

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR MEETING MINUTES**

**January 28, 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 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 Schafer, seconded by Commissioner Nolan to amend agenda to add Item 11.3 under new business to discuss giving GM authorization to proceed with board resolution and paperwork required to request a supplemental certificate for water & sewer for tax parcel 067-0-25-010.005. Motion carried unanimously.**

**Motion by Commissioner Schafer, seconded by Commissioner Malley to approve agenda as amended. Motion carried unanimously.**

5. **Public Comments - None**

6. **Interim GM's Report** – WWTP construction progress meeting on 2/2/16 @ 9am; Linfield Hunter project Resident Inspector is now on-site. Volkert Resident Inspector also on-site and Pay Requests #1 & #2 for special services are on agenda tonight. Advanced funding and extension request letters have been sent to MEMA and awaiting response. The next MEMA meeting is Tuesday 2/2/16 @ 2pm. First construction pay request will be sent to Volkert on 2/21/16 and every month on the 21<sup>st</sup> thereafter. First pay request will be on the first board meeting agenda in March. Notice to proceed and contract for Well#1 on agenda. Notice to proceed to begin 2/1/16 with substantial completion on 5/31/16. Digital has reviewed documents and has confirmed all required documentation has been submitted. Pre-construction meeting for Well#1 is 2/1/16 @ 2pm. Final Digital Engineering pay request for work assignment #2 is on the agenda. Digital work assignment #3 for Well#1 construction management and residential inspection services is on agenda. Funds have already been budgeted for this project. The CIP was budgeted in the amount of \$400,000 and the contract is for \$328,517.59. Lift Station Repair & Mitigation project is being worked on with MEMA. The WWTP Lab equipment is being stored at City Hall until the plant is built. Proof of rental insurance coverage has been provided to the City Manager. Fiscal year-end financial audit report comments have been finalized and final reports are being prepared for the 2/18/16 special meeting. DWSD and City are working together on drainage projects. The last one being worked on next week is on Apua Street. Researched Mr. Floyd's request to service water & sewer for his new development outside our

boundaries. Met with Mike McCool and David Boacle at MS Public Service Commissioner and they recommended we file a petition for a public needs necessity to serve just that parcel number 067-025.010.005 only and allow that one parcel to be included in our certificated boundary. The one mile rule (#701) doesn't apply due to the large size of this development (5.4acres). Once all the paperwork is submitted, we could have completed within 60 days. We would be required to submit a Resolution to add the parcel to our certificated area. Our insurance agent, Wellington, is currently working on the lowest possible quotes for our commercial insurance policies as they are due to expire 3/1/16. Agent will bring his renewal information to the 2/25/16 board meeting for board authorization to renew our annual insurance policies. DWSD has received permit from the City of Diamondhead for the WWTP project.

## 7. Minutes

**7.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan to approve the Minutes for Regular Meeting held on January 14, 2016. Motion carried with Commissioner Malley and Commissioner Schofer abstaining. (Attachment A)**

## 8. Construction Projects

### A. WWTP Construction Project -- update in GM's report

**8A.1 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Invoice No.1 from Volkert Inc. for special services in the amount of \$3,835.00 for time period September 19 to November 20, 2015. Motion carried unanimously. (Attachment B)**

**8A.2 Motion by Commissioner Malley, seconded by Commissioner Nolan to approve Invoice No.2 from Volkert Inc. for special services in the amount of \$13,515.00 for time period November 21, 2015 to December 18, 2015. Motion carried unanimously. (Attachment C)**

### B. Property adjacent to District's office - update in GM's report

### C. Water Well 1

**8C.1 Motion by Commissioner Nolan, seconded by Commissioner Malley to approve contract and issue the Notice to Proceed to Griner Drilling for the Water Well No. 1 Rehabilitation Project on February 1, 2016 provided all required documents per Section 00500 of the Design Specifications have been received from Contractor and approved by Digital Engineering. Motion carried unanimously. (Attachment D)**

**8C.2 Motion by Commissioner Nolan, seconded by Commissioner Schafer to approve Inv. No. 6 from Digital Engineering in the amount of \$495.00 for professional services from December 1, 2015 to December 31, 2015. Motion carried unanimously. (Attachment E)**

**8C.3 Motion by Commissioner Schofer, seconded by Commissioner Nolan to approve Master Services Agreement Work Assignment No. 3 for Well#1 with Digital Engineering for construction administration services at an amount not to exceed \$7,680.00 and resident inspection services at an amount not to exceed \$5,200.00. Motion carried unanimously. (Attachment F)**

D. 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 Malley to approve the Docket of Claims. Motion carried unanimously. (Attachment G)

10. Old Business - None

11. New Business / Discussion Item

11.1 Motion by Commissioner Schafer, seconded by Commissioner Malley to approve Joe Higginbotham, Jarvis Bracknell and Heath Dubuisson to attend training funded by the MSRWA for Wastewater Training, at the Ocean Springs Public Works on February 1, 2016. Motion carried unanimously. (Attachment H).

11.2 Failed motion to approve assistance with Five Star and Urban Restoration Program 2016 Proposal due to lack of a first or second motion. (Attachment I)

11.3 Motion by Commissioner Schafer, seconded by Commissioner Nolan to authorize General Manager to proceed with the resolution and other paperwork as recommended by the MSPSC, as described in the GM Report and present to the board at the next meeting. Motion carried unanimously.

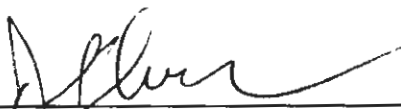
12. Executive Session - None

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for February 11, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

Special Workshop scheduled for February 18, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS to discuss audit, policies, and bonds.

14. Adjournment @ 6:32pm. Motion by Commissioner L'Ecuyer, seconded by Commissioner Schafer. Motion carried unanimously.

  
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Chairman



11 Feb 2016  
Date