

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
April 14, 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.

ABSENT: None

ALSO PRESENT: District Counsel Jim Simpson, 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 Schafer to approve the agenda. Motion carried unanimously.**

5. **Public Comments**

Opening of Legal Proposals by Chairman Scott Thomas from firms submitting. Proposals were: Butler Snow, Boyce Holloman & Associates, & Tindell Law Firm. **Motion by Commissioner Schafer, seconded by Commissioner Nolan to take all three proposals under advisement. Motion carried unanimously. (Attachment A)**

6. **Interim GM's Report** – Well#1 project on schedule, update provided by Bruce Newton with Digital Engineering, substantial completion should be the end of May; On WWTP project, Linfield Hunter & Junius and Volkert tasks assigned have been revised with review approval from legal & MEMA, with no monetary changes, project is on schedule. MEMA \$3.2M advanced funds received and another \$1.2M is pending approval of pay requests tonight. Max Foote change order#1 on agenda and is a deduct of \$60,211.61, which MEMA has already approved, next project meeting is on 5/3 @ 10:00am; the next MEMA meeting is on 4/21/16 @ 9am. Lift Station project extension request letters to MEMA on agenda. Revised City Inter-local agreement on the Council Meeting agenda Tuesday; CCTV trailer purchase recommendation on the agenda; Legal is working on Public Service Commission petition; Legal service proposals received and three interviews will be held at the 4/28/16 board meeting workshop.

7. **Minutes**

7.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Malley to approve the Minutes for Regular Meeting held on March 24, 2016. Motion carried unanimously. (Attachment B)

8. **Construction Projects**

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

8A.1 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Invoice No.5 from Volkert Inc. for special services in the amount of \$61,037.92 for time period February 20, 2016 to March 18, 2016. Motion carried unanimously. (Attachment C)

8A.2 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve Invoice LHJ 15716(6) from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$25,527.90 for period January 31, 2016 to February 27, 2016. Motion carried unanimously. (Attachment D)

8A.3 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve Invoice LHJ 15807(7) from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$24,769.50 for period February 28, 2016 to March 26, 2016. Motion carried unanimously. (Attachment E)

8A.4 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Pay Request No. 2 from Max Foote Construction Co. in the amount of \$1,063,247.32 for construction work completed from February 21, 2016 to March 20, 2016. Motion carried unanimously. (Attachment F)

8A.5 Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan to approve Change Order No. 1 for a decrease in the amount of \$60,277.61 for the Diamondhead Wastewater Treatment Plant Project as recommended by Volkert, Inc. and accepted by Mox Foote Construction Co. Motion carried unanimously. (Attachment G)

8A.6 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve Amended Schedule A, Activity Description for Linfield, Hunter & Junius, Inc.'s Project Management Contract dated October 22, 2015. Motion carried with Commissioner Schofer opposed. (Attachment H)

8A.7 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Amended Supplemental Work Assignment No. 2 with Volkert Inc. as amended from approved Supplemental Work Assignment No. 2 signed May 7, 2015. Motion carried with Commissioner Schafer opposed. (Attachment I)

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

8B.1 Motion by Commissioner Schafer, seconded by Commissioner Malley to approve Invoice No.2 for Work Assignment No. 3 from Digital Engineering in the amount of \$6,007.50 for professional services from February 28, 2016 to April 2, 2016. Motion carried unanimously. (Attachment J)

8B.2 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Pay Request No. 1 from Griner Drilling Service, Inc. in the amount of \$193,816.71 for construction work completed from February 26, 2016 to March 31, 2016. Motion carried unanimously. (Attachment K)

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

8C.1 Motion by Commissioner Schafer, seconded by Commissioner Nolan to request from MEMA a time extension for Project Worksheets 8429, 11247 and 11280 from December 31, 2016 until December 31, 2017. Motion carried unanimously. (Attachment L)

9. Financial Motions:

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

Unapproved Docket of Claims (Attachment N)
(Approved by Board Motions on this agenda)

Report by Secretary/ Treasurer - Mr. Tink L'Ecuyer, Jr.

9.2 Treasurer's Report 1/31/2016 (Attachment O)

9.3 Revenue & Expense Summary Report (Attachment P)

Commissioner Schafer left the room at @ 6:43 pm to recuse himself from the vote and discussion of the Interlocal Agreement between Diamondhead Water & Sewer District and the City of Diamondhead. Commissioner Schafer returned to the meeting @ 6:50pm after the vote and discussion of the Interlocal Agreement between Diamondhead Water & Sewer District and the City of Diamondhead.

Attorney Simpson updated board on revision to Inter-local Agreement with City of Diamondhead.

10. Old Business:

10.1 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Interlocal Agreement between Diamondhead Water & Sewer District and the City of Diamondhead as revised April 11, 2016. Motion carried with Commissioner Schafer absent during vote. (Attachment Q)

11. New Business / Discussion Item

11.1 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve purchase of CCTV Trailer from the lowest bidder, Sansom Equipment in the amount of \$80,000. Motion carried unanimously. (Attachment R)

CCTV TRAILER BIDS

BIDDER'S LIST - April 7, 2016 @ 2:00pm

(Bids were opened by Chairman, Mr. Scott Thomas, also present, Commissioner Mr. Dick Nolan, Interim GM, Nancy Depreo, Director of Operations, Joe Higginbotham and Utility Superintendent, David Carden)

COMPANY BIDDING BID AMOUNTS:

1	Vacuum Truck Rentals	\$ 139,534.20
2	R.S. Technical Services	\$ 81,636.80
3	Sansom Equipment	\$ 80,000.00


12. Executive Session - None

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for April 28, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS. There will be a Workshop on April 28, 2016 directly following the Board Meeting.

14. Adjournment @ 6:53pm. Motion by Cammissianer Nalan, seconded by Cammissianer Malley. Motion carried unanimously.




Chairman

28 Apr 2016
Date