

RESOLUTION OF THE CITY OF DIAMONDHEAD REQUESTING CERTAIN DOCUMENTS NECESSARY TO COMPLETE THE CONSOLIDATED FINANCIAL STATEMENT BE PROVIDED BY THE DIAMONDHEAD WATER & SEWER DISTRICT AT NO CHARGE TO THE CITY.

WHEREAS, the Mayor and City Council of the City of Diamondhead (the "City") authorized the preparation of a Consolidated Financial Statement (the "Statement") to review financial impacts to the residents of Diamondhead consolidating into the City operations, the Police Department (currently operated pursuant to an interlocal with Hancock County Sheriff's Office), Diamondhead Water & Sewer District and Diamondhead Fire Department;

WHEREAS, the Mayor and City Council for the City of Diamondhead entered into a contract with a CPA firm to prepare the Statement considering the most accurate and relevant information as is relates to consolidating services and the financial operating forecast; and

WHEREAS, it has been determined that financial data specific to the Diamondhead Water & Sewer District and Diamondhead Fire Department is necessary in order to provide an accurate financial analysis and to achieve the objective and intent of the Consolidated Financial Statement, and:

WHEREAS, official requests for data have been made to both the Diamondhead Water & Sewer District and the Diamondhead Fire Department;

WHEREAS, requested data has been provided to the City by the Diamondhead Fire Department at no cost to the citizens of the Diamondhead and a similar request is currently in process with the Diamondhead Water and Sewer District; and

WHEREAS, the Diamondhead Water & Sewer District has deemed the request from the City to be a request pursuant to the Public Records Act Mississippi Code §25-61-1 through 25-61-17 rather than an exchange of governmental information and consequently has responded to provide the said records at a charge to the City in the amount of \$919.80, and

WHEREAS, the Mayor and Council for the City of Diamondhead are officially requesting the Diamondhead Water & Sewer Commission consider providing the requested financial data in the requested digital format and at no charge to the City based on a finding that the data requested is necessary and relevant in order to provide an accurate financial analysis to achieve the objective of the Statement for the good all residents of Diamondhead.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF DIAMONDHEAD, MISSISSIPPI, AS FOLLOWS:

SECTION I. The findings, conclusions and statements of fact contained in the preamble are hereby adopted, ratified and incorporated herein.

SECTION II. In the best interest of the Citizens of Diamondhead the City requests the District consider the request to be an exchange of governmental information and not be governed by the Public Records Act and thereby provide the financial information requested on June 9, 2020 and June 18, 2020 in digital format and at no charge to the City.

Councilmember _____ moved, Councilmember _____ seconded the motion to adopt the foregoing resolution, and the question being put to a roll call vote, the result was as follows:

Mayor Thomas E. Schafer	_____	_____	_____
Councilmember Lindsay L'Ecuyer	_____	_____	_____
Councilmember Nancy Depreo	_____	_____	_____
Councilmember Alan Moran	_____	_____	_____
Councilmember Jamie Wetzel Morgan	_____	_____	_____
Councilmember Charles S. Clark	_____	_____	_____

The motion having received the affirmative vote of a majority of the members present, the Mayor declared the motion carried and the resolution adopted this the 7th day of July, 2020.

Thomas E. Schafer, IV, Mayor

ATTEST:

Jeannie Klein, City Clerk

{S E A L}



5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228.222.4390

June 8, 2020

Attn: Toni Wilson
Diamondhead Water & Sewer District
4425 Park Ten Drive
Diamondhead, MS 39525

Ms. Wilson:

Please accept this as an official request for Public Records pursuant to the "Public Records Act". On behalf of the City of Diamondhead, I am requesting the identifiable records as follows:

- Trial Balance for Fiscal Years 2018, 2019 and 2020 year-to-date
- General Ledger for Fiscal Year 2019 and 2020 year-to-date
- Current DWSD organizational chart
- Current listing of DWSD positions and salaries and/or salary scales for each position
- Current listing of assets and equipment

Digital files are preferred with financial data in Excel format, if possible. The City will provide and deliver a flash drive(s) to you when the records are ready. Please email mreso@diamondhead.ms.gov or call my office.

Sincerely,

Michael Reso
City Manager



Water Is Life

DIAMONDHEAD WATER & SEWER DISTRICT
4425 PARK TEN DRIVE
DIAMONDHEAD, MISSISSIPPI 39525



PUBLIC RECORDS REQUEST

DATE REQUESTED June 9, 2020
REQUESTED BY Mike Reso
ORGANIZATION City of Diamondhead
PHONE 328-222-4626
ADDRESS 5000 Diamondhead Circle
Diamondhead MS 39525
EMAIL ADDRESS mreso@diamondhead.ms.gov

Fees must be paid by personal check or
Money order made payable to the
DIAMONDHEAD WATER & SEWER DISTRICT

FOR INTERNAL USE ONLY:
Request Received Date 6/9/20
Request Received By Jessie J. Wilken
SUMMARY OF COST
Rate \$ 56.63 Hours 3 ^{150.00 x hrs = 50} \$ 187.06
Data Size ___ mb * \$10/mb \$ 13.41
Storage Retrieval Cost, pdf \$ 563.00
___ Copies * \$0.25/copy \$ _____
TOTAL COST OF REPRODUCTION \$ 763.47

RECORDS REQUESTED

DATE RANGE (if applicable) _____

DESCRIPTION OF RECORDS REQUESTED _____

- Trial Balance for Fiscal Years 2018, 2019 and 2020 year-to-date
- General Ledger for Fiscal Year 2019 and 2020 year-to-date
- Current DWSD organizational chart
- Current listing of DWSD positions and salaries and/or salary scales for each position
- Current listing of assets and equipment

Response Date 6/18/20
Response Prepared By Jessie J. Wilken

PREFERRED RESPONSE FORMAT

MAP (Y/N) _____
ELECTRONIC (Y/N) yes
HARDCOPY (Y/N) _____
DELIVERY METHOD () Website () Email () Personal Pickup
will provide cash drive () Overnight Mail () First Class Mail

Records are unavailable as requested due to:
() Records are nonexistent
() Records are private data
() Production is cost prohibitive
() Other (See Attached Explanation)

YOUR SIGNATURE BELOW INDICATES YOUR APPROVAL AND AUTHORIZATION TO PROCEED WITH THE REPRODUCTION OF RECORDS AND YOUR AGREEMENT TO PAY ASSOCIATED FEES

Signature [Signature] Date 6-9-20

(8/11/2016)



5000 Diamondhead Circle • Diamondhead, MS 39525-3260
Phone: 228.222.4626 Fax: 228.222.4390
www.diamondhead.ms.gov

June 18, 2020

Attn: Toni Wilson, Comptroller
Diamondhead Water & Sewer District
4425 Park Ten Drive
Diamondhead, MS 39525

Ms. Wilson:

Please accept this an official request for Public Records pursuant the "Public Records Act". On behalf of the City of Diamondhead, I am requesting the identifiable record as follows:

Most recent audited Financial Statement for the DWSD (complete with notes and schedules)

Digital is preferred. This information may be provided utilizing the same flash drive provided by the City for its request submitted on June 9, 2020. If a supplemental drive is preferred or required, please let me know and we will provide another to you. Again, please let me know when the records are ready for delivery so we can arrange pick up. You may email me at mreso@diamondhead.ms.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Reso', is written over a light blue circular stamp.

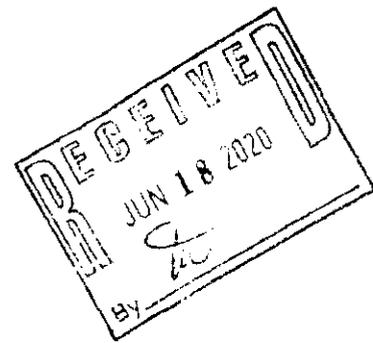
Michael Reso
City Manager

MR:jk



Water Is Life

DIAMONDHEAD WATER & SEWER DISTRICT
4425 PARK TEN DRIVE
DIAMONDHEAD, MISSISSIPPI 39525



PUBLIC RECORDS REQUEST

DATE REQUESTED: June 18, 2020

REQUESTED BY: Mike Reso

ORGANIZATION: City of Diamondhead

PHONE: 228-222-4626

ADDRESS: 5000 Diamondhead Circle
Diamondhead MS 39525

EMAIL ADDRESS: mreso@diamondhead.ms.gov

RECORDS REQUESTED

DATE RANGE (if applicable) _____

DESCRIPTION OF RECORDS REQUESTED _____

Most recent audited Financial Statement for DWSD - complete with notes and schedules.

PREFERRED RESPONSE FORMAT

MAP (Y/N) _____

ELECTRONIC (Y/N) Yes

HARDCOPY (Y/N) _____

DELIVERY METHOD () Website () Email () Personal Pickup
() Overnight Mail () First Class Mail

Flash drive provided with June 9, 2020 Request

YOUR SIGNATURE BELOW INDICATES YOUR APPROVAL AND AUTHORIZATION TO PROCEED WITH THE REPRODUCTION OF RECORDS AND YOUR AGREEMENT TO PAY ASSOCIATED FEES

Signature [Handwritten Signature]

Date 6-18-20

Fees must be paid by personal check or Money order made payable to the DIAMONDHEAD WATER & SEWER DISTRICT

FOR INTERNAL USE ONLY:

Request Received Date 6-18-2020

Request Received By: Stenid J. Wilkerson

SUMMARY OF COST		<u>50</u>
Rate \$ <u>26.03</u> Hours <u>1</u>		\$ <u>131.03</u>
Data Size _____ mb * \$10/mb		\$ <u>6.30</u>
Storage Retrieval Cost .pdf		\$ <u>14.00</u>
_____ Copies * \$0.25/copy		\$ _____
TOTAL COST OF REPRODUCTION \$		<u>156.33</u>

Response Date: 6/18/20

Response Prepared By: Stenid J. Wilkerson

- Records are unavailable as requested due to:
- () Records are nonexistent
 - () Records are private data
 - () Production is cost prohibitive
 - () Other (See Attached Explanation)

Jeannie Klein

From: Jeannie Klein
Sent: Wednesday, June 24, 2020 10:12 AM
To: twilson@dwsd.us
Cc: Michael J. Reso; 'Derek Cusick'; dcarden@dwsd.us; tricia@boyceholleman.com; 'derekcusick'
Subject: RE: Public Records Requests

Thank you.

Jeannie Klein
City Clerk

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525
Phone 228-222-4626 Ext. 1800



From: Toni Wilson <twilson@dwsd.us>
Sent: Tuesday, June 23, 2020 3:30 PM
To: Jeannie Klein <jklein@diamondhead.ms.gov>
Cc: Michael J. Reso <mreso@diamondhead.ms.gov>; 'Derek Cusick' <dcusick@tseclaw.com>; dcarden@dwsd.us; tricia@boyceholleman.com; 'derekcusick' <derekcusick@yahoo.com>
Subject: RE: Public Records Requests

Jeannie,

No, it does not change it as the .pdf pages are created pages from our registers so each page is a new "copy", an electronic copy. The .pdf will not be hard copies as that would be an additional .25 per page; however, since you provided the thumb drive, we are only charging the .pdf pages, not the hard copy cost. If you want a hard copy on top of the electronic .pdf images, that would be .75 a page instead of .50 a page.

Thanks,

Toni F. Wilson
Comptroller
Diamondhead Water & Sewer District
4425 Park Ten Drive
Diamondhead, MS 39525
(228) 255-5813 ext.224
www.dwsd.us



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From: Jeannie Klein [<mailto:Jklein@diamondhead.ms.gov>]

Sent: Tuesday, June 23, 2020 2:48 PM

To: twilson@dwsd.us

Cc: Michael J. Reso <mreso@diamondhead.ms.gov>; 'Derek Cusick' <dcusick@tseclaw.com>; dcarden@dwsd.us; tricia@boyceholleman.com; derekcusick@yahoo.com

Subject: RE: Public Records Requests

We have provided a thumb drive for all the records to be provided digitally rather than hardcopy. Does that make a difference since there would be no copies involved?

Jeannie Klein
City Clerk

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525
Phone 228-222-4626 Ext. 1800



From: Toni Wilson <twilson@dwsd.us>

Sent: Tuesday, June 23, 2020 2:42 PM

To: Jeannie Klein <Jklein@diamondhead.ms.gov>

Cc: Michael J. Reso <mreso@diamondhead.ms.gov>; 'Derek Cusick' <dcusick@tseclaw.com>; dcarden@dwsd.us; tricia@boyceholleman.com

Subject: RE: Public Records Requests

Good afternoon,

Pursuant to Sections 5 and 8 of the attached District Policy, the information requested in the two Public Records Requests included 1,164 pages of .pdf documents at .50 per page. Therefore, the "Storage Retrieval Cost" is \$582.00, which includes 1,126 pages for the first request and 38 pages for the second request.

Thank you,

Toni F. Wilson
Comptroller
Diamondhead Water & Sewer District
4425 Park Ten Drive
Diamondhead, MS 39525
(228) 255-5813 ext.224
www.dwsd.us



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From: Jeannie Klein [<mailto:Jklein@diamondhead.ms.gov>]

Sent: Tuesday, June 23, 2020 1:25 PM

To: twilson@dwsd.us

Cc: Michael J. Reso <mreso@diamondhead.ms.gov>; 'Derek Cusick' <dcusick@tseclaw.com>; dcarden@dwsd.us; tricia@boyceholleman.com

Subject: RE: Public Records Requests

Good Afternoon Toni:

Thank you for the information. Can you clarify the cost breakdown on your estimate? Specifically the "Storage Retrieval Cost". What is this fee and how is it calculated?

Thanks for your help.

Jeannie Klein
City Clerk

City of Diamondhead
5000 Diamondhead Circle
Diamondhead, MS 39525
Phone 228-222-4626 Ext. 1800



From: Toni Wilson <twilson@dwsd.us>

Sent: Thursday, June 18, 2020 3:26 PM

To: Jeannie Klein <Jklein@diamondhead.ms.gov>

Cc: Michael J. Reso <mreso@diamondhead.ms.gov>; 'Derek Cusick' <dcusick@tseclaw.com>; dcarden@dwsd.us;

tricia@boyceholleman.com

Subject: RE: Public Records Requests

Good afternoon Jeannie,

Attached are the completed cost estimates for your submitted public records requests of 6/9/20 and 6/18/20. The total cost to research, generate all requested records in .pdf format, legal review of requests, and data file cost is \$919.80.

Even though the second request was just received today, I went ahead and included the cost estimate for that also.

Once payment has been received, we will proceed with the records request.

Thank you,

Toni F. Wilson
Comptroller
Diamondhead Water & Sewer District
4425 Park Ten Drive
Diamondhead, MS 39525
(228) 255-5813 ext.224
www.dwsd.us



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From: Jeannie Klein [<mailto:Jklein@diamondhead.ms.gov>]
Sent: Thursday, June 18, 2020 10:28 AM
To: Toni Wilson <twilson@dwsd.us>
Cc: Michael J. Reso <mreso@diamondhead.ms.gov>; Derek Cusick <dcusick@tseclaw.com>
Subject: Supplemental Public Records Request

Hi Toni:

Attached is a supplemental request for public records. Please attached request for the most recent audited complete financial statement including notes and schedules.

Thank you.

Jeannie Klein
City Clerk

City of Diamondhead
5000 Diamondhead Circle

Diamondhead, MS 39525
Phone 228-222-4626 Ext. 1800

