

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
November 18, 2021 – 4:00pm
City Hall Council Chambers, Diamondhead, MS 39525

1. **Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman Bryon Griffith, Treasurer Ben Taylor, Commissioner Mark Beisecker, and Commissioner Louis Ertel.

Absent: None.

The presence of a quorum was noted and the meeting was called to order at 4:05pm. The public was duly notified in compliance with the District's open meeting policy.

2. **Approve Agenda.**

Motion by Commissioner Kirschenbaum, second by Commissioner Griffith to amend the agenda to add Item 8.2. to discuss connection fee review committee recommendation. Motion carried unanimously as amended.

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Taylor, second by Commissioner Ertel to approve the minutes for the Regular Meeting held on October 28, 2021. Motion carried unanimously. (Attachment A).

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

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

5.1.A. The District has reported no new cases of COVID19.

5.1.B. The Southeast Water Main Replacement Project contractor continues the installation of the horizontal directional drilling on Hilo Way, Hilo Street, and Maui Street. Fire hydrants have an expected shipment date of December 10, 2021.

5.1.C. The Elevated Water Tank Project bids have been reviewed by Digital Engineering, District Management, and Legal Counsel. A recommendation has been made to award this project to Chicago Bridge and Iron.

5.1.D. The Sewer Model Project flow meters have been installed throughout the sanitary sewer collection system to provide much needed additional flow data for this project.

5.1.E. The District installed 2 new water connections, 5 new fire hydrants, 7 new sewer cleanouts, set 47 sewer cleanout covers and castings, performed 2 water service repairs, and 4 sewer backups since the last Board meeting.

5.1.F. The temporary measures implemented by the District at the Kolo Court drainage ditch to prevent sewer main damage caused by the erosion of the ditch bank is continuing to hold.

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Beisecker, second by Commissioner Taylor to approve DNA Underground Pay App#2 in the amount of \$65,970.00 for the time period of September 26, 2021 through October 20, 2021, leaving a remaining balance of \$955,020.00 on this contract. Motion carried unanimously. (Attachment B).

6.1.B. Motion by Commissioner Griffith, second by Commissioner Beisecker to approve Seymour Engineering Invoice# 8317 in the amount of \$10,605.00 for the time period of September 9, 2021 through October 15, 2021, leaving a remaining balance of \$63,405.00 on this contract. Motion carried unanimously. (Attachment C).

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

6.2.A. Motion by Commissioner Ertel, second by Commissioner Griffith to approve the lowest and best overall bid from CB&I Tank Solutions in the amount of \$3,533,000.00 as recommended by Digital Engineering and to authorize the Chairman to execute contract for same. Motion carried unanimously. (Attachment D).

6.2.B. Motion by Commissioner Taylor, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1312-07 in the amount of \$11,250.00 for the time period of October 3, 2021 through October 30, 2021, leaving a remaining balance of \$91,450.00 on this contract. Motion carried unanimously. (Attachment E).

6.3. Water System Rehab-Phase II Project.

6.3.A. Motion by Commissioner Griffith, second by Commissioner Beisecker to approve Digital Engineering Invoice# 728-1313-04 in the amount of \$56,585.00 for the time period of October 3, 2021 through October 30, 2021, leaving a remaining balance of \$463,690.00 on this contract. Motion carried unanimously. (Attachment F).

6.4. Water System Rehab-Phase III Project.

6.4.A. Motion by Commissioner Griffith, second by Commissioner Ertel to approve Seymour Engineering Invoice# 8316 in the amount of \$43,000.00 for the time period of September 16, 2021 through October 14, 2021, leaving a remaining balance of \$498,000.00 on this contract. Motion carried unanimously. (Attachment G).

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 \$258,151.28. Motion carried unanimously. (Attachment H).

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

7.1.C. Treasurer's Report – 10/31/2021. (Attachment J).

7.1.D. Revenue & Expense Report – 10/31/2021. (Attachment K).

7.2. Presentation by James Moody with BXS Insurance of the 2022 Employee Insurance Renewal.

7.2.A. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the 2022 Employee Insurance Renewal as presented and recommended by BXS Insurance, as attached hereto. Motion carried unanimously. (Attachment L).

7.3. Motion by Commissioner Griffith, second by Commissioner Ertel to approve revised FY 2021/2022 Budget with Capital Improvement Plan changes only, as attached hereto. Motion carried unanimously. (Attachment M).

8. Old Business.

8.1. Motion by Commissioner Ertel, second by Commissioner Beisecker to spread upon the minutes the executed Delta Directional Settlement & Release that was approved by the Board on October 28, 2021. Motion carried unanimously. (Attachment N).

8.2. Motion by Commissioner Taylor, second by Commissioner Ertel to discuss connection fees as recommended by the Connection Fee Review Committee. Motion carried unanimously.

Commissioner Ertel informed the Board that the Connection Fee Review Committee met and after further research have recommended that no changes to the connection fees should be made at this time. The Board of Commissioners agreed with the Connection Fee Review Committee to leave the current fee structure in place.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffith, second by Commissioner Taylor to authorize the closing of District offices on November 26, 2021 in further observance of the Thanksgiving Holiday, and December 23, 2021 in further observance of the Christmas Holiday as proclaimed by the Governor on October 22, 2021, pursuant to Miss. Code Ann. § 3-3-7. Motion carried unanimously. (Attachment O).

9.2. Motion by Commissioner Ertel, second by Commissioner Beisecker to change both the December 9, 2021 Board Meeting and the December 23, 2021 Board Meeting to December 16, 2021 due to the Christmas Holiday. Motion carried unanimously.

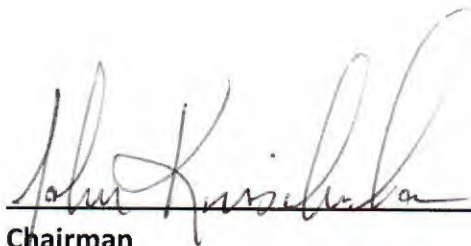
9.3. Motion by Commissioner Taylor, second by Commissioner Griffith to approve the abandonment of utilities easement for new construction on property located at 6529 Kiko Street, Phase 2, Unit 10, Block 19, between Lats 14 & 15, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment P).

9.4. Motion by Commissioner Beisecker, second by Commissioner Ertel to create a Review Committee to include: Chairman Kirschenbaum, Treasurer Taylor, the General Manager, and the Comptroller for the purpose of reviewing the current District Paid Leave Personnel Policies and to return with a recommendation to the full Board for consideration. Motion carried unanimously.

10. Motion by Commissioner Griffith, second by Commissioner Ertel to Adjourn at 4:46pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for December 16, 2021 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

12-16-21
Date