

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

**May 13, 2021 – 6:00pm**

City Hall, 5000 Diamondhead Circle, Diamondhead, MS 39525

1. **PRESENT:** Chairman John Kirschenbaum, Vice-Chairman David Boan, Secretary/Treasurer Ben Taylor, and Commissioner Bryon Griffith.

**ABSENT:** None.

The presence of a quorum was noted and the meeting was called to order at 6:00pm. The public was duly notified in compliance with the District's open meeting policy.

The City's live stream service was unavailable for use by the District due to access to said service being restricted through a password which was not provided to the District.

2. **Approve Agenda.**

**Motion by Commissioner Boan, second by Commissioner Griffith to amend the agenda to add Item 9.6. Motion carried unanimously as amended.**

3. **Public Comments.** None.

4. **Minutes.**

Agenda Items numbered 4.1 – 4.5 have been placed on the Consent Agenda, same appearing to be routine, non-controversial matters on which all commissioners are likely to agree.

**Motion by Commissioner Griffith, second by Commissioner Taylor to approve Items numbered 4.1. – 4.5. Motion carried unanimously.**

4.1. Minutes for the Regular Meeting held on April 8, 2021. (Attachment A)

4.2. Minutes for the Recessed Meeting held on April 15, 2021. (Attachment B)

4.3. Minutes for the Special Meeting held on April 23, 2021. (Attachment C)

4.4. Minutes for the Special Meeting held on April 30, 2021. (Attachment D)

4.5. Minutes for the Special Meeting held on May 6, 2021. (Attachment E)

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

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

5.1.A. DWSD continues to operate under MS State guidelines and protocol for COVID-19 precautions.

5.1.B. The Lift Station #17B Project is complete. In response to a customer inquiry, the District will be examining the site regarding enhancement of the natural vegetation in the area.

**5.1.C.** The Elevated Water Tank Project geotechnical and soil testing site work is being performed to provide recommendations for the foundation and driveway designs. These recommendations will be provided to the structural engineer to assist with structural design. The electrical engineer has received drawings and specifications of the existing water tank so that electrical design specifications for the new tank will operate in the same manner. The new water tank drawings and specifications are under development. The projected bid date is estimated to be either August or September.

**5.1.D.** The Sanitary Sewer System Hydraulic Model Project baseline evaluation is being performed. The primary initial focus has been in the areas of Basin 13, 16, & 17 and model evaluations for these areas are estimated to be complete next month. The bid package for improvements of those areas is projected to be ready for advertisement within two months. The full evaluation of the system is expected to be complete in three months.

**5.1.E.** The District has installed 4 new residential water & sewer connections since the last regular Board Meeting, for a total of 38.

**5.1.F.** The District has installed 16 new sewer cleanouts since the last regular Board Meeting.

**5.1.G.** All material for the Lift Station #16 Pump Project on Polo Court has been delivered other than the pumps. Delivery of the pumps is expected once they have been released from US Customs.

**5.1.H.** In addition to the project work mentioned previously, the District has had: (1) four water service line repairs, (2) two sewer lateral repairs, (3) three sewer backups, (4) one 6" water main break on Maui Circle, and (5) two sewer main repairs from damages caused by fiber optic boring operations.

**5.1.I.** Photos were provided to the Board that were recently taken of the Kolo Court drainage ditch and sewer main issue. This was the site of a major emergency sewer main repair performed in June of 2020 at a District cost of \$32,670.00. The recent photos show the extensive erosion that has occurred since the repairs were performed, which place the new sewer main piping in jeopardy. Future ditch bank collapse is imminent as many trees have fallen from the upper banks of this ditch. A portion of the existing sewer main piping is now aerial due to the erosion along with an existing sanitary sewer manhole structure. This information has been provided to the Diamondhead City Manager, Mike Reso, and assistance with the drainage ditch repairs has been requested. Mike Reso stated he is planning with his staff to rectify the situation.

**5.1.J.** District Administrative personnel will begin training on the DocuFree Document Digitizing Project software on Friday and Monday for the digitizing of all records. Document test scans will begin immediately and full scale scanning will begin within the next week. Project completion is expected to take 1-2 months.

**5.1.K.** Item 9.5. on the agenda is an abandonment of easement request. The easement has been determined to be of no future use to the District and is recommended for approval.

6. Construction / Engineering Projects.

6.1. Water Main Rehab-Phase I Project (Southeast Water Improvements-Hilo).

6.1.A. Motion by Commissioner Taylor, second by Commissioner Boan to authorize and approve the advertisement to bid for construction of the Southeast Water Improvements project as prepared and recommended by Seymour Engineering, as attached hereto. Motion carried unanimously. (Attachment F).

6.2. Basin 17 – Lift Station #17B Project.

6.2.A. Motion by Commissioner Griffith, second by Commissioner Boan to approve Seymour Engineering Inv#8075 in the amount of \$4,090.00 for the time period of March 17, 2021 through April 23, 2021, leaving a zero balance to complete the engineering on this contract. Motion carried unanimously. (Attachment G).

6.2.B. Motion by Commissioner Boan, second by Commissioner Taylor to approve DNA Underground Change Order#1 which serves to decrease the contract amount by \$14,333.00, changing the total contract from \$383,459.00 to \$369,126.00, and increasing the time by thirty-eight(38) days, changing the substantial completion date of December 22, 2020 to January 29, 2021, to complete this project. AYE: Boan, Taylor, & Kirschenbaum. NAY: None. ABSTAIN: Griffith. Motion carried. (Attachment H).

6.2.C. Motion by Commissioner Boan, second by Commissioner Taylor to approve DNA Underground Pay App#6 in the amount of \$27,148.80 for the time period of February 28, 2021 through April 20, 2021, leaving a zero balance and completing this project below budget by \$14,333.00. AYE: Boan, Taylor, & Kirschenbaum. NAY: None. ABSTAIN: Griffith. Motion carried. (Attachment I).

6.3. Sanitary Sewer Model Project.

6.3.A. Motion by Commissioner Griffith, second by Commissioner Taylor to approve Seymour Engineering Inv#8076 in the amount of \$23,000.00 for the time period of March 5, 2021 through May 6, 2021, leaving a balance of \$207,000.00 on this contract. Motion carried unanimously. (Attachment J).

6.4. Water System Rehab-Phase I Project (New Water Tower).

6.4.A. Motion by Commissioner Boan, second by Commissioner Griffith to approve Digital Engineering Inv# 728-1312-01 in the amount of \$31,740.00 for the time period of April 4, 2021 through May 1, 2021, leaving a remaining balance of \$255,960.00 on this contract. Motion carried unanimously. (Attachment K).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Griffith, second by Commissioner Taylor to approve the Docket of Claims in the amount of \$161,418.66. Motion carried unanimously. (Attachment L).

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

7.1.C. Treasurer's Report – 4/30/2021 (Attachment N).

7.1.D. Revenue & Expense Report – 4/30/2021 (Attachment O).

8. Old Business.

8.1. Motion by Commissioner Boan, second by Commissioner Taylor to acknowledge receipt of the canvass certified by the Hancock County Circuit Clerk of the petition filed on April 8, 2021 protesting the issuance of \$12,500,000 Revenue Infrastructure Bonds by the Diamondhead Water & Sewer District. Motion carried unanimously. (Attachment P).

8.2. Motion by Commissioner Boan, second by Commissioner Griffith to discuss the review and canvass of the petition filed on April 8, 2021 protesting the issuance of \$12,500,000 Revenue Infrastructure Bonds by the Diamondhead Water & Sewer District. Motion carried unanimously. (Attachment Q).

The Board canvassed the petition and legal counsel read aloud petition signatures of which the Board of Commissioners unanimously agreed to strike thirty-one (31) signatures from the petition that were determined to appear to be invalid due to: (i) failure to comply with Miss. Code Ann. §1-3-75 (1972), as amended; and (ii) failure to live within the District's certificated service area."

Motion by Commissioner Boan, second by Commissioner Griffith to proceed with the canvassed petition as stricken. Motion carried unanimously. (Attachment R).

8.3. Motion by Commissioner Taylor, second by Commissioner Griffith to spread upon the minutes the executed DocuFree Agreement that was approved on March 11, 2021. Motion carried unanimously. (Attachment S).

8.4. Motion by Commissioner Griffith, second by Commissioner Boan to spread upon the minutes the executed Warranty Deed for the land purchase commencing at the corner of Lot 22, Block 13, Unit 1, Phase 1 executed on April 9, 2021 that was Board approved on March 11, 2021 and recorded with Hancock County records on April 14, 2021. Motion carried unanimously. (Attachment T).

8.5. Motion by Commissioner Griffith, second by Commissioner Taylor to spread upon the minutes the executed Digital Engineering Agreement for the elevated water storage tank that was approved on April 8, 2021. Motion carried unanimously. (Attachment U).

8.6. Motion by Commissioner Boan, second by Commissioner Taylor to spread upon the minutes the executed BullsEye Public Affairs LLC Agreement that was approved on April 8, 2021. Motion carried unanimously. (Attachment V).

9. New Business/Discussion Items.

9.1. Motion by Commissioner Boan, second by Commissioner Taylor to approve Volume #6 of the Educational Series Blog and authorizing its placement on the District website, Facebook page, and other social media outlets as well, distribution by such other means as deemed necessary and appropriate by the Referendum Committee. Motion carried unanimously. (Attachment W).

9.2. Motion by Commissioner Boan, second by Commissioner Griffith to acknowledge and accept the resignation of Commissioner Cindy Lamb from the Diamondhead Water & Sewer District Board of Commissioners effective April 15, 2021, as attached hereto. Motion carried unanimously. (Attachment X).

9.3. Motion by Commissioner Taylor, second by Commissioner Boan to adopt Resolution of the Diamondhead Water & Sewer District Board of Commissioners for the removal of Cindy Lamb as a Hancock Whitney Bank signatory. AYE: Taylor, Boan, Kirschenbaum, & Griffith. NAY: None. Motion carried unanimously. (Attachment Y).

9.4. Motion by Commissioner Griffith, second by Commissioner Taylor to discuss a need for the adoption of a Resolution to request the City of Diamondhead to appoint a Diamondhead Water & Sewer District Board Commissioner for the Ward 4 vacancy. Motion tabled. NO ACTION TAKEN.

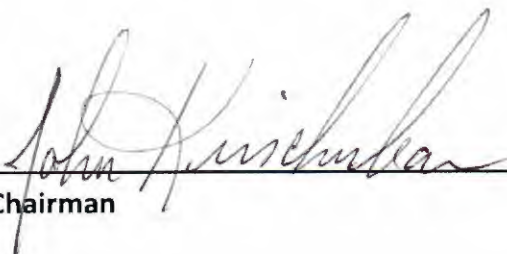
9.5. Motion by Commissioner Griffith, second by Commissioner Boan to approve the abandonment of utilities easement for new construction on property located on Kaleki Court, Phase 2, Unit 11, Block 6, between Lots 24 & 25, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment Z).

9.6. Motion by Commissioner Griffith, second by Commissioner Boan to discuss the content of the scheduled District Town Hall Meetings. Motion carried unanimously.

10. Motion by Commissioner Taylor, second by Commissioner Boan to recess this meeting at 7:47pm until May 25, 2021 at 4:00pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for June 10, 2021 at 6:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

6-10-2021  
Date