

**DIAMONDHEAD WATER AND SEWER DISTRICT**  
**REGULAR MEETING MINUTES**  
**September 23, 2021 – 4:00pm**  
CITY HALL, 5000 DIAMONDHEAD CIRCLE, DIAMONDHEAD, MS 39525

1. **Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman David Boan, Secretary/Treasurer Ben Taylor, Commissioner Bryon Griffith, and Commissioner Mark Beisecker.  
**Absent:** None.  
The presence of a quorum was noted and the meeting was called to order at 4:00pm. 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 approve the agenda. Motion carried unanimously.*
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 September 9, 2021. Motion carried unanimously. (Attachment A).*
5. **General Manager's Report.**
  - 5.1. **Update of Projects & Recent Events.**
    - 5.1.A. There have been no new cases of COVID-19 within District personnel.
    - 5.1.B. On September 23, 2021 the Southeast Water Main Replacement Project contractor will have a road closure on Diamondhead Drive East at Hilo Street for the first point where the connections will be made.
    - 5.1.C. The Elevated Water Tank Project is ready to advertise for bid.
    - 5.1.D. The Sanitary Sewer Model Project is being hydraulically tested by Seymour Engineering and is expected to be presented at the next meeting.
    - 5.1.E. The District has installed 6 new residential connections, 4 new sewer cleanouts, performed 5 water service line repairs, 2 sewer lateral repairs, 3 sewer backup repairs, and 5 after hour emergency calls since the last board meeting.
    - 5.1.F. The Lift Station #16 Sewer Pump Replacement Project is underway and expected to be completed by September 27, 2021.
    - 5.1.G. The pipe supports and the culvert over the sewer pipe at the Kolo Court drainage ditch are holding steady and are working to assist in prevention of damages to the District's sewer pipe. These are temporary measures in an attempt to prevent sewer main damage from the eroding ditch bank collapse.

**5.2. Water Tank Project Update.**

Bruce Newton with Digital Engineering presented an update on the Elevated Water Tank Project. The project bid advertisement is ready for Board consideration and if approved, will proceed to be advertised beginning on September 29, 2021. A pre-bid conference is scheduled for 10:00am on October 11, 2021. The bid deadline is scheduled for October 27, 2021 with opening of the bids at the October 28, 2021 Board Meeting. The project is projected to take approximately 450 days to complete.

**6. Construction / Engineering Projects.**

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

**6.1A. Motion by Commissioner Boan, second by Commissioner Beisecker to authorize Digital Engineering to proceed with advertising to bid for construction of the Elevated Water Tank Project, as attached hereto. Motion carried unanimously. (Attachment B).**

**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 \$47,881.45. Motion carried unanimously. (Attachment C)**

**7.1.B. Motion by Commissioner Griffith, second by Commissioner Boan to approve the FY21/22 Rate & Fee Schedule in accordance with the Board approved 2021 Rate Study on August 12, 2021, with no changes in rates or fees, as attached hereto. Motion carried unanimously. (Attachment D).**

**8. Old Business.**

**8.1. None.**

**9. New Business/Discussion Items.**

**9.1. Motion by Commissioner Boan, second by Commissioner Griffith to approve the attendance of Board Commissioner, Mark Beisecker, to a Board Management Training Webinar on October 25, 2021 at a cost of \$115.00 to the District. Motion carried unanimously. (Attachment E).**

**9.2. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the Hancock Whitney Resolution for the addition of signatory authority to Board Commissioner, Mark Beisecker on all Hancock Whitney bank accounts. Motion carried unanimously.**

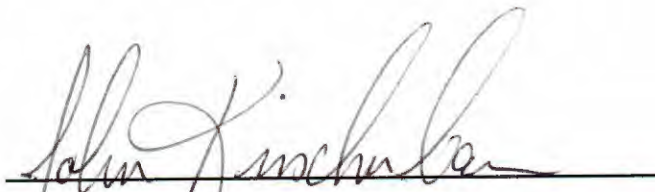
**9.3. Motion by Commissioner Boan, second by Commissioner Griffith to approve the appointment of the following Diamondhead Water & Sewer District Board of Commissioner Officer positions for Fiscal Year 21/22, effective October 1, 2021 through September 30, 2022 as follows: Chairman John Kirschenbaum, Vice-Chairman Bryon Griffith, Treasurer Ben Taylor. AYE: Kirschenbaum, Boan, Taylor, Griffith, and Beisecker. NAY: None. Motion carried unanimously.**



- 9.4. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the renewal of Pro Computers IT Support Agreement for a one (1) year period to commence on October 1, 2021 and expire September 30, 2022 in the amount of \$1,480 per month, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment F).
- 9.5. Motion by Commissioner Boan, second by Commissioner Griffith to approve the renewal of Capitol Resources Agreement for a one (1) year period to commence on October 1, 2021 and expire September 30, 2022 in the amount of \$ 4,000.00 per month, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment G).
10. Motion by Commissioner Boan, second by Commissioner Griffith to adjourn at 4:52pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for October 14, 2021 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

10-14-21  
Date