

**DIAMONDHEAD WATER AND SEWER DISTRICT
SPECIAL MEETING MINUTES
September 6, 2017 – 6:00 p.m. (Central Time)
City Hall, Diamondhead, MS 39525**

PRESENT: Vice-Chairman Thomas Schafer; Secretary/Treasurer David Boan; Commissioner David Malley, and Commissioner Dick Nolan.

ABSENT: None.

ALSO PRESENT: District Counsel Tricia Tisdale, Boyce Holleman & Associates; General Manager Nancy Depreo, Seymour Engineering; and Comptroller, Toni Wilson.

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

Commissioner Malley recused himself @ 6:04pm prior to discussion of Items 1 & 2.

1. **Commissioner Boan made the following Motion: After careful review and evaluation of the written qualifications submitted in response to the District's Request for Proposals combined with a thorough analysis of the interviews conducted with prospective finalists, a Motion by Commissioner Boan, second by Commissioner Schafer was made to award the Engineering Services Contract for the evaluation of existing infrastructure within the District's certificated area and expansion of said certificated area to Linfield, Hunter, & Junius, subject to said contract being negotiated for such terms and conditions as are acceptable to the District. AYE: Boan & Schafer, ABSTAINED: Nolan. RECUSED: Malley. Motion carried.**

2. Motion by Commissioner Boan, second by Commissioner Schafer, for discussion purposes only, regarding the award of a contract for the transfer, relocation, and installation of the District's SCADA System. The Motion was tabled pending management's collection of additional information as requested by the Board relating to the costs and time for the relocation of existing SCADA equipment to the WWTP.

Commissioner Malley returned @ 6:14pm.

3. **Motion by Commissioner Boan, second by Commissioner Malley to accept the Notice of Termination by Seymour Engineering, PLLC of its consulting services contract effective December 31, 2017. Motion carried unanimously. (Attachment A).**

4. Motion by Commissioner Boan, second by Commissioner Schafer to authorize the advertisement to seek Requests for Qualifications for the position of General Manager for the District. No vote was taken.

5. **Adjourn @ 7:14pm. Motion by Commissioner Boan, second by Commissioner Nolan. Motion carried unanimously.**


Vice-Chairman


Date





August 23, 2017

Board of Commissioner's
Diamondhead Water and Sewer District
4425 Park Ten Drive
Diamondhead, MS 39525

Dear Commissioners,

This letter is to inform you that our contract signed on March 14, 2016 will be terminated effective December 31, 2017. It has been a pleasure serving as the General Manager of the District and we would like to thank you for allowing us this opportunity.

Sincerely,
SEYMOUR ENGINEERING

A handwritten signature in black ink, appearing to read "Mark M. Seymour, Jr.", written in a cursive style.

Mark M. Seymour, Jr., P.E.
Principal

MMS/tmp