

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
December 15, 2022 – 4:00pm (CST)**

Diamondhead City Hall – Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS

1. **PRESENT BOARD MEMBERS:** Chairman Bryon Griffith, Vice-Chairman Ben Taylor, Treasurer Louis Ertel, Commissioner Mark Beisecker (by phone), and Commissioner Arlen Griffey.

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. **Approve Agenda.**

Motion by Commissioner Ertel, second by Commissioner Griffey to approve the agenda. Motion carried unanimously.

3. **Public Comments.**

None.

4. **Minutes.**

4.1. **Motion by Commissioner Griffey, second by Commissioner Ertel to approve the minutes for the Regular Board Meeting held on November 17, 2022. Motion carried unanimously. (Attachment A).**

5. **General Manager’s Report.**

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

5.1.A. CB&I is scheduled to complete the erection for the Elevated Water Tank Project the week of December 19, 2022. The tank painting crew is scheduled to begin mobilizing on January 3, 2023. Painting is expected to take approximately 10 weeks to complete.

5.1.B. The Contractor for the Water System Improvement Phase II Project is scheduled to begin boring water service lines on Bayou Drive the week of December 19, 2022.

5.1.C. A Water Tower #1 Exterior Painting II Project meeting between the District, Digital Engineering and Tank Pro was held to punch-list the project on December 13, 2022. Tank Pro will be providing a schedule and plan of action to correct several pending items.

5.1.D. The Water System Improvement Phase III Project is approximately 40% complete. The remaining 6” and 8” diameter pipelines are scheduled to be installed the week of December 19, 2022. Approximately 100% of the 6” line is directional drill on the side streets of Hilo Way, Alawai Avenue, and Lanai Place. On December 14, 2022, the drilling crew impacted the existing 3” water main within the cul-de-sac of Hilo Place which caused a temporary shutdown for repairs. Water service was restored by early afternoon and a temporary boil water precaution

was issued to those residents. A second contractor crew nicked the existing 8" water main on Diamondhead Drive East near Hanalei Circle, which caused a temporary shutdown for three residents. Repairs were completed and water was restored that afternoon and a temporary boil water precaution was issued to those residents. District management and staff responded to both scenes within minutes and supervised all repairs. The Precautionary Boil Notices are expected to be lifted by December 16, 2022. A project meeting is scheduled December 16, 2022.

5.1.E. CCTV of the lateral service lines and manhole lining is complete for the Sewer Improvements Basin 13, 16, & 17 Project. The contractor is working to complete the replacement section at Hanalei Circle and will be replacing the force main concurrently with gravity sewer all the way to the Diamondhead Drive East intersection. The contractor is working to complete the bypass at Lift Station #17 to finish the force main connections. Sewer main lining is expected to begin in mid-January with lateral lining to follow.

5.1.F. After review of the abandonment of easement request for the property located on Akikai Drive, Phase 1, Unit 2, Block 10, between Lots 11 & 12, it was determined that this easement is of no use to the District at this time or in the future; therefore, approval of Abandonment of Easement is recommended.

5.1.G. The District has performed 4 water service line repairs, 7 after hours leak investigations, 2 water main repairs, 2 sewer service backups, 2 sewer service line repairs, 2 sewer after hour calls, and installed 3 new residential water/sewer connections since the last meeting.

5.1.H. The temporary emergency pipe support and culvert installed by the District at the Kolo Court drainage ditch are holding steady and the culvert is working. The temporary measures are an attempt to prevent further sewer main damage from an eroding ditch bank collapse. There has been no response from the City since the drawings were sent from Pickering Engineering on August 4, 2022.

5.1.I. A meeting was held on November 17, 2022 between the District, Pickering Engineering, contractors, and the City Manager to discuss water and sewer infrastructure impacts and planning of water main interruption for relocation of pipeline on Makiki Drive.

5.1.J. The District, in addition to the above projects, are managing District infrastructure for: (1) Conexon for Coast Connect Fiber in Fairway Villas and Glen Eagle, (2) AT&T fiber installations in Glen Eagle and Golf Club Drive, (3) Sparklight fiber installation, and (4) C-Spire on the MDOT Roundabouts Projects.

6. Construction / Engineering Projects.

6.1. Sewer Basin Improvements-Phase I & II (#13, #16, #17) Project.

6.1.A. Motion by Commissioner Taylor, second by Commissioner Griffey to approve Suncoast Infrastructure Invoice# S22052-06 in the amount of \$108,959.99 for the time period of October 1, 2022 through October 31, 2022, leaving a remaining balance of \$4,538,614.92 on this contract. Motion carried unanimously. (Attachment B).

- 6.1.B. Motion by Commissioner Ertel, second by Commissioner Taylor to approve Seymour Invoice# 8618 in the amount of \$46,000.00, for the time period of September 30, 2022 through November 18, 2022, leaving a remaining balance of \$470,900.00 on this contract. Motion carried unanimously. (Attachment C).**
- 6.1.C. Motion by Commissioner Griffey, second by Commissioner Taylor to approve Suncoast Infrastructure Invoice#S22052-07 in the amount of \$273,205.25 for the time period of November 1, 2022 through November 30, 2022, leaving a remaining balance of \$4,265,409.67 on this contract. Motion carried unanimously. (Attachment D).**
- 6.2. Water System Rehab-Phase I Project (New Water Tower).**
- 6.2.A. Motion by Commissioner Ertel, second by Commissioner Griffey to approve Digital Engineering Invoice# 728-1312-19 in the amount of \$15,215.00 for the time period of October 30, 2022 through November 26, 2022, leaving a remaining balance of \$34,472.50 on this contract. Motion carried unanimously. (Attachment E).**
- 6.3. Water System Rehab-Phase II Project.**
- 6.3.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1313-17 in the amount of \$25,500.00 for the time period of October 30, 2022 through November 26, 2022, leaving a remaining balance of \$192,000.00 on this contract. Motion carried unanimously. (Attachment F).**
- 6.4. Water System Rehab-Phase III Project.**
- 6.4.A. Motion by Commissioner Ertel, second by Commissioner Griffey to approve DNA Underground Pay App#5 in the amount of \$180,352.38 for the time period of September 21, 2022 through October 20, 2022, leaving a remaining balance of \$2,003,492.86 on this contract. Motion carried unanimously. (Attachment G).**
- 6.4.B. Motion by Commissioner Griffey, second by Commissioner Taylor to approve DNA Underground Pay App#6 in the amount of \$138,231.09 for the time period of October 21, 2022 through November 20, 2022, leaving a remaining balance of \$1,865,261.76 on this contract. Motion carried unanimously. (Attachment H).**
- 6.5. Water Tower #1 Exterior Painting Project.**
- 6.5.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1310-59 in the amount of \$4,879.50 for the time period of October 30, 2022 through November 26, 2022, leaving a remaining balance of \$1,509.00 on this contract. Motion carried unanimously. (Attachment I).**
- 6.6. Miscellaneous Projects.**
- 6.6.A. Motion by Commissioner Taylor, second by Commissioner Griffey to approve Mississippi Department of Transportation Engineering Services Agreement for Project NHPP-010-01(161):107509/30100 for a reimbursable amount not to exceed \$169,065.66, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment J).**

6.6.B. Motion by Commissioner Ertel, second by Commissioner Griffey to approve Digital Engineering Work Assignment # 2022-22 for Mississippi Department of Transportation Project NHPP-010-01(161):107509/30100 for an amount not to exceed \$169,065.66, and to authorize the General Manager to execute same. Motion carried unanimously. (Attachment K).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Griffey to approve payment of the Docket of Claims in the total amount of \$214,598.18, as attached hereto. Motion carried unanimously. (Attachment L).

7.1.B. Motion by Commissioner Taylor, second by Commissioner Beisecker to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$792,343.21, as attached hereto. Motion carried unanimously. (Attachment M).

7.1.C. Treasurers Report – 11/30/2022. (Attachment N).

7.1.D. Revenue & Expense Report – 11/30/2022. (Attachment O).

7.1.E. Motion by Commissioner Griffey, second by Commissioner Taylor to approve payment of the Customer Deposit Refund Register in the total amount of \$286.30, as attached hereto. Motion carried unanimously. (Attachment P).

7.1.F. Motion by Commissioner Griffey, second by Commissioner Taylor to ratify payment of the Customer Deposit Refund Register in the amount of \$3,052.09 printed on November 22, 2022 as attached hereto, that was approved by the Board on November 17, 2022. Motion carried unanimously. (Attachment Q).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Ertel to approve attendance of Commissioner Bryon Griffith for Advanced Board Training on February 14, 2023 in accordance with MS Code 1972, Section (1) 41-26-101, as amended, at a cost of \$50.00 to the District. Motion carried unanimously. (Attachment R).

9.2. Motion by Commissioner Taylor, second by Commissioner Beisecker to approve attendance of Commissioner Louis Ertel and Commissioner Arlen Griffey for Board Management Training on February 7, 2023 in accordance with MS Code 1972, Section (1) 41-26-101, as amended, at a cost of \$230.00 to the District. Motion carried unanimously. (Attachment S).


9.3 Motion by Commissioner Griffey, second by Commissioner Taylor to approve the District's participation in the City of Diamondhead Annual Christmas Parade to be held on Sunday, December 18, 2022 as provided by MS Code, Annotated Section 17-3-1 and authorizing the General Manager to take such actions as are necessary to accomplish said participation in a manner that will favorably advertise the opportunities, possibilities and resources that exist within the District. Motion carried unanimously.

10. Motion to Adjourn.

Motion by Commissioner Ertel, second by Commissioner Griffey to adjourn at 4:42pm. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for January 12, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

1/12/23
Date