

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING MINUTES  
July 26, 2018 – 6:00pm (Central Time)  
City Hall, Diamondhead, MS 39525**

**1. Call to order.**

**PRESENT:** Chairman David Boan, Secretary/Treasurer Kenny Edmonds, Commissioner Robert Redd, and Commissioner Ben Taylor.

**ABSENT:** Vice-Chairman John Kirschenbaum

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.**

**2.1. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the agenda. Motion carried unanimously.**

**3. Minutes.**

**3.1. Motion by Commissioner Redd, second by Commissioner Edmonds to approve the Minutes for the Regular Meeting held on July 12, 2018. Motion carried unanimously. (Attachment A).**

**4. General Manager's Report.**

**4.1. Update of Recent Events.**

**4.1.A.** On July 15, 2018 a water leak was reported on Analii Street. District crews determined an unused water line tubing had ruptured. Repairs were immediately made by the District without any water service interruption.

**4.1.B.** A hands-on aerial lift training was conducted on July 23, 2018 at the water tower. The water tower riser was cleaned during this exercise.

**4.1.C.** The repair estimate for Sewer Lift Pump#1 at Lift Station #9 which was damaged due to a rope entanglement that destroyed the impellers is \$8,325.59.

**4.1.D.** The rebuild of Sewer Lift Pump #2 at Lift Station #9 will be covered under the manufacturer's warranty. The estimated cost from Gulf States Engineering to rebuild this pump is \$12,598.19.

**4.2. Miscellaneous Items.**

**4.2.A.** Item 9.2 on the agenda is a discussion item regarding draft Social Media Policy for the District. The General Manager continues to explore options on managing websites, along with social media outlets.

**4.2.B.** Preliminary budget discussions have been conducted with the District Department Heads and a budget workshop with the Budget Committee will be scheduled thereafter.

**5. Public Comments.** None.

**6. Construction / Engineering Projects.**

**6.1. Lift Station Project.**

**6.1.A.** Bruce Newton with Digital Engineering presented a Lift Station Project update and stated:

- (1) Seven (7) of the nine (9) lift stations online.
- (2) Two crews are working full-time to complete Lift Station 10 and Lift Station 5.
- (3) Lift Station 10 bypass is set, coating is complete, piping is done, and platform is scheduled to be done on July 27, 2018. Start-up of Lift Station 10 is expected by mid-August.
- (4) Lift Station 5 bypass is set and piping is scheduled to be done on July 27, 2018. Start-up of Lift Station 5 is expected by the end of August.
- (5) All lift stations are expected to be online by the end of August.
- (6) CSI, who performs the Scada connections, will be on-site next week to connect three (3) lift stations, leaving two(2) lift stations unconnected.
- (7) It is expected to take 1-2 days for CSI to completed all remaining Scada connections.
- (8) Digital has met with the contractor to review the punch list items. The punch list items should take one(1) to two(2) weeks to complete. Another meeting will be held next week to continue punch list item discussions.
- (9) The project remains on schedule.

**6.1.B. Motion by Commissioner Taylor, second by Commissioner Redd to approve Digital Engineering Invoice# 728-1464-22 in the amount of \$8,640.00 for the time period of June 17, 2018 through July 14, 2018. AYE: Taylor, Redd, Edmonds, & Boan. NAY: None. Motion carried. (Attachment B).**



**6.1.C. Motion by Commissioner Edmonds, second by Commissioner Redd to approve Magnolia Pay App#10 in the amount of \$151,580.73 for the time period of June 9, 2018 through July 13, 2018. Motion carried unanimously. (Attachment C).**

**7. Financial.**

**7.1. Docket of Claims.**

**7.1.A. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$ 32,492.09. Motion carried unanimously. (Attachment D).**

**7.1.B. Unapproved Docket of Claims. (Attachment E).**

**8. Old Business. None.**

**9. New Business / Discussion Items.**

**9.1. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the attendance of Kodie Koenenn to the MWPCOA Short Course and Wastewater Class II Certification Exam in Biloxi on September 10-14, 2018 at a cost of \$340.00. Motion carried unanimously. (Attachment F).**

**9.2. Motion by Commissioner Edmonds, second by Commissioner Taylor to discuss the Diamondhead Water & Sewer District Social Media Policy #D-2018-018. Chairman Boan requested all Board members review draft policy and any suggested changes be sent to the General Manager for consideration of approval at the next board meeting. No action taken.**

**9. Adjournment @ 6:25pm. Motion by Commissioner Edmonds, second by Commissioner Redd. Motion carried unanimously.**

The next meeting of the Board of Commissioners is scheduled for August 9, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.



Chairman



8/9/2018

Date