

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
July 8, 2021 – 6:00PM
City Hall, Diamondhead, MS 39525

1. **PRESENT:** Chairman John Kirschenbaum, Vice-Chairman David Boan, Secretary/Treasurer Ben Taylor, and Commissioner Bryon Griffith.

ABSENT: None.

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.**

Motion by Commissioner Griffith, second by Commissioner Boan to amend the agenda to add Item 9.2 for a motion to approve contracts for Seymour Engineering and Digital Engineering. Motion carried unanimously.

3. **Public Comments.** None.

4. **Minutes.**

Agenda Items numbered 4.1 – 4.3 have been placed on the Consent Agenda, same appearing to be routine, non-controversial matters on which all commissioners are likely to agree.

Motion by Commissioner Boan, second by Commissioner Taylor to approve Items numbered 4.1. – 4.3. Motion carried unanimously.

4.1. Motion to approve the minutes for the Regular Meeting held on June 10, 2021.(Attachment A).

4.2. Motion to approve the minutes for the Special Meeting held on June 17, 2021.(Attachment B).

4.3. Motion to approve the minutes for the Emergency Meeting held on June 17, 2021.(Attachment C)

5. **General Manager's Report.**

5.1. Update of Recent Events & Projects.

5.1.A. District's insurance carrier performed their annual Worker's Compensation Audit in April. The District received a refund of \$1,801.34.

5.1.B. On June 19, 2021 Tropical Storm Claudette made landfall with a documented 11.83 inches of rainfall in less than 8 hours. The District's systems functioned properly and were monitored closely throughout the storm. The Treatment Plant received over 6 million gallons on Saturday with the normal daily average being 1 million or less. All District equipment functioned throughout the event without failure. The area has received over 20 inches of rain in the last 17 days, with over 65 inches since January 1.

5.1.C. The Water Tank Project design phase is approximately 51% complete with a construction planning meeting scheduled for July 15, 2021.

5.1.D. The Sewer Model Project is on schedule. The design phase is approximately 50% complete. A progress meeting is scheduled for July 14, 2021.

5.1.E. The District has installed 3 new residential connections since the last board meeting for a total of 43 since January 1.

5.1.F. The District has installed 12 new sewer cleanouts since the last board meeting.

5.1.G. The Lift Station #16 Pump Replacement Project is scheduled to begin in approximately two weeks and last about two or three days.

5.1.H. The District has performed 7 water service line repairs, 3 sewer lateral repairs, and 5 sewer backups since the last board meeting.

5.1.I. The recent rain events have caused catastrophic damage to the drainage ditch on Kolo Court. The damages are so extreme that recent repairs are unrecognizable. Copies of photos of the Kolo Court drainage ditch are attached as Exhibit "A".

5.1.J. The District Comptroller and staff have worked with DocuFree document imaging to remove and begin processing of nearly 1 million documents from storage.

6. Construction / Engineering Projects.

6.1. Water Main Improvements-Phase I Project (Southeast Water Improvements-Hilo).

6.1.A. Motion by Commissioner Boan, second by Commissioner Taylor to accept the overall best project bid from DNA Underground in the amount of \$1,050,705.00 as recommended by Seymour Engineering and to authorize the Chairman to execute contract for same. Motion carried unanimously. (Attachment D).

Mark Seymour with Seymour Engineering provided a project update for the Board.

6.2. Sanitary Sewer Model Project.

6.2.A. Motion by Commissioner Griffith, second by Commissioner Taylor to approve Seymour Engineering Invoice# 8150 in the amount of \$46,000.00 for the time period of May 22, 2021 through June 25, 2021, leaving a remaining balance of \$115,000.00 on this project. Motion carried unanimously. (Attachment E).

6.3. Water System Rehab-Phase I Project (New Water Tower).

6.3.A. Motion by Commissioner Griffith, second by Commissioner Boan to approve Digital Engineering Invoice# 728-1312-03 in the amount of \$31,140.00 for the time period of May 30, 2021 through June 26, 2021, leaving a remaining balance of \$193,680.00 on this contract. Motion carried unanimously. (Attachment F).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Boan to approve the Docket of Claims in the amount of \$154,807.51. Motion carried unanimously. (Attachment G).

7.1.B. Unapproved Docket of Claims. (Attachment H)

7.1.C. Treasurer's Report – 6/30/2021 (Attachment I)

7.1.D. Revenue & Expense Report – 6/30/2021 (Attachment J)

During the financial report, the District Comptroller provided additional financial information to the Board: (1) Response to the Board question at the last meeting, that no water & sewer District has been provided any funding from Fema Disaster 4528, Covid-19; (2) Dr. Barfield with MSU is currently working on the 2021 Rate Study and is scheduled to provide an update of his report to the Board at the August 12, 2021 meeting; and (3) S&P Global has increased the District's credit rating from an "A" to an "A+" explaining this is a direct result of the financial management and stability along with the long term capital improvement planning that the District has undertaken.

7.2. Motion by Commissioner Boan, second by Commissioner Griffith to discuss a revised DWSD Rate & Fee Schedule, Page 2, for the cost of a separate irrigation meter to be determined at the actual cost to the District on a case-by-case basis and authorized by the General Manager, as attached hereto. No action taken.

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

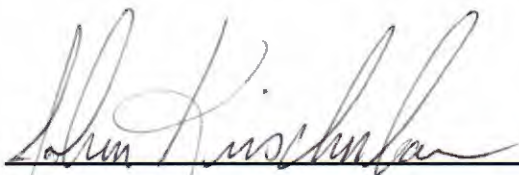
9.1. Motion by Commissioner Griffith, second by Commissioner Boan to discuss the location and time of the regularly scheduled monthly Board Meetings. No action taken.

9.2. Motion by Commissioner Taylor, second by Commissioner Griffith to approve contracts with Seymour Engineering and Digital Engineering subject to Board approval by Tuesday, July 13, 2021 and to be executed by the Chairman on Thursday, July 15, 2021 upon legal approval. Motion carried unanimously.

10. Motion by Commissioner Griffith, second by Commissioner Boan to Adjourn at 7:01pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for August 12, 2021 at 6:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

8-12-21
Date