

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
June 23, 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, Tricia Tisdale, Boyce Holleman & Associates; General Manager Nancy Depreo with Seymour Engineering; Comptroller, Toni Wilson; and Director of Operations, Joe Higginbotham.

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 amend agenda to add 11.1 discussion item of District email practice & procedures. Motion carried unanimously.**

Motion by Commissioner Schafer, seconded by Commissioner L'Ecuyer to approve agenda as amended. Motion carried unanimously.

5. **Public Comments - None**

6. **GM's Report** – Bruce Newton with Digital Engineering, updated the board on Well#1 project. The contractor is complete. The certificate of substantial completion is on the agenda and recommends approving, which would start the 1-year warranty period. Contractor has 30 days from the approved substantial completion date to finish the remaining punch list items. Kirk Mills with Volkert Engineering, updated the board on the WWTP project. Contractor is ahead of schedule & under budget. The next two progress meetings will be on Tuesday, 7/12/16 @ 1pm and on 8/11/16 @ 1pm. No anticipated change orders at this time. District has color samples for the roof, siding, & trim that is available for the board to stop in and take a look.

The next FEMA/MEMA meeting will be 7/7/16 @ 9am. The Lift Stations request for engineering proposals deadline is 7/14/16@4pm with opening by the board at the regular meeting held at 6pm. The Inter-local agreement between DWSD & the City has been approved by the Attorney General's office and has been filed with the Secretary of State and the Chancery Clerk's offices. The first budget committee meeting will be held on 7/6/16. We have sent all of the information to the CPA and will start working with him next week.

7. **Minutes**

7.1 Motion by Commissioner Schafer, seconded by Commissioner L'Ecuyer to approve the Minutes for Regular Meeting held on June 9, 2016. Motion carried unanimously. (Attachment A)

8. **Construction Projects**

- A. **WWTP Construction Project** - update in GM's report
- B. **Water Well 1** - update in GM's report

8B.1 Motion by Commissioner Malley, seconded by Commissioner Schafer to approve Certificate of Substantial Completion for Well No. 1 Rehabilitation Project, Contractor, Griner Drilling Service Inc. Motion carried unanimously. (Attachment B)

8B.2 Motion by Commissioner Schafer, seconded by Commissioner Malley to approve Invoice No.4 for Work Assignment No. 3 from Digital Engineering in the amount of \$2,068.00 for professional services from May 1, 2016 to May 28, 2016. Motion carried unanimously. (Attachment C)

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 D)

10. Old Business:

11. New Business / Discussion Item

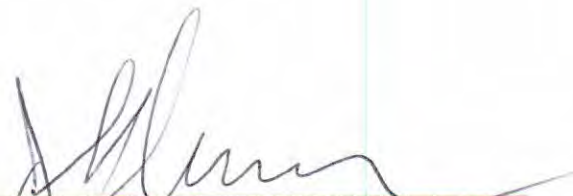
11.1 Discussion regarding the need for individual board member District email accounts with the @dwsd.us domain. General Manager will have email accounts set up for them.

12. Next meeting:

The office will be closed Monday, July 4, 2016. The next meeting of the Board of Commissioners is scheduled for July 14, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

13. Adjournment @ 6:16pm. **Motion by Commissioner Malley, seconded by Commissioner Schafer. Motion carried unanimously.**




Chairman

July 14, 2016
Date