

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

January 14, 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: Commissioner Mr. David Malley

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 L'Ecuyer to move Item 11.8 to Public Comments section and approve Agenda as amended. Motion carried unanimously. (Attachment A)

5. Public Comments

Mr. Joe Floyd addressed the board with his interest in seeking water & sewer service for his development of a five-acre property for office/retail space and apartments off of Kapalama Rd & Ed Faye Rd in the back of Diamondhead. **Motion by Commissioner Schafer, seconded by Commissioner Nolan to authorize General Manager to explore opportunities to run water and sewer service lines for this public service and report back to the Commissioners. Motion carried unanimously.**

6. Interim GM's Report – WWTP construction mobilization is underway. Volkert resident inspector is now on-site in the trailer and is overseeing the mobilization. John is taking daily photographs of the work being performed for historical data of the entire project. Final construction plans & specs have been received and encourage commissioner viewing of the plans. ProjectWise software is installed on GM computer and we will need a one-year license to proceed with a constant access to all project documents and communication between all parties involved during the WWTP project. Access is locally available for commissioners as well. We will start having monthly power-point presentation updates of the WWTP project, including photos and status. We will receive the project schedule tomorrow and will submit it to MEMA. Motion on agenda to formerly ask MEMA for advance funding on the WWTP project. First contractor pay request will likely be received in February, on the March agenda. Motion on agenda to formerly ask MEMA for a time extension request for the WWTP to 12/31/17. Water Well#1 project notice to award letter signed tonight. At the board meeting on 28th we will have motion to sign the contract and issue the notice to proceed. Lift Station repair project, still working with MEMA on discussions of funding on this and will soon proceed with advertising. Motion on agenda for surplus items of no value. Motion on agenda to request cargo trailer to use for storage of WWTP lab equipment being delivered soon and will need a place to store equipment for 18

months during plant construction. Motion for annual pump & well test and water tower inspection, as required by MSDOH. Website improvements being made daily by John and will continue to see website improvements being made. Our crew did an excellent job with the water leak on Kapalama, getting water back up quickly. Awaiting samples and should then be lifting the boil order at that time.

7. Minutes

7.1 Motion by Commissioner Schafer, seconded by Commissioner L'Ecuyer to approve the Minutes for Regular Meeting held on December 17, 2015. Motion carried unanimously. (Attachment B)

7.2 Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan to approve the Minutes for Special Meeting held on December 16, 2015. Motion carried unanimously. (Attachment C)

8. Construction Projects

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

8A.1 Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan to approve Invoice LHJ15518 from Linfield, Hunter & Junius, Inc. for Project Management Services in the amount of \$3,525.00 for time period November 1, 2015 to November 28, 2015. Motion carried unanimously. (Attachment D)

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 Thomas to approve the Docket of Claims. Motion carried unanimously. (Attachment E)

Commissioner Nolan requested all checks, including those approved by Motions, be shown on a printed Docket of Claims at each meeting. GM informed Commissioners that going forward we will have additional docket printed and placed in the packet as previously approved motions. Chairman agreed to have this discussed at the next meeting.

9.2 Treasurer's Report 12/31/2015 (Attachment F)

Commissioner L'Ecuyer informed the board the annual Financial Audit draft report has been sent to DWSD for review. Meeting with Audit Committee and Auditors tomorrow morning to go over draft report. After completion, Auditors will assist in any way with Internal Control procedures.

9.3 Revenue & Expense Summary Report (Attachment G)

Commissioner L'Ecuyer informed the board that Revenues are in line with projected numbers, other than taps, which are higher than expected revenue. Expenses are also in line with projected numbers. Capital expenditures are in line as projected, other than the Shed Improvement project, which came under budget by \$17,000 due to performing all of the work

in-house as opposed to contracting it out. Great job in saving the District on that project. Cash on hand in the bank is \$10,278,596.98 and debt balance is \$12,490,000.

10. Old Business

11. New Business / Discussion Item

Note: Commissioner Mayor Thomas Schafer stepped away from meeting @ 6:32pm.

11.1 Motion by Commissioner Nolan, seconded by Commissioner Thomas to approve disposal of surplus items that have no value. Motion carried with Commissioner Schafer absent during motion. (Attachment H)

11.2 Motion by Commissioner Schofer, seconded by Commissioner Nolan for General Manager to coordinate with the City regarding storage of job equipment locally in a possible conditioned space. Motion carried unanimously.

11.3 Motion by Commissioner Nolan, seconded by Commissioner L'Ecuyer to approve lowest quote for Annual Water Well Inspection (Wells 3,4 &5) as required by the Mississippi State Department of Health from Griner Drilling Service, Inc. in the amount of \$1,050.00. Motion carried with Commissioner Schofer absent during motion. (Attachment I)

11.4 Motion by Commissioner Nolan, seconded by Commissioner L'Ecuyer to approve quote for Water Tank Inspection as required by the Mississippi State Department of Health from Utility Service Company, Inc. in the amount of \$1,000.00. Motion carried with Commissioner Schafer absent during motion. (Attachment J)

11.5 Motion by Commissioner Nolan, seconded by Commissioner L'Ecuyer to request a time extension for Project Worksheet 11240 (Wastewater Treatment Plant) from Mississippi Emergency Management Agency (MEMA) from June 30, 2016 until December 31, 2017. Motion carried with Commissioner Schafer absent during motion. (Attachment K)

11.6 Motion by Commissioner Nolan, seconded by Commissioner L'Ecuyer to request advance payments from Mississippi Emergency Management Agency (MEMA) for Project Worksheet 11240 (Wastewater Treatment Plant). Motion carried with Commissioner Schafer absent during motion. (Attachment L)

11.7 Motion by Commissioner L'Ecuyer, seconded by Commissioner Thomas to hold a Financial Workshop on February 18, 2016 and advertise for same. Motion carried unanimously. Commissioner Schafer asked if all commissioners submit their written questions to the GM and have an agenda created with those questions ahead of time. Also, other than Mr. Simpson, would prefer not to hear from anybody previously involved with the original bond issue at the meeting. Commissioner L'Ecuyer requested to learn more about the bonds from the experts to be able to pass the information along to us. Chairman Thomas

requested to have more time spent on reviewing policies & procedures and to also receive an update on the Financial Audit at this meeting.

11.8 Discussion Item – Request for water and sewer service outside of boundary by Mr. Joe Floyd. Moved to public comments 5. above.

11.9 DWSD will be closed Monday, January 18, 2016 to observe the Birthdays of Robert E. Lee and Martin Luther King, Jr.


12. Executive Session - None

13. Next meeting:

The next meeting of the Board of Commissioners is scheduled for January 28, 2016 at 6:00PM at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.

14. Adjournment @ 6:42 pm. Motion by Commissioner L'Ecuyer, seconded by Commissioner Nolan. Motion carried with Commissioner Schafer absent during motion.





Chairman

28 Jan 2016
Approval Date