

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR BOARD MEETING MINUTES  
June 22, 2023 – 4:00p.m.**

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

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

**ABSENT:** None.

The presence of a quorum was noted, and the meeting was called to order at 4:00p.m. The public was duly notified in compliance with the District’s meeting policy.

2. **Agenda.**

**Motion by Commissioner Beisecker, 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 June 8, 2023. Motion carried unanimously. (Attachment A).**

5. **General Manager’s Report.**

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

5.1.A. Contractors filled and tested the new tower for the Elevated Water Tank #2 Project. All tests passed MSDH requirements, and the new water tower was officially placed online June 22, 2023. CB&I site crew is scheduled to place sod on June 22, 2023.

5.1.B. The contractors for the Water System Improvement Phase II Project are working on installing hot taps, cutting and capping, and tie-ins. The crews have begun paving and bringing in sod and are scheduled to cut and cap along Ala Moana, install a fire hydrant, and continue to sod where needed. The contractor is scheduled to chlorinate the remaining lines and continue tie-ins with cutting and capping. The road crew will continue to install asphalt patches.

5.1.C. Close out documents for the Water Tower #1 Painting Project are being presented during this meeting.

5.1.D. The Water System Improvement Phase III Project is approximately 84% complete. The 8” mains are 100% tested and active, and the 6” mains are 75% tested and active.

Service connections are 45% complete and fire hydrants are 98% complete. All HDD and open cut installations are complete. Crews are scheduled to pave, install hot taps, and continue to test and flush mains.

- 5.1.E. The Sewer Improvement Basins 13, 16, & 17 Project is approximately 55% complete. DNA Underground has completed the last point repair at Golf Club Drive, as well as, the video of the replacement sections. Paving is ongoing and lining crews are scheduled to mobilize.
- 5.1.F. The District has performed 3 after-hours water leak investigations, 4 water service repairs, 2 sewer service backups, 2 after-hours sewer investigations, 1 sewer lateral repair, installed 8 sewer cleanouts and 6 new residential water/sewer service 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. Pickering engineers have developed drawings for a construction project to address the drainage area.

## 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 Griffey, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1312-25 in the amount of \$2,500.00 for the time period of April 30, 2023 through May 27, 2023, leaving a remaining balance of \$5,212.00 on this contract. Motion carried unanimously. (Attachment B).

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

6.3.A. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve Digital Engineering Invoice# 728-1313-23 in the amount of \$25,500.00 for the time period of April 30, 2023 through May 27, 2023, leaving a remaining balance of \$39,000.00 on this contract. Motion carried unanimously. (Attachment C).

6.3.B. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve CB Developers Pay App#11 in the amount of \$108,129.67 for the time period of May 1, 2023 through May 31, 2023, leaving a remaining balance of \$569,638.66 on this contract. Motion carried unanimously. (Attachment D).

### 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 Ertel, second by Commissioner Beisecker to approve Tank Pro Change Order#1 with an increase of eleven (11) days to the contract time, with no change to the contract amount, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment E).
- 6.5.B. Motion by Commissioner Griffey, second by Commissioner Ertel to approve Tank Pro Final Pay App#3 in the amount of \$22,340.95, leaving a remaining balance of zero on this contract, and to authorize final project close-out, as recommended by Digital Engineering. Motion carried unanimously. (Attachment F).
- 6.6. MDOT Roundabout Utility Relocation Project.
- 6.6.A. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1310.022-02 in the amount of \$21,662.38 for the time period of April 30, 2023 through May 27, 2023, leaving a remaining balance of \$67,274.80 on this contract. Motion carried unanimously. (Attachment G).
- 6.7. Miscellaneous Construction/Engineering Projects.
- 6.7.A. Motion by Commissioner Ertel, second by Commissioner Griffey to approve Digital Engineering Invoice#23R00024.006-02 in the amount of \$320.00 for the Noma Drive Improvements Phase I Plan Review. Motion carried unanimously. (Attachment H).
- 6.7.B. Motion by Commissioner Griffey, second by Commissioner Ertel to approve Digital Engineering Invoice# 23R00024.001-02 in the amount of \$720.00 for the Mauna Kea Townhomes Plan Review. Motion carried unanimously. (Attachment I).
- 6.7.C. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve Digital Engineering Invoice# 23R00024.007-01 in the amount of \$1,940.00, for the time period of April 30, 2023 through May 27, 2023 on the GIS Integration & Maintenance Project. Motion carried unanimously. (Attachment J).
7. Financial.
- 7.1. Docket of Claims & Financial Reports.
- 7.1.A. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve payment of the Docket of Claims in the total amount of \$64,358.89, as attached hereto. Motion carried unanimously. (Attachment K).
- 7.1.B. Motion by Commissioner Beisecker, second by Commissioner Ertel to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$183,113.00, as attached hereto. Motion carried unanimously. (Attachment L).
- 7.1.C. Motion by Commissioner Ertel, second by Commissioner Griffey to approve payment of the Customer Deposit Refund Register in the total amount of \$4,311.73, as attached hereto. Motion carried unanimously. (Attachment M).

**7.1.D. Motion by Commissioner Beisecker, second by Commissioner Griffey to authorize formation of Fiscal Year 2023/2024 Budget Committee consisting of Treasurer Louis Ertel, Vice-Chairman Ben Taylor, General Manager David Carden, Comptroller Toni Wilson, and Operations/Maintenance Manager Joe Higginbotham. Motion carried unanimously.**

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. **Motion by Commissioner Ertel, second by Commissioner Beisecker to authorize the General Manager to issue Task Orders for Digital Engineering and Seymour Engineering to submit requests for grant assistance. Motion carried unanimously.**

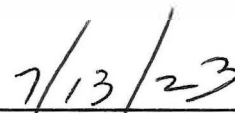
10. Motion to Adjourn.

**Motion by Commissioner Ertel, second by Commissioner Beisecker to adjourn at 4:22p.m. Motion carried unanimously.**

The next meeting of the Board of Commissioners is scheduled for July 13, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
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Chairman - Treasurer/Secretary

  
\_\_\_\_\_  
Date