

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
June 28, 2018 – 6:00pm (Central Time)
City Hall, Diamondhead, MS 39525

1. Call to order.

PRESENT: Chairman David Boan, Vice-Chairman John Kirschenbaum, Secretary/Treasurer Kenny Edmonds, 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 Edmonds to approve the agenda. AYE: Taylor, Edmonds, Boan, & Kirschenbaum. ABSENT: Redd. Motion carried.

3. Minutes.

3.1. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to approve the Minutes for the Regular Meeting held on June 14, 2018. AYE: Kirschenbaum, Taylor, Edmonds, & Boan. ABSENT: Redd. Motion carried. (Attachment A).

3.2. Motion by Commissioner Taylor, second by Commissioner Edmonds to approve the Minutes for the Special Meeting held on June 20, 2018. AYE: Taylor, Edmonds, Boan, & Kirschenbaum. ABSENT: Redd. Motion carried. (Attachment B).

4. General Manager's Report.

Note: Commissioner Robert Redd arrived at 6:04pm.

4.1. Update of Recent Events.

4.1.A. A water main break on Hilo Street was reported on June 20, 2018. District personnel worked effectively to repair the break and restore water service in a timely manner. Precautionary boil water notices were provided to

each of the nineteen (19) customers effected on Hilo Street. Boil water notices were lifted on June 23, 2018.

4.1.B. A new task order was issued under our current Engineering Master Agreement with Digital Engineering to perform a study in the Lift Station 13 basin area of Apua Street and Kapalama Drive. The scope of the study is to determine the feasibility and estimated cost associated with installing a new force main.

4.2. Old Business.

4.2.A. The Bobcat E45 Excavator was returned from Duhon Machinery equipped with a new closed-in cab, protective cage, and flail mower.

4.2.B. On June 22, 2018 Commissioner Taylor, Chairman Boan, Business/Office Manager, John Cumberland, and Office Assistant, Robyn Reiter traveled to Spanish Fort, AL to observe an Advanced Metering Infrastructure System operated by Spanish Fort Water System.

a. New Business.

4.3.A. Item 9.2. on the agenda is a motion for facility alarm services for the WWTP, Admin. Building, and Utilities Maintenance Building. Included in the quotes is the alarm equipment installation at the WWTP and Utilities Maintenance Buildings.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Lift Station Project.

6.1.A. Bruce Newton with Digital Engineering appeared before the Commission and provided the following update for the Lift Station Project.

- (1)** Lift Station #22 is now online bringing the total number of completed lift stations to seven(7);
- (2)** Lift Stations #5 and #10 remain under construction;
- (3)** Expected project completion remains mid-September;
- (4)** Scada is now 35% - 40% complete;
- (5)** Asphalt & grass work will be done all at once at the end of the project; and
- (6)** Two crews are working full-time now.

6.1.B. Motion by Commissioner Edmonds, second by Commissioner Redd to approve Digital Engineering invoice #728-1464-21 in the amount of \$15,223.41 for the period of May 13, 2018 to June 16, 2018. Motion carried unanimously. (Attachment C).

6.1.C. Motion by Commissioner Taylor, second by Commissioner Redd to approve Magnolia Construction Pay App#9 in the amount of \$188,652.35 for the period of May 15, 2018 to June 8, 2018. Motion carried unanimously. (Attachment D).

7. Financial.

7.1. Docket of Claims.

7.1.A. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve the Docket of Claims in the amount of \$ 32,394.03. Motion carried unanimously. (Attachment E).

7.1.B. Unapproved Docket of Claims. (Attachment F).

8. Old Business.

Note: Commissioner Redd stepped out at 7:00pm and returned 7:04pm.

8.1. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor to authorize the General Manager to engage engineering services with Digital Engineering under the existing terms of the Master Services Agreement to establish the specifications for development of an Advanced Metering Infrastructure System and going out for bids of same. AYE: Kirschenbaum, Taylor, Boan, and Edmonds. ABSTAIN: Redd. Motion carried.

9. New Business / Discussion Items.


9.1. Motion by Commissioner Taylor, second by Commissioner Kirschenbaum to authorize the General Manager to advertise for a Master Services General Engineering Agreement for the use of Engineering services by the District as needed. Motion carried unanimously.

9.2. Motion by Commissioner Redd, second by Commissioner Edmonds to approve a one-year alarm monitoring agreement with Alarms Plus for all three Diamondhead Water and Sewer buildings and alarm equipment installation at two buildings for a total amount of \$5,136.00. Motion carried unanimously. (Attachment G).

10. Adjournment @ 7:15pm. Motion by Commissioner Kirschenbaum, second by Commissioner Taylor. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for July 12, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

7/12/2018
Date