

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
February 22, 2022 – 4:00PM
City Hall Council Chambers, 5000 Diamondhead Circle

- 1. Present Board Members:** Chairman John Kirschenbaum, Vice-Chairman Bryon Griffith, Treasurer Ben Taylor (by phone), Commissioner Mark Beisecker (by phone), and Commissioner Louis Ertel.

Absent: None.

The presence of a quorum was noted and the meeting was called to order at 4:02pm. The public was notified in compliance with the District's open meeting policy.

- 2. Approve Agenda.**

Motion by Commissioner Griffith, second by Commissioner Ertel to amend the agenda to add agenda item 9.2. to discuss Grant Preamble. Motion carried unanimously as amended.

- 3. Public Comments.**

- 3.1.** Presentation of the Property & Casualty Insurance Renewal by Todd Dalton with BXS Insurance.

NOTE: Treasurer Ben Taylor arrived to the meeting by phone at approximately 4:40pm.

The Board discussed the insurance proposal as presented and Mr. Todd Dalton was asked to proceed with gathering additional proposals for the Property Renewal with additional deductible options and return to the Board with his findings.

- 3.2.** Presentation of the FY20/21 Financial Audit Report by Auditors, Patrick Daire and Sande Hentges with Wright Ward Hatten & Guel.

The Auditor's report provided the results of their financial audit to the Board, which consisted of a clean financial report with zero findings during their audit. The Auditors confirmed the Board's acknowledgement that the District's financial condition is stable based upon many years of consistency in the net proceeds. The audit report shows that revenues are covering expenditures providing for a stable financial condition.

- 4. Minutes.**

4.1. Motion by Commissioner Ertel, second by Commissioner Griffith to approve the minutes for the Regular Meeting held on February 10, 2022. Motion carried unanimously. (Attachment A).

- 5. General Manager's Report.**

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

5.1.A. Construction continues on the Southeast Water Main Replacement Project with the tie-in to the mainline at Laie Court now completed and a fire hydrant being relocated on Hilo Way. The final boring work is expected to be completed over the next couple of weeks. Fire hydrants have been delivered from the manufacturer and installation is ongoing. The project is approximately 65% complete.

5.1.B. Site preparation has begun on the Elevated Water Tank Project with mulching completed on February 16, 2022. A virtual project meeting is scheduled on February 24, 2022.

5.1.C. The Water System Improvement Project Phases II & III are both out for bids. Bids will be accepted no later than 2pm on March 10, 2022. All sealed bids will be opened during the regular board meeting being held at 4pm on March 10, 2022. Pre-bid meetings will be held on February 23, 2022 for Phase II at 10:00am and Phase III at 11:00am.

5.1.E. Seymour Engineering has conducted 7 drawdowns for the Sanitary Sewer System Hydraulic Model project on February 11, 2022 and the data has been analyzed for calibration.

5.1.F. The Sewer Improvements Basin 13,16,17 Project is out for bids. Bids will be accepted no later than 2pm on February 24, 2022. All sealed bids will be opened at City Hall Council Chambers at 4pm.

5.1.G. The District has installed 1 new connections, 6 new sewer cleanouts, performed 2 water service repairs, and 1 sewer service repair.

5.1.H. As discussed in the last meeting, the District performed an emergency 16" water main repair on Diamondhead Drive West median across from the Elliott Homes Deer Crossing subdivision due to delivery trucks being continually driven over the mainline, resulting in a broken tap saddle at the main. The District's costs were discussed with Elliott Homes and have been billed out for reimbursement.

5.1.I. The Lift Station #19 Replacement Pump Project is underway with suction lift sewer pumps with Flyght submersibles, new guide rail system, safety hatch, and new concrete around the hatch being completed.

5.1.J. The District is awaiting a second quote to replace the Variable Frequency Drive on the Well#1 pump motor.

5.1.K. The temporary pipe supports placed by the District on Kolo Court in an attempt to prevent sewer main damages from an eroding ditch bank collapse is holding steady. The District has been informed by the City Manager that they will be adding this item to the next Council Meeting agenda to have Pickering Engineering design and bid this project.

6. Construction / Engineering Projects. NONE

7. Financial.

7.1. Docket of Claims & Financial Reports.

Motion by Commissioner Griffith, second by Commissioner Ertel to approve the Docket of Claims in the amount of \$33,427.20. Motion carried unanimously. (Attachment B).

7.2. **Motion by Commissioner Griffith, second by Commissioner Taylor to approve the FY20/21 Financial Audit Report as presented. Motion carried unanimously. (Attachment C).**

7.3. Motion to approve the Property & Casualty Insurance renewal as presented and recommended by BXS Insurance. No action taken.

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. **Motion by Commissioner Griffith, second by Commissioner Ertel to approve the emergency Well#1 Pump replacement performed by Thompson Brothers Drilling in the amount of \$32,854.00, in accordance with the State of MS Purchase Law §31-7-1(f), Page 14-15, Section K. Motion carried unanimously. (Attachment D).**

9.2. **Motion by Commissioner Griffith, second by Commissioner Ertel to discuss the Grant Preamble currently being drafted. Motion carried unanimously.**

Commissioner Griffith informed the Board of the current Grant Preamble being drafted. He updated the Board on the process of Federal Grant Funding and will seek efforts to proceed applying for ARPA grant funding first. The draft copy of the Grant Preamble should be ready the week of February 28, 2022.

10. **Motion by Commissioner Kirschenbaum, second by Commissioner Griffith to recess meeting at 5:13pm until additional insurance information from agent is received at which time, the Board will reconvene. Motion to recess carried unanimously.**

The next regular meeting of the Board of Commissioners is scheduled for March 10, 2022 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.

Recessed Meeting held February 28, 2022 – 10:00am

DWSD Meeting Trailer, 4425 Park Ten Drive, Diamondhead, MS

Meeting reconvened at 10:00am.

Present: Chairman Kirschenbaum, Vice-Chairman Griffith (by phone), Treasurer Taylor, Commissioner Beisecker, and Commissioner Ertel (by phone).

Motion by Chairman Kirschenbaum, second by Commissioner Taylor to continue discussions on Motion 7.3. Motion to discuss carried unanimously.

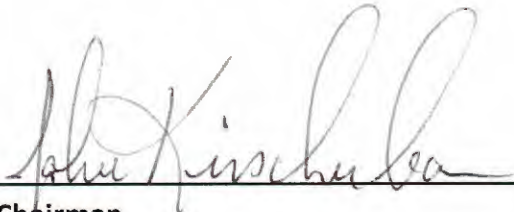
Todd Dalton with BXS Insurance provided an updated proposal of \$120,638.95 annually for a 2% deductible on property renewal, as well as, a proposal of \$113,207.60 for a 10% deductible.

The Board of Commissioners, during their discussions, were unanimous that such a small savings for a 8% deductible increase was not in the best interest of the District.

Motion by Chairman Kirschenbaum, second by Commissioner Taylor to approve the Property & Casualty Insurance renewal with a 2% deductible and annual premium of \$120,638.95 as presented by BXS Insurance. Motion carried unanimously. (Attachment E).

Motion by Commissioner Griffith, second by Commissioner Taylor to adjourn at 10:08am. Motion carried unanimously.





Chairman

3-10-22
Date