

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

December 16, 2021 – 4:00pm

Diamondhead 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 4:06pm. The public was duly notified in compliance with the District's open meeting policy.

2. **Approve Agenda.**

Motion by Commissioner Griffith, second by Commissioner Ertel to approve the agenda. Motion carried unanimously.

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Taylor, second by Commissioner Beisecker to approve the minutes for the Regular Meeting held on November 18, 2021. Motion carried unanimously. (Attachment A.)

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

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

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

5.1.B. The Southeast Water Main Replacement Project contractor has received all fittings and valves with the exception of the fire hydrants, which is scheduled to ship on December 22, 2021. The contractor is scheduled to perform the open cut installation beginning on December 27, 2021, along Hilo Street and proceed North. The horizontal directional drilling portion of the work is 85% complete. Due to the holiday schedule, the contractor will do only minor work the week of December 20, 2021 and will not perform any work on December 23, 2021 or December 24, 2021.

On Tuesday, December 14, 2021 the City of Diamondhead contractor was performing a storm culvert replacement project on Hilo Street which caused a temporary closures and water main shutdown for residents along that section. District staff coordinated with contractors and provided oversight to ensure specifications were met. Water services were restored that same day and the District lifted the precautionary boil order today, December 16, 2021.

5.1.C. The Notice of Award documents for the Elevated Water Tank Project have been executed. The Notice to Proceed, along with a preconstruction meeting is expected to be during the first week of January, 2022.

5.1.D. Engineers are working on the preliminary design drawings for the Water System Improvement Project Phases I & II. Designs will be reviewed by District Management upon completion.

5.1.E. The Sewer Model Project flow meters have been recently installed throughout the sanitary sewer collection system much needed additional flow data; however, more rain is needed.

5.1.F. Design for the Sanitary Sewer System Rehabilitation Project for Basins 13, 16, & 17 has been completed. Plans have been submitted to MDEQ for approval. A planning meeting is scheduled for December 17, 2021.

5.1.G. Abandonment of Easement request for Lots 31 & 32 Koloa Court have been reviewed and would be of no use to the District now or in the future.

5.1.H. The District installed 2 new water & sewer connections, 8 new sewer cleanouts, 11 sewer cleanout covers and castings, performed 9 water service repairs, and 6 sewer service backups since the last Board meeting.

5.1.I. 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 Taylor, second by Commissioner Griffith to approve DNA Underground Pay App #3 in the amount of \$138,690.00 for the time period of October 21, 2021 through November 20, 2021, leaving a remaining balance of \$816,330.60 on this contract. Motion carried unanimously. (Attachment B).

6.1.B. Motion by Commissioner Griffith, second by Commissioner Ertel to approve Seymour Engineering Invoice# 8324 in the amount of \$5,265.00 for the time period of October 16, 2021 through November 29, 2021, leaving a remaining balance of \$58,140.00 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 Beisecker, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1312-08 in the amount of \$3,750.00 for the time period of October 31, 2021 through November 27, 2021, leaving a remaining balance of \$87,700.00 on this contract. Motion carried unanimously. (Attachment D).

6.3. Water System Rehab-Phase II Project.

6.3.A. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve Digital Engineering Invoice# 728-1313-05 in the amount of \$33,750.00 for the time period of October 31, 2021 through November 27, 2021, leaving a remaining balance of \$429,940.00 on this contract. Motion carried unanimously. (Attachment E).

6.4. Water System Rehab-Phase III Project.

6.4.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve Seymour Engineering Invoice# 8325 in the amount of \$29,000.00 for the time period of October 15, 2021 through November 24, 2021, leaving a remaining balance of \$469,000.00 on this contract. Motion carried unanimously. (Attachment F).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Griffith, second by Commissioner Beisecker to approve the Docket of Claims in the amount of \$292,995.21. Motion carried unanimously. (Attachment G).

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

7.1.C. Treasurer's Report – 11/30/2021. (Attachment I).

7.1.D. Revenue & Expense Report – 11/30/2021. (Attachment J).

8. Old Business. None.

9. New Business/Discussion Items.

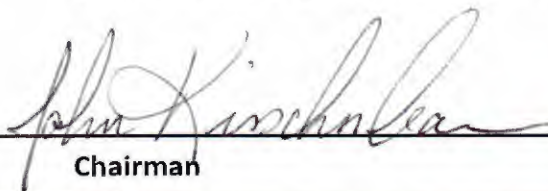
9.1. Motion by Commissioner Ertel, second by Commissioner Griffith to adjudicate the approval of the abandonment of utilities easement for new construction on property located on Koloa Court, Phase 1, Unit 8, Block 4, between Lots 31 & 32, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment K).

9.2. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the 2022 District Holidays in accordance with the Governor of MS proclamations in conformity to state regulation Miss. Code § 3-3-7, as attached hereto. Motion carried unanimously. (Attachment L).

9.3. Motion by Commissioner Taylor, second by Commissioner Beisecker to approve District Personnel Policy #P-2021-001, Paid Time Off (PTO) with two amendments made during Board discussion as attached hereto, effective January 1, 2022. Motion carried unanimously as amended. (Attachment M).

10. Motion by Commissioner Griffith, second by Commissioner Beisecker to adjourn at 4:50pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for January 13, 2022 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.


Chairman



1-13-22

Date