

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
January 12, 2023 – 4:00pm (CST)**

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

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

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 Meeting held on December 15, 2022. (Attachment A).*

5. **General Manager's Report.**
 - 5.1. **Update of Recent Events & Projects.**
 - 5.1.A. CB&I Storage Tank painters are scheduled to mobilize to the site on January 16, 2023, for the Elevated Water Tank Project and take approximately ten weeks.

 - 5.1.B. CB Developers are currently working on the Bayou Drive/Haleiwa Place area for the Water System Improvement Phase II Project. Lines located in this area are scheduled to be ready for testing within the next two weeks.

 - 5.1.C. Digital Engineering is communicating with Tank Pro to schedule the completion of the remaining items for the Water Tower #1 Exterior Painting II Project. Additional paint will be delivered on January 17, 2023 with an update being provided by the contractor at the end of this week.

 - 5.1.D. The Water System Improvement Phase III Project is approximately 45% complete. DNA Underground crews are working on tie-ins along Diamondhead Drive East from Alawai Avenue east to Hanalei Circle.

 - 5.1.E. DNA is working to complete sections of sewer main replacement at Pokai Street for the Sewer Improvements Basin 13, 16, 17 Project. Material has arrived to complete the force main and bypass piping at Lift Station #17 on Hanalei Circle.

 - 5.1.F. The District has performed 8 water service line repairs, 2 after hours leak investigations, 2 water main repairs, 14 sewer service backups, 1 sewer service line repair, 7 sewer after hours calls, and 1 new residential water/sewer connection since the last meeting.

5.1.G. 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.H. On the evening of Friday, December 30, 2022, we received an after-hours emergency call regarding a broken sewer pipe at the Makiki Drainage Project site. Operations/Maintenance Manager, Joe Higginbotham, along with a crew that was working on a broken water line, left that site to address the reported issues of the sewer main located at Makiki Drive. District crews performed a temporary patch which held until Tuesday, January 3, 2023 following the New Year's Day holiday. Upon further inspection, District management determined that a total replacement of that section of 18-inch diameter clay sewer was needed immediately. This section of pipe had been exposed and was now suspended from the erosion that occurred with the recent storm. The sheer weight of the pipe caused it to begin collapsing upon itself. Due to the imminent threat of a heavy rainfall storm predicted that Tuesday night, we made a decision to call in contractors who had large equipment available to move the concrete box and allow emergency repairs to take place prior to the storm's arrival that evening. DNA Underground moved the concrete structure and performed an emergency replacement of 18-inch pipe spanned across the entire ditch.

5.1.I. The District, in addition to the above projects, are managing District infrastructure for: (1) MDOT Roundabout Project - District crews have located and marked critical force mains in the area. Telecommunications crews have been relocating existing cables and fiber optic lines. (2) CONEXON, Coast Connect Fiber Project for Coast Electric – A new Contractor, R. Spencer Construction, is working in Fairway Villas and Glen Eagle. (3) AT&T – Crews are performing various projects in Glen Eagle and on Golf Club Drive for future communications. (4) Sparklight – They will be installing fiber optic cable throughout the Diamondhead Lakes subdivision soon. (5) C-Spire – Harts Construction – MDOT Roundabout and relocation of cable this past week. (6) The Diamondhead Christmas Parade on Sunday, December 18, 2022 was a success and good exposure to the District.

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Ertel, second by Commissioner Griffey to approve Seymour Engineering Invoice#8638 in the amount of \$42,100.00 for the time period of November 19, 2022 through December 16, 2022, leaving a remaining balance of \$428,800.00 on this contract. Motion carried unanimously. (Attachment B).

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

6.2.A. Motion by Commissioner Beisecker, second by Commissioner Griffith to approve CB&I Storage Tank Invoice#252494-09 in the amount of \$189,052.50 for the time period of October 31, 2022 through December 3, 2022, leaving a remaining balance of \$828,383.15 on this contract.

- 6.3. Water System Rehab-Phase II Project.
6.3.A. None.
- 6.4. Water System Rehab-Phase III Project.
6.4.A. Motion by Commissioner Ertel, second by Commissioner Griffith to approve Seymour Engineering Invoice# 8639 in the amount of \$14,500.00 for the time period of October 1, 2022 through December 22, 2022, leaving a remaining balance of \$250,500.00 on this contract. Motion carried unanimously. (Attachment C).
- 6.5. Water Tower #1 Exterior Painting Project.
6.5.A. None.
7. Financial.
- 7.1. Docket of Claims & Financial Reports.
- 7.1.A. Motion by Commissioner Griffey, second by Commissioner Ertel to approve payment of the Docket of Claims in the total amount of \$224,744.72, as attached hereto. Motion carried unanimously. (Attachment D).
- 7.1.B. Motion by Commissioner Griffey, second by Commissioner Ertel to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$245,652.50 as attached hereto. Motion carried unanimously. (Attachment E).
- 7.1.C. Treasurers Report – 12/31/2022. (Attachment F).
- 7.1.D. Revenue & Expense Report – 12/31/2022. (Attachment G).
- 7.1.E. Motion by Commissioner Ertel, second by Commissioner Griffey to approve payment of the Customer Deposit Refund Register in the total amount of \$3,526.00, as attached hereto. Motion carried unanimously. (Attachment H).
8. Old Business.
- 8.1. Motion by Commissioner Ertel, second by Commissioner Beisecker to spread upon the minutes the executed Digital Engineering Work Assignment #2022-22, approved by the Board on December 15, 2022. Motion carried unanimously. (Attachment I).
9. New Business/Discussion Items.
- 9.1. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve revised District Personnel Policy# P-2021-003, Weekend Duty & After Hour Callouts, as attached hereto. Motion carried unanimously. (Attachment J).
- 9.2. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve revised District Policy# D-2023-004, Leak Forgiveness, as attached hereto. Motion carried unanimously. (Attachment K).

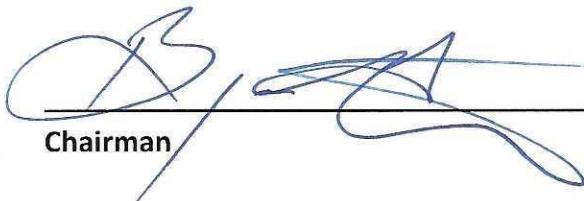
9.3. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve Pitney Bowes postage meter equipment lease agreement for 5-year period in the amount of \$71.10 per month and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment L).

10. Motion to Adjourn.

Motion by Commissioner Ertel, second by Commissioner Griffey to adjourn at 4:43 p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for January 26, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

1/26/23
Date