

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

**September 9, 2021 – 4:00PM**

Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS

1. **Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman David Boan (by phone), Secretary/Treasurer Ben Taylor (by phone), and Commissioner Bryon Griffith.

**Absent:** None.

The presence of a quorum was noted and the meeting was called to order at 4:02pm. 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 approve the agenda. Motion carried unanimously.**

3. **Public Comments.** None.

4. **Minutes.**

**4.1. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the minutes for the Regular Meeting held on August 12, 2021. Motion carried unanimously. (Attachment A).**

**4.2. Motion by Commissioner Boan, second by Commissioner Taylor to approve the minutes for the Regular Meeting held on August 26, 2021. Motion carried unanimously. (Attachment B).**

5. **General Manager's Report given by Joe Higginbotham.**

**5.1. Current Events.**

**5.1.A.** For a three day time period commencing August 29, 2021, Hurricane Ida caused over 13" of rain to fall on Diamondhead. Personnel remained at the facilities throughout the duration of the storm and reported that all District systems remained functional while never losing power. Well No. 1's motor was damaged as a result of power surges and has been sent off to be repaired. A temporary unit is in place for use during the rebuild period.

**5.1.B.** The District has installed 2 new connections, installed 2 cleanouts, repaired 2 backups, repaired 3 laterals, repaired sewer main at Lift Station #10, and repaired 2 service lines during the last two weeks.

**5.1.C.** The District temporarily repaired the sewer main drainage issue on Kolo Court.

**5.1.D.** As a result of Hurricane Ida, the District's WWTF treated approximately 4 mg/d on August 29, 2021, approximately 6 mg/d on August 30, 2021, and approximately 5 mg/d on August 31, 2021, bringing the average mg/d flow of effluent during the month of August to approximately 1.5 mg/d.

5.2. Mark Seymour with Seymour Engineering provided project updates.

5.2.A. The Water Main Improvements Project (Hilo) boring subcontractor is out of Louisiana; therefore causing a week delay due to Hurricane Ida. The contractor will mobilize on September 14, 2021. Customers will be notified and signage will be placed on September 10, 2021. Construction is expected to begin the week of September 20, 2021.

5.2.B. The Sewer Model Project is being finalized. Software issues have caused a short delay; however, we expect to have this resolved in approximately one week and have the final project presentation at the September 23, 2021 meeting.

5.2.C. The Water Main System Rehab Phase 3 Project advertisement for bid is awaiting final review from the General Manager and will be advertised upon final approval. The topographic survey is also being finalized for this project.

5.3. Christina Shurley with Digital Engineering provided project updates.

5.3.A. The New Water Tower site plan has been review by the General Manager and comments are being addressed now. The project electrical engineer is out of New Orleans; therefore, the electrical drawings have been delayed due to Hurricane Ida. Final electrical drawings are expected September 10, 2021. Drawings should be ready the week of September 13, 2021 for final review. The advertisement for bids will be on the next Board Meeting for approval.

5.3.B. The Water Main System Rehab Phase 2 Project topographic surveys being done by Seymour Engineering are currently underway and will be provided to Digital upon completion. The project preliminary design is on schedule and should be ready for final review by the General Manager in the near future so that the advertisement for bids will be able to go out either the end of September or early October.

## 6. Construction / Engineering Projects.

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

6.1.A. None.

6.2. **Sanitary Sewer Model Project.**

**6.2.A. Motion by Commissioner Griffith, second by Commissioner Boan to approve Seymour Engineering Invoice#8254 in the amount of \$19,000.00 for the time period of July 24, 2021 through August 20, 2021, leaving a remaining balance of \$20,000.00 on this contract. Motion carried unanimously. (Attachment C).**

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



**6.3.A. Motion by Commissioner Boan, second by Commissioner Taylor to approve Digital Engineering Invoice# 728-1312-05 in the amount of \$21,140.00 for the time period of August 1, 2021 through August 28, 2021, leaving a remaining balance of \$141,400.00 on this contract. Motion carried unanimously. (Attachment D).**

**6.4. Water System Rehab-Phase II Project**

**6.4.A. Motion by Commissioner Griffith, second by Commissioner Boan to approve Digital Engineering Invoice# 728-1313-01 in the amount of \$7,425.00 for the time period of June 27, 2021 through July 31, 2021, leaving a remaining balance of \$574,775.00 on this contract. Motion carried unanimously. (Attachment E).**

**6.4.B. Motion by Commissioner Boan, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1313-02 in the amount of \$18,525.00 for the time period of August 1, 2021 through August 28, 2021, leaving a remaining balance of \$556,250.00 on this contract. Motion carried unanimously. (Attachment F).**

**6.5. Water System Rehab-Phase III Project**

**6.5.A. Motion by Commissioner Griffith, second by Commissioner Taylor to approve Seymour Engineering Invoice# 8196 in the amount of \$17,500.00 for the time period of July 19, 2021 through August 4, 2021, leaving a remaining balance of \$572,500.00 on this contract. Motion carried unanimously. (Attachment G).**

**6.5.B. Motion by Commissioner Boan, second by Commissioner Griffith to approve Seymour Engineering Invoice# 8253 in the amount of \$17,500.00 for the time period of August 5, 2021 through August 20, 2021, leaving a remaining balance of \$555,000.00 on this contract. Motion carried unanimously. (Attachment H).**

**7. Financial.**

**7.1. Docket of Claims & Financial Reports.**

**7.1.A. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$139,074.56. Motion carried unanimously. (Attachment I).**

**7.1.B. Unapproved Docket of Claims. (Attachment J).**

**7.1.C. Treasurer's Report – 8/31/2021 (Attachment K).**

**7.1.D. Revenue & Expense Report – 8/31/2021 (Attachment L).**

**7.1.E. Motion by Commissioner Griffith, second by Commissioner Boan to approve amended 2020/2021 CIP to move project spending funded by Bond Proceeds for project engineering work started in FY 2020/2021, as attached hereto. Motion carried unanimously. (Attachment M).**

**8. Old Business.**

**8.1. None.**

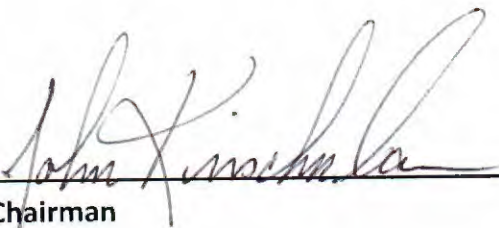
9. New Business/Discussion Items.

9.1. None.

10. Adjourn. Motion by Commissioner Griffith, second by Commissioner Boan to adjourn at 4:25pm.  
Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for September 23, 2021 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
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Chairman

9-23-21  
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Date