

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
November 12, 2020 – 4:00PM (Central Time)
4425 Park Ten Drive, Diamondhead, MS

1. **Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman David Boan, Secretary/Treasurer Ben Taylor, Commissioner Cindy Lamb, and Commissioner Bryon Griffith.
Absent: None.
The presence of a quorum was noted and the meeting was called to order at 4:00pm. The public was duly notified in compliance with the District’s open meeting policy.
2. **Approve Agenda.**
Motion by Commissioner Taylor, second by Commissioner Lamb to approve the agenda. Motion carried unanimously.
3. **Public Comments.**
 - 3.1. James Moody with BXS Insurance - Presentation of 2021 Employee Insurance Renewal.
 - 3.2. Digital Engineering presentation of EPA Emergency Response Plan. Scott Thomas with ARC presented over the phone.
4. **Minutes.**
 - 4.1. **Motion by Commissioner Boan, second by Commissioner Taylor to approve the Minutes for the Special Meeting held on October 15, 2020. Motion carried unanimously. (Attachment A)**
 - 4.2. **Motion by Commissioner Boan, second by Commissioner Taylor to approve the Minutes for the Emergency Meeting held on October 27, 2020. Motion carried unanimously. (Attachment B)**
5. **General Manager’s Report.**
 - 5.1. **Update of Projects & Recent Events.**
 - 5.1.A. Recognition two departing commissioners: (1)Mr. Kenneth Edmonds, Jr. and (2)Mr. Robert Redd. They served the District and community well.
 - 5.1.B. The District continues to operate under CDC, MS State Dept. of Health, and Hancock County Emergency Management Agency guidelines and protocol for COVID-19 precautions.
 - 5.1.C. On October 28, 2020 Diamondhead sustained a direct hit from Hurricane Zeta. The District responded within minutes of winds dying down to Tropical Storm force ratings. There was a house fire on Alewa Place and a water main break on Honomu Court during the storm. Power and communications were lost to the wells and sewer lift stations. The District monitored the water tower pressure and throttled down the mainline valve on Honomu Court to gain control of the water tower level. Wells were manually operated using diesel generator power. The District cleared the streets with a backhoe so that all systems could be reachable. The District manned the wells and the tower throughout the night to ensure there was no loss of system pressure. At daybreak following the storm, the District was able to re-establish communication systems which allowed for remote monitoring of the wells and tower. The

morning after the storm a tree removal service was contacted to remove a large tree from Honomu Court, which then allowed the District to repair the water main break. Clean up and various repairs throughout the District area continued through October 31, 2020 and damage assessments are being made.

5.1.D. All major components for the Lift Station 17B Project have been installed. The contractor is waiting on Coast Electric to provide power to the site; however, this has been placed on hold until power restoration efforts from Hurricane Zeta have been completed. The remaining project work cannot continue until power is provided.

5.1.E. The Water Facilities Plan Project is on schedule and approximately 55% complete. A progress meeting is scheduled for November 18, 2020.

5.1.F. The District has installed 11 new residential water & sewer connections since the last regular board meeting for a total of 73 since January.

6. Construction / Engineering Projects.

6.1. Lift Station 17B Project.

6.1.A. *Motion by Commissioner Boan , second by Commissioner Griffith to pay Seymour Engineering Invoice# 7824 in the amount of \$40,900.00 for time period of September 19, 2020 through October 15, 2020, leaving a remaining balance of \$24,540.00 on this contract. Motion carried unanimously. (Attachment C)*

6.2. Miscellaneous Engineering Projects.

6.2.A. *Motion by Commissioner Lamb, second by Commissioner Griffith to pay Digital Engineering Invoice# 728-1310-41 in the amount of \$2,185.00 for time period of October 4, 2020 through October 31, 2020 for The Preserve Phase I plan review, leaving a remaining balance of \$16,493.75 on the Master Service Agreement. Motion carried unanimously. (Attachment D)*

6.2.B. *Motion by Commissioner Boan, second by Commissioner Griffith to pay Digital Engineering Invoice# 728-1310-40 in the amount of \$16,495.00 for time period of October 4, 2020 through October 31, 2020, leaving a remaining balance of \$29,691.00 on the Water Facilities Plan contract. Motion carried unanimously. (Attachment E)*

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. *Motion by Commissioner Taylor, second by Commissioner Lamb to approve the Docket of Claims in the amount of \$137,578.68. Motion carried unanimously. (Attachment F)*

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

7.1.C. Treasurer's Report – 10/31/2020 (Attachment H)

7.1.D. Revenue & Expense Report – 10/31/2020 (Attachment I)

8. Old Business.

8.1. Motion by Commissioner Boan, second by Commissioner Griffith to spread upon the minutes the executed Wright, Ward, Hatten, & Guel Fiscal Year 2019/2020 Audit Engagement Letter approved by the Board on October 15, 2020. Motion carried unanimously. (Attachment J)

9. New Business/Discussion Items.

9.1. Motion by Commissioner Boan, second by Commissioner Taylor to spread upon the minutes Resolution 2020-066 passed by the City of Diamondhead to appoint Bryon Griffith (At-Large Seat), as a Commissioner to the Diamondhead Water and Sewer District with term expiring September 28, 2024. Motion carried with Commissioner Griffith abstaining. (Attachment K)

9.2. Motion by Commissioner Boan, second by Commissioner Taylor to spread upon the minutes Resolution 2020-067 passed by the City of Diamondhead to appoint Cindy Lamb (Ward 4 Seat), as a Commissioner to the Diamondhead Water and Sewer District with term expiring September 28, 2025. Motion carried with Commissioner Lamb abstaining. (Attachment L)

9.3. Motion by Commissioner Griffith, second by Commissioner Boan to approve the Board Meeting Dates for the 2021 Calendar Year, as attached hereto. Motion carried unanimously. (Attachment M)

9.4. Motion by Commissioner Griffith, second by Commissioner Lamb to approve the 2021 Diamondhead Water and Sewer District Holidays as set by the State of Mississippi and pursuant to Miss. Code Ann. § 3-3-7 with the optional floating holiday to be Good Friday, April 2, 2020 in lieu of Confederate Memorial Day. Motion carried unanimously. (Attachment N)

9.5. Motion by Commissioner Taylor, second by Commissioner Griffith to authorize the closing of District offices on November 27, 2020 in further observance of the Thanksgiving Holiday, on December 24, 2020 in further observance of the Christmas Holiday, and December 31, 2020 in further observance of New Year's Day as proclaimed by the Governor on October 16, 2020, pursuant to Miss. Code Ann. § 3-3-7. Motion carried unanimously. (Attachment O)

9.6. Motion by Commissioner Boan, second by Commissioner Lamb to approve the 2021 BCBS Renewal for employee insurance as presented and recommended by BXS Insurance. Motion carried unanimously. (Attachment P)

9.7. Motion by Commissioner Boan, second by Commissioner Griffith to declare the property as listed in Exhibit "A", to be surplus property having a fair market value of zero, and thus, pursuant to the authority granted by Miss. Code Ann. 17-25-25 (1972), as amended, in the best interest of the District to authorize the General Manager to dispose of said surplus property with no fair market value in a prudent and economically feasible manner. Motion carried unanimously. (Attachment Q)

9.8. Motion by Commissioner Taylor, second by Commissioner Griffith to declare that local emergencies no longer exist and further to terminate proclamations of local emergencies for Tropical Storm Marco, Tropical Storm Laura, Tropical Storm Sally, and Hurricane Delta. Motion carried unanimously.

10. Motion by Commissioner Boan , second by Commissioner Lamb to Adjourn at 5:49pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for December 10, 2020 at 4:00 p.m. at Diamondhead Water & Sewer District, 4425 Park Ten Dr., Diamondhead, MS.



John Kirschner
Chairman

12-10-20
Date