

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
February 23, 2023 – 4:00p.m. (CST)**

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

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

ABSENT: None.

The presence of a quorum was noted, and the meeting was called to order at 4:01p.m. The public was duly notified in compliance with the District’s open meeting policy.

- 2. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve the agenda. Motion carried unanimously.**

3. Public Comments.

Charles Whitmore, resident at 308 Highpoint Drive addressed the Board with a request to consider paperless billing option.

Presentation of the Property & Casualty Insurance Renewal Proposal by Todd Dalton with Cadence Insurance.

Presentation of the Fiscal Year Ending September 30, 2022 Financial Audit Report by Sande Hentges with Wright Ward Hatten & Guel.

4. Minutes.

- 4.1. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve the minutes for the Regular Meeting held on February 9, 2023. Motion carried unanimously. (Attachment A).**

5. General Manager’s Report.

5.1 Update of Recent Events & Projects.

5.1.A. CB&I Storage Tank has completed sandblasting and primed all areas of painting for the Elevated Water Tank #2 Project. Painters completed the first coat and are currently painting the finish coat on the exterior.

5.1.B. The contractor has been working between Koloa, Kahana, and Bayou Drive for the Water System Improvement Phase II Project. The contractor has installed 9 hot taps and all coupons were turned over to Diamondhead Water & Sewer District. Pressure tests are ongoing. The contractor is scheduled to install hot taps along Kaimuki Court, and open cut on Koloa at the corner of Ala Moana next week. During this work, Koloa Street

will be closed at the intersection from Ala Moana Street to Kalae Street. A detour route will be set up around this area. The contractor will coordinate with the City, Fire District, Police Department, and school bus routes ahead of the closure. All affected residents will be notified.

- 5.1.C.** Currently no one is on site for the Water Tower #1 Exterior Painting Project. The contractor, Tank Pro, is scheduling a crew to finish paint touch ups. We expect an updated schedule for the completion and landscaping by February 24, 2023.
- 5.1.D.** The Water System Improvement Phase III Project is approximately 60% complete. All 8" lines are installed and crews are working to install the remaining 6" lines on Maui Place and Ewa Place. The contractor will begin installing hydrants and tying in services. Pressure testing of completed portions of pipe will begin in the upcoming weeks.
- 5.1.E.** The Sewer Improvement Basins 13, 16 & 17 Project is approximately 30% complete. Contractor is working on a replacement section at Hanalei Circle and will be complete by the week of February 24, 2023, weather permitting. The contractor is also working on the Koloa Court replacement section which should be complete within the next two weeks. The contractor has several cleanouts which will be replaced with manholes before CIPP lining begins.
- 5.1.F.** The District has performed 1 water main break repair, 5 after hours leak investigations, 4 water service repairs, 1 sewer service after hours call, and installed 5 new residential water/sewer connections, 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.** The Diamondhead Water & Sewer District is providing oversight of work for the water main and sanitary sewer main piping for the City of Diamondhead's Makiki Drive Drainage Project.
- 5.1.I.** The contractor relocated an existing fire hydrant and 8" water main which were discovered by the district in the construction drawings for the Taco Bell Construction Project. The new piping was pressure tested and disinfected as required to meet MSDH standards and District specifications.
- 5.1.J.** The City of Diamondhead Commercial Area Transformation Project consists of reconstructing Park Ten Drive, and connecting Park Ten Drive to Noma Circle, which is a connector to Leisure Time Drive. District engineers completed an initial review of the project, except for existing sewer impacts and capacity calculations, which are expected to be complete in a few days. The engineer's comments have been sent to the City engineer. The District is concerned about losing the existing driveway on the east side of

the administration building, where the drive-up payment box is located, as shown in the drawings and noted this in the comments to the City engineer. Discussions are expected on this matter and updates will follow.

- 5.1.K. The District, in addition to the above projects, are managing infrastructure for:
- (1) MDOT Roundabout Project
 - (2) CONEXON, Coast Connect Fiber Project for Coast Electric – Cable is proposed around the northeast side of Diamondhead Circle from Diamondhead Drive East, south across the circle to the Property Owner’s Association building, and a second location in the commercial area.
 - (3) AT&T – There is an upcoming project at Diamondhead Drive East from Alawai Avenue to the circle at Lanai Street.
 - (4) Sparklight – They are currently installing fiber optic cable throughout the Diamondhead Lakes subdivision.
 - (5) C-Spire – Harts Construction – There is a proposed project for the Preserve Phase 1 subdivision.
 - (6) Coast Electric – They are installing underground from Veterans Drive west along Aloha Drive to the Taco Bell site.
 - (7) Lift Station #9 – A force main relocation project will be awarded within the next week. A Notice to Proceed is expected within a few days and construction is scheduled to begin in mid to late March. The projected completion is approximately 30 days.

6. **Construction / Engineering Projects.**

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

6.1.A. None.

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

6.2.A. *Motion by Commissioner Beisecker, second by Commissioner Griffey to approve Digital Engineering Invoice# 728-1312-21 in the amount of \$5,012.00 for the time period of January 1, 2023 through January 28, 2023, leaving a remaining balance of \$22,748.00 on this contract. Motion carried unanimously. (Attachment B).*

6.3. **Water System Rehab-Phase II Project.**

6.3.A. *Motion by Commissioner Griffey, second by Commissioner Beisecker to approve Digital Engineering Invoice# 728-1313-19 in the amount of \$25,500.00 for the time period of January 1, 2023 through January 28, 2023, leaving a remaining balance of \$141,000.00 on this contract. Motion carried unanimously. (Attachment C).*

6.4. **Water System Rehab-Phase III Project.**

6.4.A. None.

6.5. **Water Tower #1 Exterior Painting Project.**

6.5.A. *Motion by Commissioner Griffey, second by Commissioner Beisecker to approve Digital Engineering Invoice# 728-1310-61 in the amount of \$759.00 for the time period of January 1, 2023 through January 28, 2023, completing this contract with a zero balance. Motion carried unanimously. (Attachment D).*

6.6. **Miscellaneous Construction/Engineering Projects.**

6.6.A. None.

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve payment of the Docket of Claims in the total amount of \$48,769.09, as attached hereto. Motion carried unanimously. (Attachment E).

7.1.B. Motion by Commissioner Beisecker, second by Commissioner Griffey to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$31,271.00, as attached hereto. Motion carried unanimously. (Attachment F).

7.1.C. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve payment of the Customer Deposit Refund Register in the total amount of \$4,198.19, as attached hereto. Motion carried unanimously. (Attachment G).

7.1.D. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve the Fiscal Year Ending September 30, 2022 Financial Audit Report as presented. Motion carried unanimously. (Attachment H).

7.1.E. Motion by Commissioner Griffey, second by Commissioner Beisecker to amend the Fiscal Year 2022/2023 Budget to increase Property Insurance Expense by \$11,000.00, decreasing the net budget surplus by same. Motion carried unanimously. (Attachment I).

8. Old Business.

8.1. Motion by Commissioner Beisecker, second by Commissioner Griffey to spread upon the minutes the Covington Environmental Engineering Master Services Agreement that was approved by the Board on February 9, 2023. Motion carried unanimously. (Attachment J).

8.2. Motion by Commissioner Griffey, second by Commissioner Beisecker to spread upon the minutes the Seymour Engineering Master Services Agreement that was approved by the Board on February 9, 2023. Motion carried unanimously. (Attachment K).

8.3. Motion by Commissioner Griffey, second by Commissioner Beisecker to spread upon the minutes the Digital Engineering Master Services Agreement that was approved by the Board on February 9, 2023. Motion carried unanimously. (Attachment L).

8.4. Motion by Commissioner Griffey, second by Commissioner Beisecker to spread upon the minutes the CE Group Engineering Master Services Agreement that was approved by the Board on February 9, 2023. Motion carried unanimously. (Attachment M).

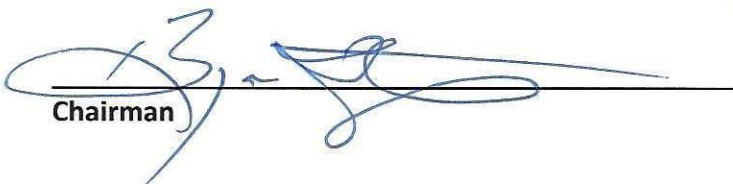
9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve the Property & Casualty Insurance Policy renewal for the period of March 1, 2023 through March 1, 2024, as presented and recommended by Cadence Insurance, and to authorize the Chairman to execute renewal documents, as required. Motion carried unanimously. (Attachment N).

- 9.2. Motion by Commissioner Griffey, second by Commissioner Beisecker to acknowledge the current state of materials shortage and authorize the General Manager to purchase as determined is required for the District to maintain services, in accordance with the State of MS Purchasing Law, as attached hereto. Motion carried unanimously. (Attachment O).
- 9.3. Motion by Commissioner Griffey, second by Commissioner Beisecker to declare the property as listed in Exhibit "A", to be surplus property having a fair market value of zero and will have no future use to the District, and thus, pursuant to the authority granted by Miss. Code Ann. 17-25-25 (1972), as amended, in the best interest of the District to authorize the General Manager to dispose of said surplus property with no fair market value in a prudent and economically feasible manner. Motion carried unanimously. (Attachment P).
10. Motion to Adjourn.
- 10.1. Motion by Commissioner Griffey, second by Commissioner Beisecker to adjourn at 5:03p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for March 23, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

3/9/23
Date