.1. Docket of Claims.

**7.1.A. Motion by Commissioner Edmonds, second by Commissioner Boan to approve the Docket of Claims in the amount of \$ 98,091.97. Motion carried unanimously. (Attachment D).**

7.1.B. Treasurer's Report – 9/30/2018 (Attachment E)

7.1.C. Revenue & Expense Report – 9/30/2018 (Attachment F)

7.1.D. Unapproved Docket. (Attachment G)

## 8. Old Business.

- 8.1. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to remove from the table a Motion to approve (1) an agreement for Professional Services with Capitol Resources, LLC, effective October 1, 2018, in the total aggregate amount of \$40,000.00 payable in equal monthly installments of \$3,333.33; (2) authorizing the execution thereof by the Board Chairman; and (3) authorizing October payment for the same as tabled on September 27, 2018. Motion carried unanimously.
- 8.2. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve (1) an agreement for Professional Services with Capitol Resources, LLC, effective October 1, 2018, in the total aggregate amount of \$40,000.00 payable in equal monthly installments of \$3,333.33; (2) authorizing the execution thereof by the Board Chairman; and (3) authorizing October payment for the same. Motion carried unanimously. (Attachment H).
- 8.3. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to spread upon the minutes the City of Diamondhead Resolution #2018-041 for use of the Diamondhead Water & Sewer District's Fire Hydrant display during the City sponsored "Night Out" event on Monday, October 8, 2018. Motion carried unanimously. (Attachment I).

## 9. New Business / Discussion Items.

- 9.1. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to authorize the attendance of Lacey Barr to "Dale Carnegie" Essential Business Skills Seminar in Gulfport on November 8, 2018 at a cost of \$249.00. Motion carried unanimously. (Attachment J).
- 9.2. Motion by Commissioner Redd, second by Commissioner Edmonds to nominate the Diamondhead Water and Sewer District Commissioners as Board Officers as follows: Mr. David Boan as Chairman, Mr. John Kirschenbaum as Vice-Chairman, and Mr. Kenny Edmonds as Secretary/Treasurer. Motion carried unanimously.
- 9.3. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to authorize the General Manager to advertise for qualifications for a District Insurance Broker. Motion carried unanimously.
- 9.4. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to approve Joe Higginbotham and Jarvis Bracknell to attend a Continued Education Training sponsored by Mississippi Water and Pollution Control Operator's Association and Mississippi Dept. of Environmental Quality on

Wednesday, October 24, 2018 at the St. Martin Community Center, 15008 Lemoyne Blvd., Biloxi, MS. This training is free of charge to the District. Operators will receive 6 MDEQ hours and 3 MSDH Non-Regulatory hours towards their license requirements. Motion carried unanimously. (Attachment K).

10. Executive Session.

- 10.1. Motion by Commissioner Edmonds, second by Commissioner Boan to enter into Closed Session at 6:26pm to discuss the need for Executive Session. Motion carried unanimously.
- 10.2. Motion by Commissioner Kirschenbaum, second by Commissioner Boan at 6:29pm to exit Closed Session. Motion carried unanimously.
- 10.3. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds at 6:30pm to go into Executive Session for purposes of discussing potential litigation relating to the design and/or construction of the Wastewater Treatment Plant. Motion carried unanimously.

Note: Commissioner Redd left at 7:10pm.

- 10.4. Motion by Commissioner Edmonds, second by Commissioner Boan to come out of closed session at 7:29pm. Motion carried unanimously.

The Board Chairman announced that no action was taken in Executive Session.

- 10.5. Motion by Commissioner Boan, second by Commissioner Edmonds to authorize the emergency repair of two(2) RPZ backflow preventers at Grit Chambers 1 and 2 at the Wastewater Treatment Plant. Motion carried unanimously.
- 10.6. Motion by Commissioner Boan, second by Commissioner Kirschenbaum to authorize the potential installation of grit chamber cover plates to Grit Chamber 1 at the Wastewater Treatment Plant upon obtaining the approval of Smith & Lovelace, Inc. Motion carried unanimously.

11. Adjournment at 7:32pm. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for October 25, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

  
Chairman

10/25/2018  
Date

