

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
November 29, 2018 – 6:00pm (Central Time)
City Hall, Diamondhead, MS 39525**

1. Call to order at 6:01pm by Vice-Chairman John Kirschenbaum.

Present Board Members: Chairman David Boan, Vice-Chairman John Kirschenbaum, Commissioner Robert Redd, and Commissioner Ben Taylor.

Absent: Secretary/Treasurer Kenny Edmonds

The presence of a quorum was noted and the meeting was called to order at 6:01pm. The public was duly notified in compliance with the District's open meeting policy.

2. Approve Agenda.

Motion by Commissioner Boan, second by Commissioner Taylor to approve the agenda. Motion carried unanimously.

3. Minutes.

3.1. Motion by Commissioner Redd, second by Commissioner Taylor to approve the Minutes for the Regular Meeting held on November 8, 2018. Motion carried unanimously. (Attachment A).

4. General Manager's Report.

4.1. Update of Recent Events.

4.1.A. On November 17, 2018, a water main break occurred at the northeast corner of the intersection of Hilo Street and Diamondhead Drive East. A precautionary boil water notice was issued. Repairs were made immediately. The break was caused by aging PVC piping. Plans addressing replacement of aging water system within certain areas of the District's service area are being developed.

4.1.B. Smoke testing of the sewer mains is ongoing. Repairs to the sewer system are being made in conjunction with said testing.

4.2. Discussion Items.

4.2.A. On November 27, 2018, District staff assisted with the planting of trees donated by the City of Diamondhead and the Diamondhead Beautification Committee at Lift Station #1. Additional assistance on the form of donated bamboo has been offered to the District by the Beautification Committee.

4.2.B. Insurance Agent submittals were reviewed by the Insurance Committee. The Committee recommends the selection of BXS Insurance Services as the insurance broker for the District effective November 30, 2018.

4.2.C. Item 7.2 on the agenda is a motion to approve the renewal of employee medical, dental, vision, & life insurance for 2019. Toni Wilson, District Comptroller, presented the Board with a brief overview of the renewal options.

5. Public Comments

None.

6. Financial.

6.1. Docket of Claims.

6.1.A. Motion by Commissioner Boan, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$ 37,876.24. Motion carried unanimously. (Attachment B).

7. Old Business.

7.1. Motion by Commissioner Taylor, second by Commissioner Redd to approve BXS Insurance as the Diamondhead Water and Sewer District Insurance Agent of Record effective November 30, 2018 per Insurance Review Committee recommendations. Motion carried unanimously.

7.2. Motion by Commissioner Taylor, second by Commissioner Boan to authorize the renewal of Employee Medical, Dental, Vision, & Life Insurance Plans effective January 1, 2019 detailed in option 5. Motion carried unanimously. (Attachment C).

7.3. Motion by Commissioner Boan, second by Commissioner Taylor to approve spreading upon the minutes the executed contracts with Covington Environmental, Seymour Engineering, PLLC and Compton Engineering. Motion carried unanimously. (Attachment D).


8. New Business / Discussion Items.

8.1. Motion by Commissioner Redd, second by Commissioner Boan to authorize a one-year agreement with the lowest bidder, BugPro, for termite control services for all District locations at an initial treatment cost of \$2,000 with an annual renewal inspection cost of \$700 and to authorize the Vice-Chairman to execute same. Motion carried unanimously. (Attachment E).

- 8.2. Motion by Commissioner Taylor, second by Commissioner Boan to authorize a one-year agreement with the lowest bidder, BugPro, for pest control services for all District locations at a monthly cost of \$180 and to authorize the Vice-Chairman to execute same. Motion carried unanimously. (Attachment F).
- 8.3. Motion by Commissioner Taylor, second by Commissioner Redd to authorize attendance of Toni Wilson to Leadership & Management Skills for Women in Gulfport on December 13, 2018 at no cost to the District. Motion carried unanimously. (Attachment G).
- 8.4. Motion by Commissioner Taylor, second by Commissioner Boan to approve Task Order No. 1 – Lift Station #13 Force Main Project to the Master Services Agreement with Seymour Engineering, PLLC not to exceed \$96,504.00 and authorize the General Manager to execute the same. Motion carried unanimously. (Attachment H).
10. Adjournment at 6:33pm. Motion by Commissioner Taylor, second by Commissioner Boan. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for December 13, 2018 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

12/13/2018
Date