

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
March 12, 2020 – 6:00PM
City Hall, Diamondhead, MS 39525

1. **PRESENT:** Chairman John Kirschenbaum, Vice-Chairman David Boan, Secretary/Treasurer Ben Taylor, Commissioner Kenny Edmonds, and Commissioner Robert Redd.

ABSENT: None.

The presence of a quorum was noted and the meeting was called to order at 6:09pm. The public was duly notified in compliance with the District's open meeting policy.

2. **Approve Agenda.**

Motion by Commissioner Boan, second by Commissioner Edmonds to amend Agenda Item 8.2. to "Motion to approve real property transfer to Purcell Corp. and authorize the execution of Special Warranty Deed" and to approve as amended. Motion carried unanimously.

3. **Minutes.**

3.1. Motion by Commissioner Taylor, second by Commissioner Edmonds to approve the Minutes for the Regular Meeting held on February 13, 2020. Motion carried unanimously. (Attachment A).

4. **General Manager's Report.**

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

4.1.A. On March 6, 2020 there was a fire at Lift Station #14. The fire reached the meter can, lightning arrestor, and the junction box prior to being extinguished. All were destroyed. The fire was not caused by an equipment malfunction. Repairs were made and the station was back in service the morning of March 12, 2020.

4.1.B. On March 6, 2020 a sinkhole was detected in the middle of Analii Street which was caused by a boring contractor hired to install fiber optic conduits. Repairs were made and the street re-opened prior to midnight. The boring contractor, Delta Directional Drilling, will be billed for the damages.

4.1.C. Item 9.6. on the agenda is a motion to award the quote to the highest bidder from the two received for the sale of all surplus water meters. Once a vendor is awarded arrangements will be made to complete the sale.

4.1.D. The necessary documents and drawings for the Lift Station #17B Project has been sent to MDEQ for approval.

4.1.E. The engineering for the Water System Hydraulic Model Project has been completed.

4.1.F. Phase I of the Scada Improvements Project, which includes the installation of new PLC's and radios, is scheduled for the first week of March. Phase II & III are scheduled for the month of March. Operator training is scheduled for the end of March. Final system O&M manuals are scheduled to be delivered in April.

4.1.G. The reverse auction bidding process for the combination sewer vacuum/jetter/hydro-excavator truck commenced on February 12, 2020 through February 26, 2020. Advertisements were placed in the Sea Coast Echo, State of MS Portal, DWSD Website, and Central Bidding Auction House. Bid specs were available through Central Bidding. The reverse auction was conducted by Central Bidding online live on March 4, 2020 from 10:00am through 10:30am. Sansom Equipment was the only bid submitted. Sansom Equipment's bid meets the specification requirements.

4.1.H. District legal counsel and Purcell legal counsel have worked together to execute a special warranty deed for the WWTP land exchange. Item 8.2. on the agenda is a motion to approve the real property transfer.

4.1.I. The General Manager discussed the need for a workshop for the purpose of discussing various internal District policy changes.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Basin 17 Project.

6.1.A. Motion by Commissioner Taylor, second by Commissioner Boan to spread upon the minutes the executed Seymour Engineering Task Order#4 that was approved on February 13, 2020. Motion carried unanimously. (Attachment B).

6.1.B. Motion by Commissioner Boan, second by Commissioner Edmonds to approve Seymour Engineering Invoice# 7522 in the amount of \$7,725.00 for the time period of December 13, 2019 through February 29, 2020, leaving a remaining balance of \$5,800.00 on this contract. Motion carried unanimously. (Attachment C).

6.2. Engineering/Misc. Projects.

6.2.A. Motion by Commissioner Taylor, second by Commissioner Boan to spread upon the minutes the executed Covington Civil and Environmental Master Services Agreement that was approved on February 13, 2020. Motion carried unanimously. (Attachment D).

6.2.B. Motion by Commissioner Taylor, second by Commissioner Edmonds to spread upon the minutes the executed Seymour Engineering Master Services Agreement that was approved on February 13, 2020. Motion carried unanimously. (Attachment E).

6.2.C. Motion by Commissioner Taylor, second by Commissioner Boan to spread upon the minutes the executed Digital Engineering Master Services Agreement Amendment No.4 that was approved on February 13, 2020. Motion carried unanimously. (Attached F).

6.2.D. Motion by Commissioner Edmonds, second by Commissioner Redd to spread upon the minutes the executed Compton Engineering Master Services Agreement Amendment No.1 that was approved on February 13, 2020. (Attachment G).

6.2.E. Motion by Commissioner Taylor, second by Commissioner Boan to approve Digital Engineering Invoice# 728-1310-31 in the amount of \$6,045.00 for the time period of February 2, 2020 through February 29, 2020, leaving a remaining balance of \$6,045.00 on the Water Modeling Project. Motion carried unanimously. (Attachment H).

7. Financial.

7.1. Docket of Claims/Financial Reports.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Boan to approve the Docket of Claims in the amount of \$143,223.00. Motion carried unanimously. (Attachment I).

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

7.1.C. Treasurer's Report – 2/29/2020. (Attachment K).

7.1.D. Revenue & Expense Report – 2/29/2020. (Attachment L).

7.2. Presentation of Proposed Amendment to Fiscal Year 2019/2020 Budget.

7.3. Motion by Commissioner Taylor, second by Commissioner Boan to approve the amended Fiscal Year 2019/2020 Budget as presented and as attached hereto. Motion carried unanimously. (Attachment M).

8. Old Business.

- 8.1. Motion by Commissioner Boan, second by Commissioner Taylor to spread upon the minutes the executed settlement and release from Delta Directional Drilling and Telepak Networks for \$29,156.78 that was approved on February 13, 2020. Motion carried unanimously. (Attachment N).
- 8.2. Motion by Commissioner Boan, second by Commissioner Redd to approve real property transfer to Purcell Corp. and authorize the execution of Special Warranty Deed. Motion carried unanimously. (Attachment O).

9. New Business / Discussion Items.

- 9.1. Motion by Commissioner Boan, second by Commissioner Edmonds to approve Seymour Engineering Task Order #5 under the Master Services Agreement in the amount of \$194,100.00 for the Southeast Water Improvements Project and to authorize the General Manager to execute same. Motion carried unanimously. (Attachment P).
- 9.2. Motion by Commissioner Taylor, second by Commissioner Boan 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 Q).
- 9.3. Motion by Commissioner Edmonds, second by Commissioner Taylor to approve the settlement and release from Delta Directional Drilling and Telepak Networks in the amount of \$17,393.07 for reimbursement of water & sewer damages sustained at the locations identified in "Exhibit A" attached, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment R).
- 9.4. Motion by Commissioner Boan, second by Commissioner Taylor to change the Diamondhead Water & Sewer District Board of Commissioners meeting scheduled on April 9, 2020 to April 16, 2020 due to the Good Friday Holiday. Motion carried unanimously.
- 9.5. Motion by Commissioner Boan, second by Commissioner Taylor to accept the lowest and best bid from Sansom Equipment for the purchase of a new Single Engine Combination Vacuum/Jetter Unit equipped with Rapid Deployment Boom & Hydro-excavator Systems in the amount of \$312,897.00, which includes trade-in of the currently owned 2005 Combination Vacuum/Jetter Unit (Truck#17). Motion carried unanimously. (Attachment S).

- 9.6. Motion by Commissioner Taylor, second by Commissioner Edmonds to accept the quote from Adams Valves & Surplus in the amount of \$9,845.00 for the surplus of meters via sale pursuant to the terms of Miss. Code Ann. §17-25-25 and to authorize the General Manager to execute the sale. Motion carried unanimously. (Attachment T).
10. Adjournment at 6:53pm. Motion by Commissioner Boan, second by Commissioner Redd. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for April 16, 2020 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.



John Kiochela
Chairman

4-16-20
Date