

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING MINUTES  
March 24, 2016 – 6:00 p.m. (Central Time)  
Held at City Hall, Diamondhead, MS 39525**

**PRESENT:** Chairman Mr. Scott Thomas (arrived @ 6:08pm), 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 L'Ecuyer, seconded by Commissioner Malley to approve agenda. Motion carried with Commissioner Thomas absent during vote.**
5. **Public Comments - None**

**Vice-Chairman Mayor Thomas Schafer facilitated meeting from 6:00-6:08. Chairman Scott Thomas arrived @ 6:08pm and facilitated the remainder of the meeting.**

6. **Interim GM's Report** – Max Foote second pay request will be on next agenda. WWTP project on schedule. Hemphill is working on Outfall portion of project. MDOT permits all received. Change Order #1 is pending and will be a deduct for field office supplies and pipe encasement. Next progress meeting will be 4/5/16 @ 10am. Next MEMA/FEMA meeting will be 4/7/16 @ 9am. The amended Task Orders for the PM and Special Services will be on the next agenda. This will identify who is doing what on the WWTP project to assist with invoicing submittals to MEMA. Well#1 project anticipated completion date of 5/31/16 is still on schedule. Extension letter drafts for lift station projects were sent to MEMA today for review so they can be on the next meeting agenda. These will ask MEMA for project extensions to December, 2017. The drafted Inter-local Agreement prepared by our Attorney, has been provided to the board and will be up for approval at the 4/14/16 meeting. Any changes should be provided to Mr. Simpson. It was submitted to the City on 3/2/16. The CCTV trailer request for bids has been advertised with a deadline of 4/7/16 @ 2pm at which time Chairman Thomas and Commissioner Nolan will open the sealed bids at the DWSD office. A recommendation to proceed will be on the 4/14/16 agenda. The request for legal proposals has been advertised with a deadline of 4/14/16 @ 4:30pm. The proposals will be opened up during the regular meeting on 4/14/16 @ 6pm. On the 4/28/16 meeting there will be a recommendation to proceed with interviewing the top three legal firms. Motion on agenda tonight again regarding Parcel No. 067-0-25-010.005 to consider servicing this property. This petition to expand the service area will be only for this parcel number. DWSD received highest possible capacity rating of 5.0 from MSDOH. District offices will be closed for Good Friday Holiday tomorrow.
7. **Minutes**  
**7.1 Motion by Commissioner Malley, seconded by Commissioner Schafer to approve the Minutes for Regular Meeting held on March 10, 2016. Motion carried with Commissioner Thomas abstaining. (Attachment A)**

8. **Construction Projects**

- A. **WWTP Construction Project** - - update in GM's report  
8A.1 Motion by Commissioner Nolan, seconded by Commissioner Schafer to approve Invoice LHJ 15709 from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$13,930.95 for period December 27, 2015 to January 30, 2016. Motion carried unanimously. (Attachment B)
- B. **Water Well 1** - update in GM's report
- C. **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 Schafer to approve the Docket of Claims. Motion carried unanimously. (Attachment C)  
 Unapproved Docket of Claims (Attachment D)  
 (Approved by Board Motions)
- 10. **Old Business**  
10.1 Motion by Commissioner Schafer, seconded by Commissioner Nolan 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 to service Tax Parcel No. 067-0-25-010.005, 5.4 Acres. Roll call: Chairman Scott Thomas YES, Vice Chairman Mayor Thomas Schafer YES, Commissioner Dick Nolan YES, Secretary/Treasurer Tink L'Ecuyer YES, Commissioner David Malley abstained. Motion carried. (Attachment E)
- 11. **New Business / Discussion Item**  
11.1 Motion by Commissioner Schafer, seconded by Commissioner Nolan for a Workshop on April 28, 2016 at 6:00 PM, upon adjournment of the regular meeting. Motion carried unanimously.  
 11.2 District received a Capacity Rating of 5.0,(highest you can be rated) for the Mississippi State Department of Health Annual Inspection. (Attachment F)
- 12. **Executive Session** - None
- 13. **Next meeting:**  
 The next meeting of the Board of Commissioners is scheduled for April 14, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.
- 14. **Adjournment @ 6:18pm.** Motion by Commissioner Malley, seconded by Commissioner Nolan. Motion carried unanimously.

  
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 Chairman



14 Apr 2016  
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 Date