

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

October 14, 2021 – 4:00pm

City Hall Council Chambers, 5000 Diamondhead Circle

1. **Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman Bryon Griffith, Treasurer Ben Taylor, Commissioner Mark Beisecker, and Commissioner Louis Ertel.
Absent: None.
2. **Approve Agenda.**
Motion by Commissioner Griffith, second by Commissioner Beisecker 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 23, 2021. Motion carried with Commissioner Ertel abstaining. (Attachment A).*
5. **General Manager's Report.**
 - 5.1. **Update of Recent Events & Projects.**
 - 5.1.A. The District has no new reported COVID-19 cases.
 - 5.1.B. The Southeast Water Main Replacement Project boring contractor is approximately 20% complete with the horizontal directional drilling portion of the new water main. Material delays are being experienced. On October 7, 2021, a "shock wave" occurred as a result of the contractor shutting off the main valves during construction too quickly resulting in breaks on Hilo Street and Hilo Place. The District immediately responded and lines were repaired. Service was restored to all customers within a few hours. Precautionary boil water notices were passed out to all effected customers. When the boil order was lifted on October 9, 2021, notices were passed out to all effected customers.
 - 5.1.C. The New Water Tank Project has advertised for bid. The deadline for bids to be received is October 27, 2021. Bids will be opened at the Board Meeting on October 28, 2021.
 - 5.1.D. The District installed 1 new water service, 1 new fire hydrant, 4 new sewer cleanouts, performed 1 after hours water service leak repair, and 2 after hour sewer backups since the last Board meeting.
 - 5.1.E. The Lift Station #16 Sewer Pump Replacement Project was completed on September 24, 2021.
 - 5.1.F. The temporary measures installed to help protect District infrastructure placed by the District at the Kolo Court drainage ditch are holding steady.

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve DNA Underground Pay App #1 in the amount of \$29,714.40 for the time period of August 9, 2021 through September 25, 2021, leaving a remaining balance of \$1,020,990.60 on this contract. Motion carried unanimously. (Attachment B).

6.2. Sanitary Sewer Model Project.

6.2.A. Bobby Weaver with Seymour Engineering provided a report on the status of the Sewer Model Project.

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

6.3.A. Motion by Commissioner Griffith, second by Commissioner Beisecker to approve Digital Engineering Invoice# 728-1312-06 in the amount of \$38,700.00 for the time period of August 29, 2021 through October 2, 2021, leaving a remaining balance of \$102,700.00 on this contract. Motion carried unanimously. (Attachment C).

6.4. Water System Rehab-Phase II Project.

6.4.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1313-03 in the amount of \$35,975.00 for the time period of August 29, 2021 through October 2, 2021, leaving a remaining balance of \$520,275.00 on this contract. Motion carried unanimously. (Attachment D).

6.5. Water System Rehab-Phase III Project.

6.5.A. Motion by Commissioner Griffith, second by Commissioner Taylor to approve Seymour Engineering Invoice# 8289 in the amount of \$14,000.00 for the time period of August 21, 2021 through September 15, 2021, leaving a remaining balance of \$541,000.00 on this contract. Motion carried unanimously. (Attachment E).

6.6. Miscellaneous Engineering Projects.

6.6.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1310-50 in the amount of \$640.00 for the time period of August 29, 2021 through October 2, 2021 for Plan Review of Beehive Assisted Living Project, leaving a remaining balance of \$26,943.75 on the Master Services Agreement. Motion carried unanimously. (Attachment F).

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 \$238,975.77. Motion carried unanimously. (Attachment G).

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

7.1.C. Treasurer's Report – 9/30/2021. (Attachment I).

7.1.D. Revenue/Expense Report – 9/30/2021. (Attachment J).

- 7.2. Motion by Commissioner Taylor, second by Commissioner Griffith to discuss current cost of water & sewer connection fees. Motion carried unanimously.

General Manager and Comptroller provided a current average cost of water & sewer connection fees. Board Commissioners and Legal Counsel provided various discussion points. Board requested more refined cost detail fee ranges for further discussion.

8. Old Business.

- 8.1. Motion by Commissioner Griffith, second by Commissioner Taylor to spread upon the minutes the executed Pro Computers Agreement approved by the Board on September 23, 2021. Motion carried with Commissioner Ertel abstaining. (Attachment K).
- 8.2. Motion by Commissioner Taylor, second by Commissioner Beisecker to spread upon the minutes the executed Capitol Resources Agreement approved by the Board on September 23, 2021. Motion carried with Commissioner Ertel abstaining. (Attachment L).

9. New Business/Discussion Items.

- 9.1. Motion by Commissioner Griffith, second by Commissioner Beisecker to approve the abandonment of utilities easement for new construction on property located at 34 Devil's Elbow, Phase 2, between Lots 33 & 34, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment M).
- 9.2. Motion by Commissioner Griffith, second by Commissioner Beisecker to approve the Hancock Whitney Resolution for the addition of signatory authority to Board Commissioner, Louis Ertel on all Hancock Whitney bank accounts. Motion carried with Ertel abstaining.
- 9.3. Motion by Commissioner Taylor, second by Commissioner Griffith to change both the November 11, 2021 Board Meeting and the November 25, 2021 to November 18, 2021 due to the Veterans Day and the Thanksgiving Holidays. Motion carried unanimously.
- 9.4. Motion by Commissioner Griffith, second by Commissioner Beisecker to appoint David Carden as the designated MEMA Disaster Applicant Agent for FIPS#045-01FE3-00, effective immediately. Motion carried unanimously.
- 9.5. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the revised District Policy #D-2021-011, Sewer Request for Credit, as attached hereto. Motion carried unanimously. (Attachment N).
- 9.6. Motion by Commissioner Taylor, second by Commissioner Beisecker to approve the emergency sewer manhole improvements at 104227 Bayou Drive performed by DNA Underground in the amount of \$6,500.00, in accordance with the State of MS Purchase Law §31-7-1(f), Page 14-15, Section K. Motion carried unanimously. (Attachment O).

- 9.7. Motion by Commissioner Griffith, second by Commissioner Ertel to approve the emergency service from Thompson Brothers Drilling of Well#1 pump motor during emergency pump rebuild due to Hurricane Ida damages, in the amount of \$5,199.20, in accordance with the State of MS Purchase Law §31-7-1(f), Page 14-15, Section K. Motion carried unanimously. (Attachment P).
- 9.8. Motion by Commissioner Taylor, second by Commissioner Ertel to approve Jani-King commercial cleaning agreement for a term of three (3) years in the amount of \$300.00 per month with a one-time initial cleaning fee of \$195.00 to perform weekly cleaning services at the Administration Building, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment Q).
10. Motion by Commissioner Griffith, second by Commissioner Taylor to Adjourn at 5:06pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for October 28, 2021 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



John Kischel
Chairman

10-28-21
Date