

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING MINUTES**

**March 10, 2016 – 6:00 p.m. (Central Time)**  
Held at City Hall, Diamondhead, MS 39525

**PRESENT:** ~~Chairman Mr. Scott Thomas~~, Vice-Chairman Mayor Thomas Schafer, Secretary/Treasurer Mr. Tink L'Ecuyer, Commissioner Mr. David Malley, and Commissioner Mr. Dick Nolan.

**Vice-Chairman, Mayor Thomas Schafer conducted the meeting.**

**ABSENT:** Chairman Mr. Scott Thomas

**ALSO PRESENT:** District Counsel Russ Nobile, Interim General Manager Nancy Depreo with Seymour Engineering, Comptroller Toni Wilson, ~~Director of Operations Joe Higginbotham~~, Project Director John Cumberland, and Utility Superintendent David Carden.

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

4. **Approve Agenda – Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to approve agenda. Motion carried unanimously.**

5. **Public Comments**

Mr. Mark Boyd, DPOA General Manager – Discussed various options and locations of water access needed to build a splash pad for the community. Awaiting direction from the POA Board of Directors but they may possibly be requesting from the board an Ordinance variance to allow for the POA to dig a well.

6. **Interim GM's Report** – WWTP project on schedule. Next progress meeting on 4/5/16 @ 10am. Next MEMA meeting 3/24/16 @ 9am. Hemphill will begin work on Monday for the Outfall portion of project. Well #1 project will begin on Monday. On 4/14/16 meeting agenda, there will be a FEMA extension request letter on three lift station projects. Utility trailer approval on agenda to be used as a landscape trailer. The 24th annual Coast Chlorinator training approval on agenda. Operators will receive water & wastewater credit hours. Approval to advertise for CCTV camera trailer is on agenda. Amendment of DWSD Overtime Policy P-010 on agenda.

7. **Minutes**

**7.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve the Minutes for Regular Meeting held on February 25, 2016. Motion carried unanimously. (Attachment A)**

8. **Construction Projects**

A. **WWTP Construction Project** -- update in GM's report

**8A.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve Invoice No.4 from Volkert Inc. for special services in the amount of \$48,262.50 for time period January 23, 2016 to February 19, 2016. Motion carried unanimously. (Attachment B)**

**8A.2 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve Pay Request No. 1 from Max Foate Construction Co. in the amount of \$1,062,253.90 for construction work from January 4, 2016 to February 20, 2016. Motion carried unanimously. (Attachment C)**

B. Property adjacent to District's office - None

C. Water Well 1 - update in GM's report

**8C.1 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to approve Invoice No.1 for Work Assignment No. 3 from Digital Engineering in the amount of \$1,177.50 for professional services from January 31, 2016 to February 27, 2016. Motion carried unanimously. (Attachment D)**

D. Lift Station Repair and Mitigation PW8429, PW11280 and PW11247- update in GM's report

9. Financial Motions:

**9.1. Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve the Docket of Claims. Motion carried unanimously. (Attachment E)**

Unapproved Docket of Claims (Attachment F)  
(Approved by Board Mations)

9.2 Treasurer's Report 1/31/2016 – Cash in bank is \$10,423,056.58 (Attachment G)

9.3 Revenue & Expense Summary Report – Revenues exceed what was anticipated. Expenses and Capital expenditures are both in line with budget. (Attachment H)

10. Old Business

Commissioner Malley recused himself from motion 10.1 discussion.

**10.1 Motion to TABLE by Commissioner Nolan, TABLE seconded by Commissioner L'Ecuyer to adopt a RESOLUTION TO AUTHORIZE AND DIRECT THE DISTRICT TO PETITION THE MISSISSIPPI PUBLIC SERVICE COMMISSION FOR AN AMENDMENT TO ITS CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TO EXPAND ITS SERVICE AREA , AND FOR OTHER PURPOSES. Motion Tabled.**

11. New Business / Discussion Item

**11.1 Motion by Commissioner Malley, seconded by Commissioner L'Ecuyer to purchase a 7'x12' utility trailer from lowest quote, Lewis Trailer in the amount of \$2,895.00. Motion carried unanimously. (Attachment I)**

Quotes for 7'x12' Utility Trailer:  
Lewis Trailer Sales, Inc. \$2,895.00  
Stringer's Trailer Sales \$2,900.00

**11.2 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve employee's to attend the 24<sup>th</sup> Annual Training Workshop @ Coast Chlorinator in Biloxi on Thursday, April 14, 2016 at no cost to the District. Motion carried unanimously. (Attachment J)**

**11.3 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to amend Overtime/ Compensatory Time Personnel Policy P-010. Motion carried unanimously. (Attachment K)**

**11.4 Motion by Commissioner Malley, seconded by Commissioner Nolan to advertise for 2016 CCTV Trailer. Motion carried unanimously. (Attachment L)**

**11.5 Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan to amend Seymour Engineering's Contract to extend for twenty four months. Motion carried unanimously.(Attachment M)**

12. Executive Session - None

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for March 24, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

14. Adjournment @ 6:22pm. Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley. Motion carried unanimously.



*[Handwritten Signature]*

Chairman

FOR

3/24/16  
Date