

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
May 14, 2020 – 4:00PM
District Meeting Trailer, Diamondhead, MS 39525**

1. **PRESENT IN PERSON:** Chairman John Kirschenbaum, Secretary/Treasurer Ben Taylor, and Commissioner Robert Redd.

PRESENT BY PHONE: Vice-Chairman David Boan and Commissioner Kenny Edmonds.

ABSENT: None.

The presence of a quorum was noted and the meeting was called to order at 4:01pm. The public was duly notified in compliance with the District's open meeting policy.

2. **Approve Agenda.**

Motion by Commissioner Taylor, second by Commissioner Edmonds to amend the agenda to add Item 9.1., "Motion to approve the abandonment of utility easement due to a home addition in between the two lots of the property located at 8438 Kimo Court, Phase 2, Unit 6, Block 4, Lots 24 & 25 per the Diamondhead Water & Sewer District Use Ordinance, Page 10, Section 9.8.1." AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously.

3. **Minutes.**

3.1. Motion by Commissioner Redd, second by Commissioner Taylor to approve the Minutes for the Regular Meeting held on April 16, 2020. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment A)

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

4.1. **Update of Recent Events and Projects.**

4.1.A. On April 29, 2020 the District personnel responded to a water main break on Hilo Street caused by a strong lightning strike during a severe thunderstorm in the area. The District immediately made repairs.

4.1.B. All District personnel have been operating under CDC, MS State Dept. of Health, and Hancock County Emergency Management Agency guidelines for COVID-19 precautions.

4.1.C. Operations and Utilities Maintenance employees received Fire Extinguisher Training from the Diamondhead Fire Dept. on April 22, 2020 and May 1, 2020. All service trucks have been outfitted with serviceable fire extinguishers.

4.1.D. Lift Station 17B Project bids all came in over budget and one of the bids was received in the District payment box which could not be determined as to the accurate time of drop off; therefore, Seymour Engineering and the General Manager recommend that all bids be rejected and to re-advertise the project for bids.

4.1.E. The Water Model Project is complete and is in the process of being finalized. Once the report has been finalized, copies will be distributed to the Commissioners. District staff will then meet with local engineers to discuss a detailed plan to move forward based on the model results.

4.1.F. Scada Improvements Project has reached substantial completion. A project walk-through was held on April 30, 2020. Punch list items are currently being completed by the contractor.

4.1.G. The District discovered and made immediate repairs to a broken sewer line at 6729 Anoaia Way.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Basin 17 Project.

6.1.A. Motion by Commissioner Redd, second by Commissioner Taylor to reject all current bids for the Lift Station 17B Project and to re-bid the project, as recommended by Seymour Engineering. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment B)

6.1.B. Motion by Commissioner Taylor, second by Commissioner Redd to ratify the re-advertisement on May 13, 2020 and May 20, 2020 for bids on the Lift Station 17B Project and to proceed in opening said bids at the June 11, 2020 Board Meeting. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment C)

6.2. Engineering/Misc. Projects.

6.2.A. Motion by Commissioner Taylor, second by Commissioner Redd to approve Digital Engineering Inv#728-1310-33 in the amount of \$2,000.00 for the time period of March 29, 2020 through April 25, 2020, completing the Water Modeling Project. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment D)

6.2.B. Motion by Commissioner Boan, second by Commissioner Taylor to approve Seymour Engineering Invoice#7592 in the amount of \$21,075.00 for the time period of March 28, 2020 through April 24, 2020, leaving a remaining balance of \$162,630.00 on the Southeast Water Improvements contract. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment E)

6.3. Scada Improvement Project.

6.3.A. Motion by Commissioner Taylor, second by Commissioner Boan to approve Control Systems Pay App#3 in the amount of \$30,020.00 for the time period of March 27, 2020 through April 27, 2020, leaving a remaining balance of \$38,450.00 on this contract. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment F)

6.3.B. Motion by Commissioner Taylor, second by Commissioner Boan to approve Compton Engineering Invoice# 218-058.001-10 in the amount of \$2,270.00 for the time period of March 27, 2020 through April 30, 2020, leaving a remaining balance of \$2,330.00 on this contract. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment G)

6.3.C. Motion by Commissioner Boan, second by Commissioner Taylor to accept the Control Systems Certification of Substantial Completion as of April 16, 2020 and to authorize the Chairman to execute same. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment H)

7. Financial.

7.1. Docket of Claims.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Edmonds to approve the Docket of Claims in the amount of \$125,690.32. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment I)

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

7.1.C. Treasurer's Report – 4/30/2020 (Attachment K)

7.1.D. Revenue & Expense Report – 4/30/2020 (Attachment L)

7.2. Motion by Commissioner Taylor, second by Commissioner Boan to authorize the request from Mr. Malcolm Besnard to have his deposit returned in the amount of \$225.00 due to the non-receipt of his mailed billing statement on

two occasions, resulting in disqualifying the customer for a deposit return under the District Water Rate Ordinance dated September 4, 2014, Section 4.3. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously.

8. Old Business.

8.1. Motion by Commissioner Taylor, second by Commissioner Boan to approve the waiver of customer late fees for the month of June, 2020, extending the 60-day waiver of late fees approved on April 16, 2020 to 90-days. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously.

9. New Business.

9.1 Motion by Commissioner Redd, second by Commissioner Edmonds to approve the abandonment of utility easement due to a home addition in between the two lots of the property located at 8438 Kimo Court, Phase 2, Unit 6, Block 4, Lots 24 & 25 per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously. (Attachment M)

10. Adjournment at 4:39pm. Motion by Commissioner Taylor, second by Commissioner Boan. AYE: Kirschenbaum, Boan, Taylor, Edmonds, and Redd. NAY: None. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for June 11, 2020 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.





Chairman

6-11-20
Date