

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR MEETING MINUTES
June 11, 2020 – 4:00PM (Central Time)
District Meeting Trailer

1. **Present Board Members (in person):** Chairman John Kirschenbaum, Vice-Chairman David Boan, and Secretary/Treasurer Ben Taylor.
Present Board Members (by phone): Commissioner Kenny Edmonds, and Commissioner Robert Redd.
Absent: None.

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. **Motion by Commissioner Taylor, second by Commissioner Boan to approve the agenda. Motion carried unanimously.**

3. Minutes.

3.1. Motion by Commissioner Boan, second by Commissioner Edmonds to approve the Minutes for the Regular Meeting held on May 14, 2020. Motion carried unanimously. (Attachment A).

4. General Manager's Report.

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

4.1.A. All departments have continued to operate under CDC, MSDOH, and Hancock EMA guidelines for COVID-19 precautions. Hancock EMA conference calls have been attended weekly. Pursuant to Governor's Executive Order #1484, District personnel returned to normal schedules on May 26, 2020. On June 9, 2020 the District Admin. Office was re-opened to public access, with a limit of one-person entering the lobby at a time.

4.1.B. Reed Bryant with Seymour Engineering is here today to open all bids for the Lift Station 17B Project. Seymour Engineering will review all bids for accuracy and completeness, at which time they will present their recommendation.

4.1.C. The Scada Improvements Project installations are complete. The training of District employees is complete. Pending items are the O&M Manuals, updated schematic/drawings, and the spare parts list as referenced on line nine(9) of the pay application. All items are scheduled to be completed next week.

4.1.D. On May 26, 2020 District personnel investigated a sewer odor on Lono Place. It was determined that a power pole had damaged a sewer main. Coast Electric was notified and the pole was relocated. District personnel repaired the sewer main. After additional investigating of the sewer odor into a wooded easement area on Lono Place and behind Kolo Court, District personnel

discovered a broken sewer main. The ditch banks were eroded causing several trees to fall, uproot the sewer line and another tree landed on a manhole structure. Bypass pumping was temporarily used during repairs. A Right of Entry form was signed for the property on Kolo Court in order to allow equipment access for the repairs. Due to the location, the terrain, and the magnitude of the necessary repairs, a contractor was called in to perform the emergency repairs.

4.1.E. Tropical Storm Cristobal made landfall in Southeastern Louisiana on June 6, 2020, placing Hancock County on the Eastern side of the storm. The storm brought in over seven (7) feet above normal tidal water. Our area experienced another five (5) inches of rainfall on June 8, 2020 causing several streets to flood.

4.1.F. On June 10, 2020 the area received another three (3) inches of rainfall in less than two (2) hours.

5. Public Comments. None.

6. Construction / Engineering Projects.

6.1. Basin 17 Project.

6.1.A. Motion by Commissioner Boan, second by Commissioner Taylor to acknowledge receipt of all Lift Station 17B Project bids and to authorize the opening of said bids by Seymour Engineering. Motion carried unanimously. (Attachment B).

Reed Bryant with Seymour Engineering opened all bids for the Lift Station 17B Project.

6.2. Engineering/Misc. Projects.

6.2.A. Motion by Commissioner Taylor, second by Commissioner Boan to ratify the authorization of emergency sewer repairs on Kola Court performed by DNA Underground in the amount of \$32,670.00. Motion carried unanimously. (Attachment C).

6.3. Scada Improvement Project.

6.3.A. Motion by Commissioner Redd, second by Commissioner Boan to spread upon the minutes the executed Control Systems Certificate of Substantial Completion that was approved on May 14, 2020. Motion carried unanimously. (Attachment D).

6.3.B. Motion by Commissioner Taylor, second by Commissioner Boan to approve Control Systems Pay App# 4 in the amount of \$23,750.00 for the time period of April 28, 2020 through June 8, 2020, leaving a remaining balance of \$14,700.00 on this contract. Motion carried unanimously. (Attachment E).

6.3.C. Motion by Commissioner Boan, second by Commissioner Redd to approve Compton Engineering Invoice#218-058.001-11 in the amount of \$1,222.50 for the time period of May 1, 2020 through May 28, 2020, leaving a remaining balance of \$1,107.50 on this contract. Motion carried unanimously. (Attachment F).

6.4. Southeast Water Improvements Project.

6.4.A. Motion by Commissioner Boan, second by Commissioner Taylor to approve Seymour Engineering Invoice# 7632 in the amount of \$31,755.00 for the time period of April 25, 2020 through May 29, 2020, leaving a remaining balance of \$130,875.00 on this contract. Motion carried unanimously. (Attachment G).

7. Financial.

7.1. Docket of Claims.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Boan to approve the Docket of Claims in the amount of \$124,928.92. Motion carried unanimously. (Attachment H).

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

7.1.C. Treasurer's Report – 5/31/2020 (Attachment J).

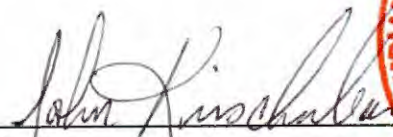
7.1.D. Revenue & Expense Report – 5/31/2020 (Attachment K).

8. New Business / Discussion Items.

8.1. Motion by Commissioner Taylor, second by Commissioner Boan to approve the District closure on Friday, July 3, 2020 in observance of the Independence Day Holiday as declared in the Governor's Proclamation of May 22, 2020 in accordance with the provisions of Miss.Code Ann. Section 3-3-7. Motion carried unanimously. (Attachment L).

9. Adjournment at 4:42pm. Motion by Commissioner Boan, second by Commissioner Taylor. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for July 9, 2020 at 6:00 p.m. at Diamondhead City Hall, 5000 Diamondhead Circle, Diamondhead, MS.


Chairman



7-9-20
Date