

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
August 11, 2022 – 4:00pm (CST)
City Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS

1. **PRESENT BOARD MEMBERS:** Chairman John Kirschenbaum, Vice-Chairman Bryon Griffith (phone), Commissioner 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 4:01 p.m. The public was duly notified in compliance with the District’s open meeting policy.
2. **Approve Agenda.**
Motion by Commissioner Beisecker, second by Commissioner Ertel to approve the agenda. Motion carried unanimously.
3. **Public Comments.** None.
4. **Minutes.**
Motion by Commissioner Taylor, second by Commissioner Beisecker to approve the minutes for the Regular Meeting held on July 28, 2022. Motion carried unanimously. (Attachment A).
5. **General Manager’s Report.**
 - 5.1. **Update of Projects & Recent Events.**
 - 5.1.A. Substantial completion will be presented to the Board for approval during the August 25, 2022 Board Meeting for the Southeast Water Main Replacement Project. The Contractor is capping the old water main, sodding, asphalt patching, and as-built production. The final walk-through is scheduled for the week of August 15, 2022.
 - 5.1.B. Contractors have poured the pile cap for the Elevated Water Tank Project, pile cap forms were wrecked, and they brought in rock to the center and set rebar in preparation for the slab to be poured. They will do site cleanup and backfill as weather permits. The tank steel has an estimated delivery for the week of August 15, 2022.
 - 5.1.C. CB Developers moved from Site #2 – Bayou Drive, to Site #19 – Kalaepohuku for the Water System Improvement Phase II Project. DWSD staff are locating sewer laterals on Bayou Drive before the contractor moves back to resume direct drilling and pulling pipe on Site #19 Kalaepohuku.
 - 5.1.D. The Notice of Award for the Water Tower #1 Exterior Painting Project was provided to Digital Engineering to obtain contractor signatures. A Notice to Proceed is expected once all contract documents are fully executed.
 - 5.1.E. On June 14, 2022 a Notice to Proceed was issued for the Water System Improvement Project Phase III. Construction is scheduled to begin in August.

- 5.1.F. An initial review meeting for the Sanitary Sewer System Hydraulic Model was held on August 9, 2022 with revisions due to the District the week of August 15, 2022. The final presentation is scheduled for August 25, 2022 at the Regular Board Meeting.
- 5.1.G. CCTV initial video investigations for the Sewer Improvement Basins 13, 16, 17 Project are approximately 65% complete. Basins 13 and 16 are complete and crews are currently working in Basin 17.
- 5.1.H. The District has installed 1 new residential water/sewer connection, performed 3 water service repairs, 3 sewer service backups, and 1 sewer main repair since the last Board Meeting.
- 5.1.I. The temporary emergency pipe support and culvert installed by the District at the Kolo Court drainage ditch are holding steady. The temporary measures are an attempt to prevent further sewer main damage from an eroding ditch bank while waiting for the City of Diamondhead to develop a drainage plan for the area. Pickering Engineering has developed and presented a 50% complete plan along with cost estimates to the City Manager to repair the erosion issues in the area.

East Aloha Drive Street Improvement Project – City of Diamondhead – Some business owners were told that the Diamondhead Water & Sewer District was the reason for the delays in the project. DWSD did not delay the project in any way. The following is a list of events:

- DWSD – Operations/MTC Manager & Primary Water Operator, Joe Higginbotham, assisted and guided the contractors through several attempts to pass the required water pressure test and water testing requirements.
- The contractor and engineers for the city requested a shutdown of the existing water system to make the (4) necessary connections into the system on Sunday, July 17, 2022.
- A shutdown plan was developed by DWSD General Manager and Operations Manager which would isolate the smallest area of water system to minimize service interruption as much as possible.
- Pursuant to District Ordinance and Federal and State Laws, on Sunday, July 17, 2022, the DWSD water operators shut down water in order to accommodate the (4) connections of the newly relocated water main into the existing system.
- DWSD management provided oversight of the work performed throughout that day and water service was restored to the previously shutdown area by Sunday afternoon, July 17, 2022.

6. Construction / Engineering Projects.

6.1. Water Tower #1 Exterior Painting Project.

6.1.A. None.

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

6.2.A. None.

- 6.3. Water System Rehab-Phase II Project.
 - 6.3.A. None.
- 6.4. Water System Rehab-Phase III Project.
 - 6.4.A. None.
- 6.5. Water Main Improvements-Phase I (Southeast Hilo).
 - 6.6.A. None.
- 6.6. Sewer Basin Improvements-Phase I & II (#13, #16, #17) Project.
 - 6.6.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve Seymour Engineering Invoice #8518 in the amount of \$69,000.00 for the time period of June 24, 2022 through July 21, 2022, leaving a remaining balance of \$571,800.00 on this contract. Motion carried unanimously. (Attachment B).
- 6.7. Sanitary Sewer Model.
 - 6.7.A. Motion by Commissioner Beisecker, second by Commissioner Griffith to approve Seymour Engineering Invoice #8517 in the amount of \$11,500.00 for the period ending July 14, 2022, leaving a remaining balance of \$38,500.00 on this contract. Motion carried unanimously. (Attachment C).
- 7. Financial.
 - 7.1. Docket of Claims & Financial Reports.
 - 7.1.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve the Docket of Claims in the amount of \$28,189.06. Motion carried unanimously. (Attachment D).
 - 7.1.B. Unapproved Docket of Claims. (Attachment E).
 - 7.1.C. Treasurer's Report 7/31/2022. (Attachment F).
 - 7.1.D. Revenue & Expense Report 7/31/2022. (Attachment G).
 - 7.2. Presentation of the 2022 Rate Study by Dr. Alan Barefield with MS State University. (Attachment H).
 - 7.3. Presentation of 2022/2023 Financial Budget Details and 5-Year CIP Plan. (Attachment I).
 - 7.4. Motion by Commissioner Taylor, second by Commissioner Beisecker to approve the Wright, Ward, Hatten, & Guel Audit Engagement Letter for the FY21/22 Annual Audit at a not to exceed rate of \$14,000.00, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment J).
- 8. Old Business.
 - 8.1. None.

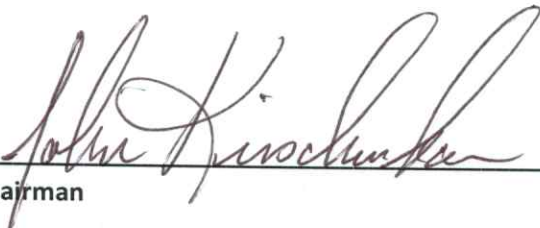
9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffith, second by Commissioner Taylor to approve records destruction per the attached schedule, in accordance with the State of Mississippi Code of 1972, Section 39-5-9 annotated, as amended. Motion carried unanimously. (Attachment K).

10. Motion by Commissioner Taylor, second by Commissioner Beisecker to adjourn at 5:09 pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for August 25, 2022, at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

8-25-22
Date