

DIAMONDHEAD WATER AND SEWER DISTRICT

REGULAR MEETING MINUTES

August 25, 2022 – 4:00pm (CST)

City Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS

1. **PRESENT BOARD MEMBERS:** Chairman John Kirschenbaum, Vice-Chairman Bryon Griffith, Treasurer Ben Taylor (by phone), and Commissioner Louis Ertel.

ABSENT: Commissioner Mark Beisecker.

The presence of a quorum was noted and the meeting was called to order at 4:04 p.m. The public was duly notified in compliance with the District's open meeting policy.

2. **Approve Agenda.**

Motion by Commissioner Kirschenbaum, second by Commissioner Ertel to table agenda items 7.3. and 7.4. and to change agenda item 7.2. to read "Motion to hold public comments at the September 8, 2022 meeting and advertise proposed changes to the Rates & Fees Schedule and the FY22/23 Budget as presented at the August 11, 2022 meeting". Motion carried unanimously as amended.

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Ertel, second by Commissioner Taylor to approve the minutes for the Regular Meeting held on August 11, 2022. Motion carried unanimously. (Attachment A).

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

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

5.1.A. The contractor for the Southeast Water Main Replacement Project has completed all punch list items and the project will be closed upon completion of the final walk-through.

5.1.B. The contractor for the Elevated Water Tank Project backfilled near and around the tank foundation. Several loads of rock were spread for the tank team while setting up the crane which will be used to erect the steel. The steel delivery is scheduled to arrive beginning September 4, 2022. Tank crews are scheduled to arrive on September 8, 2022. Assembly is expected to take 14 weeks.

5.1.C. CB Developers relocated to Site #2, Bayou Drive, for the Water System Improvement Project Phase II. On Monday, August 22, 2022, District employees repaired a leak to the existing 8" water main by lowering the pressure and installing a collar. The contractor continued to fuse pipe to pull through on Tuesday, August 23, 2022, and Wednesday, August 24, 2022. Dirt run-off and clean-up issues have been addressed with CB Developers. The latter part of the week was spent drilling ahead of the last of the 10" lines to the next corner on Bayou Drive going North. CB Developers are on Site #2, Bayou Drive, direct drilling and pulling pipe north. They are almost to the corner of Kolo and Bayou. From Kolo going north, it will be 8" direct drilled. The District received a concern about traffic control in the area and the contractor will make sure that the signs and cones are not in any blind spots of hills and bends in the roadway.

5.1.D. On August 24, 2022 contract documents were received for the Water Tower #1 Exterior Painting II Project. A preconstruction meeting is scheduled for August 29, 2022.

5.1.E. Weather has delayed the previous start date in the Water System Improvement Project Phase III. The new start date is still pending.

5.1.F. Seymour Engineering is in attendance to present the Diamondhead Water & Sewer District completed Sanitary Sewer System Hydraulic Model.

5.1.G. CCTV Crews are approximately 85% complete with the initial video investigation for the Sewer Improvements Project Basins 13, 16 and 17. Basins 13 and 16 are complete and crews are working on Basin 17. The contractor will begin with the higher priority repairs, as weather permits.

5.1.H. The District has installed 8 new residential water/sewer connections, performed 1 water service line repair, 1 sewer line repair, and responded to 2 sewer backups, since the last meeting.

5.1.I. The temporary emergency pipe support and culvert installed by the District at the Kolo Court drainage ditch are holding steady and the culvert is working. The temporary measures are an attempt to prevent further sewer main damage from eroding ditch bank collapse. No word on the City's plan for repairs since the drawings were sent from Pickering Engineering on August 4, 2022.

City Manager, Jon McCraw notified me by email on August 18, 2022, at approximately 1:00p.m. of a pre-construction meeting for their Paving Project Phase 4 scheduled for 2:00pm. They have issued a Notice to Proceed for September 19, 2022. Foundry iron, manhole risers, and manhole assemblies have an estimated 3-4 weeks delivery from receipt of order. The City Manager has been notified of the expected delivery time.

6. Construction / Engineering Projects.

6.1. Sanitary Sewer Model Project.

6.1.A. Presentation of the completed Sanitary Sewer Model by Matthew Kirkland and Mark Seymour with Seymour Engineering.

NOTE: Vice-Chairman Bryon Griffith arrived at 4:20 p.m.

6.2. Sewer Basin Improvements-Phase I & II (#13, #16, #17) Project.

6.2.A. None.

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

6.3.A. None.

- 6.4. Water System Rehab-Phase I Project (New Water Tower).
- 6.4.A. Motion by Commissioner Ertel, second by Commissioner Griffith to approve CB&I Storage Tank Pay App #5 in the amount of \$549,104.75 for the time period of May 20, 2022 through July 23, 2022, leaving a remaining balance of \$2,582,234.30 on this contract. Motion carried unanimously. (Attachment B).
- 6.4.B. Motion by Commissioner Griffith, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1312-15 in the amount of \$3,500.00 for the time period of July 3, 2022 through July 30, 2022, leaving a remaining balance of \$63,400.00 on this contract. Motion carried unanimously. (Attachment C).
- 6.5. Water System Rehab-Phase II Project.
- 6.5.A. Motion by Commissioner Griffith, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1313-13 in the amount of \$5,000.00 for the time period of July 3, 2022 through July 30, 2022, leaving a remaining balance of \$294,000.00 on this contract. Motion carried unanimously. (Attachment D).
- 6.6. Water System Rehab-Phase III Project.
- 6.6.A. None.
- 6.7. Water Tower #1 Exterior Painting Project.
- 6.7.A. Motion by Commissioner Ertel, second by Commissioner Griffith to approve Digital Engineering Invoice# 728-1310-54 in the amount of \$1,290.00 for the time period of July 3, 2022 through July 30, 2022, leaving a remaining balance of \$16,080.00 on this contract. Motion carried unanimously. (Attachment E).
- 6.8. Miscellaneous Engineering Projects.
- 6.8.A. Motion by Commissioner Griffith, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1310-55 in the amount of \$320.00 for Taco Bell Plan Review, leaving a remaining balance of \$ 26,783.75 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 Ertel, second by Commissioner Griffith to approve the Docket of Claims in the amount of \$22,520.16. Motion carried unanimously. (Attachment G).
- 7.1.B. Unapproved Docket of Claims. (Attachment H).
- 7.2. Motion by Commissioner Ertel, second by Commissioner Griffith to hold public comments at the September 8, 2022 Board Meeting and advertise the proposed changes of the rates and fees and the Fiscal Year 2022-2023 Budget as presented on August 11, 2022. Motion carried unanimously.
- 7.3. Motion by Commissioner Ertel, second by Commissioner Griffith to approve the 2022/2023 Financial Budget and 5-Year CIP Plan as presented in detail on August 11, 2022, as attached hereto, and authorizing the advertisement thereof. Motion tabled. No action taken.

7.4. Motion to by Commissioner Ertel, second by Commissioner Griffith to approve the revised Diamondhead Water & Sewer District Rate & Fee Schedule, with the change in Rates in accordance with the 2022 Rate Study, as attached hereto, with an effective date of October 1, 2022. Motion tabled. No action taken.

7.5. Motion to by Commissioner Griffith, second by Commissioner Ertel to approve the purchase and implementation of Incode Secure Signature Module at a one-time cost of \$1,350.00 and an annual cost of \$275.00, and to authorize the General Manager to proceed with the administration of check processing procedural changes. Motion carried unanimously. (Attachment I).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

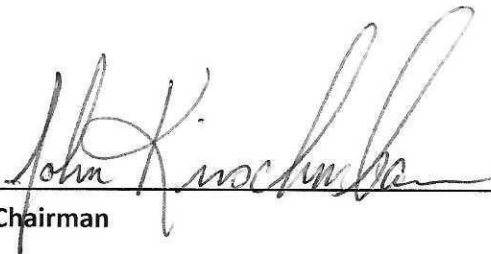
9.1. None.

10. Motion to Adjourn.

Motion by Commissioner Griffith, second by Commissioner Ertel to adjourn at 4:53pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for September 8, 2022 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

9-8-2022
Date