

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
September 27, 2018 – 6:00pm
City Hall, Diamondhead, MS 39525**

1. Call to order.

Present Board Members: 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 table Motion 9.2. on the agenda until October 11, 2018 meeting and to add Motion 9.4. to approve the City of Diamondhead's request to use DWSD's fire hydrant display to be used at the City's Night Out Against Crime to be held on October 8, 2018, contingent upon receiving a requesting resolution for same by the City as required by the Inter-local Governmental Cooperation Agreement. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve the agenda as amended. Motion carried unanimously.

3. Minutes.

3.1. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to approve the Minutes for the Regular Meeting held September 13, 2018. Motion carried unanimously. (Attachment A)

4. General Manager's Report. (Report provided by Business/Office Manager, John Cumberland).

4.1. Update of Recent Events.

4.1.A. The chlorine improvement project for Well 3 was completed on September 11, 2018.

4.1.B. The District took possession of the new vehicle on September 26, 2018 as approved at the September 13, 2018 Board meeting. It is anticipated that the vehicle will be placed into the automobile fleet on or about October 1, 2018.

4.1.C. The substantial completion inspection walk through of the Lift Station project took place on September 26, 2018. Approval of substantial completion will allow commencement of closeout for the final four (4) FEMA Project Worksheets.

4.2. Miscellaneous Items.

4.2.A. Item 9.4 on the agenda is a motion to approve the City of Diamondhead's use of the DWSD's fire hydrant display at an event.

4.2.B. Item 9.1 on the agenda is a motion to approve a revised DWSD Rate & Fee Schedule. The rates & fees have not changed. The revision reflects taxes required to be collected on construction and business accounts.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Lift Station Project.

6.1.A. Update of the Lift Station Project was presented by Bruce Newton with Digital Engineering.

- (1) LS#5 went online on September 17, 2018.
- (2) Certificate of Substantial Completion is on the agenda for approval and, if approved, will start the one(1) year warranty.
- (3) LS#7 went online over eight(8) months ago.
- (4) Fences should be completed early next week.
- (5) Scada connection of LS#5 & LS#10 are scheduled to begin October 1, 2018 and be completed by October 3, 2018.
- (6) Asphalt patches are scheduled to be done on October 3, 2018.
- (7) Training of personnel is scheduled on September 28, 2018.
- (8) Contractor has thirty(30) days to complete remaining punch list items.
- (9) Project is scheduled to be completed next week.

6.1.B. Motion by Commissioner Redd, second by Commissioner Kirschenbaum to approve the substantial completion of the Lift Station Project per the recommendation of the Project Engineer, Digital Engineering. Motion carried unanimously. (Attachment B)

6.1.C. Motion by Commissioner Edmonds, second by Commissioner Kirschenbaum to approve the payment of Magnolia Construction Pay App #12 in the amount of \$68,937.79 for the time period of August 11, 2018 to September 14, 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 \$ 104,087.67. Motion carried unanimously. (Attachment D)

7.1.B. Unapproved docket.

8. Old Business.

8.1. Motion by Commissioner Kirschenbaum, second by Commissioner Redd to spread upon the minutes the executed agreement with Cuevas Auctions for the auction of three (3) 2013 Polaris GEM Vehicles as approved on September 13, 2018. Motion carried unanimously. (Attachment E)

9. New Business / Discussion Items.

9.1. Motion by Commissioner Edmonds, second by Commissioner Redd to amend the Diamondhead Water and Sewer District Rate & Fee Schedule to add taxes to construction and business accounts as a result of State of MS Audit Report # A705010, and referencing State of Mississippi Sales Tax Regulation Title 35, Section 4. Motion carried unanimously. (Attachment F)

~~9.2. 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.~~

9.3. Motion by Commissioner Kirschenbaum, second by Commissioner Edmonds to appoint DWSD Board Chairman and General Manager to develop and implement the 2018/2019 Fiscal Year District Goals by November 1, 2018. Motion carried unanimously.

9.4. Motion by Commissioner Boan, second by Commissioner Kirschenbaum to approve the City of Diamondhead's request to use DWSD's fire hydrant display at the City's Night Out Against Crime to be held on October 8th, 2018 contingent upon receiving a requesting resolution for same by the City as required by the Inter-local Governmental Cooperation Agreement. Motion carried unanimously.

10. Adjournment @ 6:29pm. Motion by Commissioner Kirschenbaum, second by Commissioner Redd. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for October 11, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

10/11/2018
Date