

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES**

March 11, 2021 – 4:00pm (Central Time)

4425 Park Ten Drive, Diamondhead, MS

1. **PRESENT:** Chairman John Kirschenbaum, Vice-Chairman David Boan, and Secretary/Treasurer Ben Taylor (phone).
ABSENT: Commissioner Griffith, and Commissioner Lamb.
The presence of a quorum was noted and the meeting was called to order at 4:05pm. The public was duly notified in compliance with the District's open meeting policy.
2. **Approve Agenda.**
Motion by Commissioner Boan, second by Commissioner Taylor to amend the agenda to add (1) Motion 7.7. to adopt Resolution amending refunding bond resolution approved at the February 11, 2021 Board Meeting; (2) Motion 9.4. to approve the abandonment of utilities easement for new construction on property located at 7509 Crooked Stick Drive; and (3) Motion 9.5. to approve the purchase of land from Purcell Company for \$250,000.00. Motion approved unanimously as amended.
3. **Public Comments.** None.
4. **Minutes.**
4.1. Motion by Commissioner Taylor, second by Commissioner Boan to approve the Minutes for the Special Meeting held on February 18, 2021. Motion approved unanimously. (Attachment A).
5. **General Manager's Report.**
 - 5.1. **Update of Recent Events & Projects.**
 - 5.1.A. The District continues to operate under CDC, MS State Department of Health, and Hancock County Emergency Management Agency guidelines and protocols that still exist.
 - 5.1.B. The Lift Station #17B Project has reached substantial completion. The contractor is currently completing the remaining punch list items.
 - 5.1.C. The Water Facilities Plan Project is moving forward. Design plans will be discussed once a site for the new water tower is finalized.
 - 5.1.D. Item 9.4. on the agenda is a request for abandonment of easement for the purpose of residential construction on Crooked Stick Drive. The easement has been found to be of no future use to the District; therefore, it is recommended for approval of the abandonment of easement.
 - 5.1.E. The District has installed 15 new residential service connections since the last regular Board Meeting for a total of 24 in 2021.
 - 5.1.F. The new water tower site has been selected as recommended by Digital Engineering.

6. Construction / Engineering Projects.

6.1. Lift Station 17B Project.

6.1.A. Motion by Commissioner Boan, second by Commissioner Taylor to approve the Substantial Completion Certificate as of January 29, 2021 for the Lift Station #17B Project, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment B).

6.2. Sanitary Sewer Model Project.

6.2.A. Motion by Commissioner Taylor, second by Commissioner Boan to approve Seymour Engineering Work Order #7 under the Master Services Agreement, for the Sanitary Sewer Model Project in the amount of \$230,000.00 and to authorize the General Manager to execute same. Motion carried unanimously. (Attachment C).

6.3. Water Tower Project.

6.3.A. Motion by Commissioner Boan, second by Commissioner Taylor to approve Seymour Engineering Invoice# 7979 in the amount of \$700.00 for the Boundary Survey of the proposed water tower site, leaving a zero balance on this work order under the Water Main Improvements CIP Project. Motion carried unanimously. (Attachment D).

6.4. Water Facilities Plan Project.

6.4.A. Motion by Commissioner Boan, second by Commissioner Taylor to approve Digital Engineering Invoice# 728-1310-45 in the amount of \$2,196.00 for the time period of January 31, 2021 through February 27, 2021, leaving a remaining balance of \$1,000.00 on the Water Facilities Plan project. Motion carried unanimously. (Attachment E).

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 \$167,700.42. Motion carried unanimously. (Attachment F).

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

7.1.C. Treasurer's Report – 2/28/2021 (Attachment H).

7.1.D. Revenue & Expense Report – 2/28/2021 (Attachment I).

7.2. Motion by Commissioner Boan, second by Commissioner Taylor to approve revised Capital Improvement Projects 5-year Plan, as attached hereto. Motion carried unanimously. (Attachment J).

7.3. Bond update by Jim Young with Young Law & Associates and Lindsey Rea with Raymond James. (Attachment K).

7.4. Motion by Commissioner Boan, second by Commissioner Taylor to adopt Resolution of the Board of Commissioners of the Diamondhead Water & Sewer District retaining legal counsel and a municipal advisor to assist with a proposed bond issue and other matters, and to authorize the Chairman to execute same. ROLL CALL. AYE: Boan, Taylor, & Kirschenbaum. NAY: None. ABSENT: Lamb & Griffith. Motion carried unanimously. (Attachment L).

- 7.5. Motion by Commissioner Boan, second by Commissioner Taylor to adopt Resolution of the Board of Commissioners of the Diamondhead Water & Sewer District providing for the intent of the issuance of revenue bonds in a principal amount not to exceed \$12,500,000.00; providing for the public notice thereof; and enacting other provisions relating thereto, and to authorize the Chairman to execute same. ROLL CALL. AYE: Boan, Taylor, & Kirschenbaum. NAY: None. ABSENT: Lamb & Griffith. Motion carried unanimously. (Attachment M).
- 7.6. Motion by Commissioner Boan, second by Commissioner Taylor to adopt Resolution of the Board of Commissioners of the Diamondhead Water & Sewer District authorizing a dissemination agent to assist the District in complying with its continuing disclosure obligations, and to authorize the Chairman to execute same. ROLL CALL. AYE: Boan, Taylor, & Kirschenbaum. NAY: None. ABSENT: Lamb & Griffith. Motion carried unanimously. (Attachment N).
- 7.7. Motion by Commissioner Taylor, second by Commissioner Boan to adopt Resolution of the Board of Commissioners of the Diamondhead Water & Sewer District amending and supplementing the refunding bond resolution and form of the bond approved at the February 11, 2021 Board Meeting, and to authorize the Chairman to execute same. ROLL CALL. AYE: Taylor, Boan, & Kirschenbaum. NAY: None. ABSENT: Lamb & Griffith. Motion carried . (Attachment O)
8. Old Business.
- 8.1. Motion by Commissioner Taylor, second by Commissioner Boan to spread upon the minutes the executed Master Service Agreements with Digital Engineering, Seymour Engineering, Compton Engineering, & Covington Engineering, as approved at the February 11, 2021 Board Meeting. Motion carried unanimously. (Attachment O).
9. New Business/Discussion Items.
- 9.1. Motion by Commissioner Boan, second by Commissioner Taylor to (1)acknowledge the receipt and review of fourteen Requests for Proposals for the Document Imaging and iCloud Services Project; accept the recommendation of administration to award the project to DocuFree; and (3) authorize the Chairman to execute said contract. Motion carried unanimously. (Attachment P).
- 9.2. Motion by Commissioner Baan, second by Commissioner Taylor to acknowledge the receipt of the Notification of Closure of FEMA Disaster #1604-DR-MS (Hurricane Katrina) as of February 10, 2021 and to authorize the official closure of all Project Worksheets for said disaster. Motion carried unanimously. (Attachment Q).
- 9.3. Motion by Commissioner Boan, second by Commissioner Taylor to authorize and approve Diamondhead Water & Sewer District Board of Commissioners Order denying the claim of Mark and Susan Duffy for damages resulting from the flooding of wastewater into their residence located at 6526 Mauna Loa Drive, pursuant to the exemption provided in Miss.Code Ann. §11-46-9 (1972), as amended. ROLL CALL. AYE: Boan, Taylor, & Kirschenbaum. NAY: None. ABSENT: Lamb & Griffith. Motion carried unanimously. (Attachment R).

9.4. Motion by Commissioner Boan, second by Commissioner Taylor to approve the abandonment of utilities easement for new construction on property located at 7509 Crooked Stick Drive, Phase 1 in Glen Eagle, between Lots 78 & 79, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment S).

9.5. Motion by Commissioner Taylor, second by Commissioner Boan to (1) approve the purchase of real property from Purcell Company in the amount of \$250,000.00;(2) approve an earnest money deposit in the amount of \$1,000.00; and (3) authorize Chairman to execute the agreement. Motion carried unanimously. (Attachment T).

10. Motion to Adjourn @ 5:03pm. Motion by Commissioner Boan, second by Commissioner Taylor to adjourn. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for April 8, 2021 at 4:00 p.m. at Diamondhead Water & Sewer District, 4425 Park Ten Dr., Diamondhead, MS.



John Kinoshan
Chairman

4-8-2021
Date