

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
August 12, 2021 – 6:00pm
City Hall Council Chambers – Diamondhead, MS

1. **Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman David Boan(by phone), 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 6:06. The public was duly notified in compliance with the District's open meeting policy.

2. **Approve Agenda.**

Motion by Commissioner Griffith, second by Commissioner Taylor to amend the agenda to add Item 9.8 to discuss and/or approve a change to the Board Meeting schedule. Motion carried unanimously as amended.

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the minutes for the Regular Meeting held on July 8, 2021. Motion carried unanimously. (Attachment A).

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

- 5.1. **Update of Recent Events & Projects.**

5.1.A. A documented 83.01 inches of rainfall has occurred between January 1, 2021 through August 11, 2021.

5.1.B. The pipe and materials for the Southeast Water Main Improvements Project are expected to arrive the week of August 16, 2021. Utility locates have been called in and the contractor is expected to mobilize and commence construction the week of August 23, 2021. The contractor plans to begin at the intersection of Hilo Street and Diamondhead Drive East and moving towards the direction of Maui Circle. Seymour Engineering has reviewed the City of Diamondhead's drawings for the drainage improvements in that area and the contractor has confirmed that DWSD will be a minimum of 4' – 5' below the new storm drain piping.

5.1.C. The design phase of the new Water System Rehab-Phase I (Water Tower) Project is approximately 67.65% complete. A construction plan meeting is scheduled for August 19, 2021.

5.1.D. The Sanitary Sewer Model Project is approximately 70% complete.

5.1.E. The District has installed 12 new residential connections and 8 new sewer cleanouts since the last Board Meeting. In addition the District has made 10 water service line repairs, 8 sewer main repairs (two of which, due to the depth, were contracted to Mitchell Construction and Gulf Coast Underground.

5.1.F. The District has experienced delays in shipping of materials for the Lift Station #16-Sewer Pump Replacement Project. The work is scheduled to begin on August 16, 2021 and is expected to be completed by August 19, 2021.

5.1.G. The condition of the drainage ditch on Kolo Court continues to deteriorate quickly. Previous efforts to mitigate the damage to District infrastructure pending corrective work by the City has failed. Direction is needed regarding how to address the immediate need for repair with the City.

5.1.H. All three abandonment of easement requests on the agenda are of no future need to the District and all three are recommended to be abandoned.

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Taylor, second by Commissioner Boan to spread upon the minutes the DNA Underground contract approved by the Board on July 8, 2021. Motion carried unanimously. (Attachment B).

6.2. Sanitary Sewer Model Project.

6.2.A. Mark Seymour and Sarah McLellan with Seymour Engineering provided a project update to the Board. The model has been completed and Seymour Engineering will run various simulations over the next couple of weeks. A compilation and report with 100% completion is scheduled to be provided to the Board at the September 9, 2021 meeting.

6.2.B. Motion by Commissioner Griffith, second by Commissioner Taylor to approve Seymour Engineering Invoice# 8197 in the amount of \$46,000.00 for the time period of June 26, 2021 through July 23, 2021, leaving a remaining balance of \$69,000.00 on this contract. AYE: Griffith, Taylor, Kirschenbaum, & Boan. NAY: None. Motion carried unanimously. (Attachment C).

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

6.3.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1312-04 in the amount of \$31,140.00 for the time period of June 27, 2021 through July 31, 2021, leaving a remaining balance of \$162,540.00 on this contract. AYE: Taylor, Griffith, Boan, & Kirschenbaum. NAY: None. Motion carried unanimously. (Attachment D).

6.4. Water System Rehab-Phase II Project

6.4.A. Motion by Commissioner Griffith, second by Commissioner Taylor to spread upon the minutes the Digital Engineering contract approved by the Board on July 8, 2021. Motion carried unanimously. (Attachment E).

6.5. Water System Rehab-Phase III Project

6.5.A. Motion by Commissioner Taylor, second by Commissioner Boan to spread upon the minutes the Seymour Engineering contract approved by the Board on July 8, 2021. Motion carried unanimously. (Attachment F).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the Docket of Claims in the amount of \$149,437.79. AYE: Taylor, Griffith, Boan, & Kirschenbaum. NAY: None. Motion carried unanimously. (Attachment G).

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

7.1.C. Treasurer's Report – 7/31/2021 (Attachment I)

7.1.D. Revenue & Expense Report – 7/31/2021 (Attachment J)

7.2. Presentation of the 2021 Rate Study by Dr. Alan Barefield with MS State University.

7.2.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the 2021 Rate Study as presented with a caveat that an annual rate study will be performed. AYE: Taylor, Griffith, Kirschenbaum, & Boan. NAY: None. Motion carried unanimously. (Attachment K).

7.3. District Comptroller presented the 2021/2022 Financial Budget and 5-Year CIP Plan.

7.3.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the 2021/2022 Financial Budget with 5-Year CIP Plan as presented. AYE: Taylor, Griffith, Kirschenbaum, & Boan. NAY: None. Motion carried unanimously. (Attachment L).

7.4. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the Wright, Ward, Hatten, & Guel Audit Engagement Letter for the FY20/21 Annual Audit at a not to exceed rate of \$13,250.00, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment M)

8. Old Business. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Taylor, second by Commissioner Boan to approve the Op La Way emergency sewer manhole rehab of MH#6-12 performed by DNA Underground in the amount of \$4,410.00, in accordance with the State of MS Purchase Law §31-7-1(f), Page 14-15, Section K. Motion carried with Griffith abstaining. (Attachment N).

9.2. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the emergency sewer pipe relining of MH#6-12 at 8487 Op La Way performed by Mitchell Contracting in the amount of \$28,750.00, in accordance with the State of MS Purchase Law §31-7-1(f), Page 14-15, Section K. Motion carried unanimously. (Attachment O).

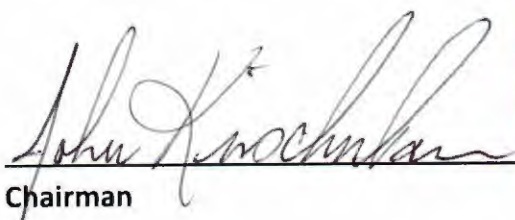
9.3. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the abandonment of utilities easement for new construction on property located at 691 Apona Street, Phase 2, Unit 5, Block 9, between Lots 117 & 118, per the Diamondhead Water &

Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment P).

- 9.4. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the abandonment of utilities easement for new construction on property located on Lola Drive, Phase 2, Unit 11, Block 5, between Lots 29 & 30, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment Q).
- 9.5. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the abandonment of utilities easement for new construction on property located 9418 Kamehameha Place, Phase 2, Unit 6, Block 9, between Lots 11 & 12, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously (Attachment R).
- 9.6. Motion by Commissioner Taylor, second by Commissioner Griffith to adopt Resolution of the Diamondhead Water & Sewer District requesting the City Council for the City of Diamondhead, Mississippi, make appointments to the Board of Commissioners of said District. AYE: Taylor, Griffith, Boan, & Kirschenbaum. NAY: None. Motion carried unanimously. (Attachment S)
- 9.7. Motion by Commissioner Taylor, second by Commissioner Griffith to discuss District Personnel Policy #P-2021-001, Paid Time Off (PTO) to replace District Personnel Vacation Policy#P-001 and Sick Policy #P-002, as attached hereto. Motion failed due to lack of action.
- 9.8. Motion by Commissioner Griffith, second by Commissioner Taylor to approve moving the monthly Board Meetings from once to twice per month to be held on the second and fourth Thursday of each month at 4:00pm inside City Hall Council Chambers. Motion approved unanimously.

The next meeting of the Board of Commissioners is scheduled for August 26, 2021 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.

10. Motion to Adjourn at 8:14pm. Motion by Commissioner Griffith, second by Commissioner Taylor to adjourn. Motion carried unanimously.


Chairman



9-9-2021
Date