

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
September 14, 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, Treasurer Louis Ertel, Commissioner Mark Beisecker (by phone), and Commissioner Arlen Griffey.

The presence of a quorum was noted, and the meeting was called to order at 4:04p.m. The public was duly notified in compliance with the District’s meeting policy.

2. **Agenda.**

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

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Taylor, second by Commissioner Ertel to approve the minutes for the Regular Meeting held on August 24, 2023. Motion carried unanimously. (Attachment A).

5. **General Manager’s Report.**

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

- 5.1.A. CB&I’s subcontractor has been on site working on punch list items; and the gate was repaired and repainted for the Elevated Water Tank #2 Project. A recommendation was sent from Digital Engineering to CB&I regarding south light relocation and are awaiting a cost proposal.
- 5.1.B. CB Developers are working on completing the punch list for the Water System Improvement Phase II Project. Discussion remains regarding a trace wire issue at the corner of Bayou Circle and Bayou Drive and will be resolved as soon as possible.
- 5.1.C. The Water System Improvement Phase III project is 94% complete. DNA Underground is working on the last tie-in to the water main at Hilo Street. The installation of nine service lines remains at Pelican Cove. The contractor is expected to request substantial completion by the end of the week. The contractor’s work on sodding and incidental construction items needed to complete the project is ongoing.
- 5.1.D. The Sewer Improvements Basin 13, 16, & 17 Project is 66% complete. Suncoast has completed 5900 linear feet of pipe lining to date.

- 5.1.E. 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. Some erosion has become evident and the section of piping on the north end of the ditch is somewhat exposed again. The riprap has been dislodged and moved downstream.
- 5.1.F. The City Manager, Jon McCraw, has advertised for bid of the Makiki Drive Drainage Project.
- 5.1.G. The pre-bid conference for the MDOT Roundabout Utilities Relocation Project was held on September 7, 2023 in the Diamondhead Water and Sewer District's conference room. Final drawings were discussed, and questions were answered for this portion of the project which includes relocation of underground water and sewer utilities prior to bid. Bid opening is scheduled for September 28, 2023 at 4:00p.m. at City Hall Council Chambers during the next Diamondhead Water & Sewer District Regular Board Meeting.
- 5.1.H. Due to mandated changes by the current U.S. federal administration, all NTCA members are required to readopt the employee retirement savings plan agreement. No changes have been made to the District's existing retirement savings plan.
- 5.1.I. During the September 5, 2023 City of Diamondhead City Council Meeting, a resolution was passed to appoint Eric Nolan to the Diamondhead Water & Sewer Board of Commissioners as recommended by Ward 1 Councilman Finley for the term of September 29, 2023 through September 28, 2028.

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve Suncoast Infrastructure Pay App#14 in the amount of \$431,781.57 for the time period of June 1, 2023 through June 30, 2023, leaving a remaining balance of \$2,389,743.21 on this contract. Motion carried unanimously. (Attachment B).

6.1.B. Motion by Commissioner Griffey, second by Commissioner Ertel to approve Seymour Engineering Invoice# 8855 in the amount of \$42,100.00 for the time period of July 23, 2023 through August 19, 2023, leaving a remaining balance of \$130,200.00 on this contract. Motion carried unanimously. (Attachment C).

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

6.2.A. None.

6.3. Water System Rehab-Phase II Project.

6.3.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve CB Developers Pay App#13 in the amount of \$132,632.00 for the time period of July 1, 2023 through July 31, 2023, leaving a remaining balance of \$322,843.01 on this contract. Motion carried unanimously. (Attachment D).

6.4. Water System Rehab-Phase III Project.

6.4.A. Motion by Commissioner Ertel, second by Commissioner Taylor to approve DNA Pay App#15 in the amount of \$60,632.44 for the time period of July 29, 2023 through August 25, 2023, leaving a remaining balance of \$399,479.58 on this contract. Motion carried unanimously. (Attachment E).

6.4.B. Motion by Commissioner Griffey, second by Commissioner Taylor to approve Seymour Engineering Invoice# 8856 in the amount of \$11,500.00 for the time period of June 25, 2023 through August 19, 2023, leaving a remaining balance of \$40,500.00 on this contract. Motion carried unanimously. (Attachment F).

6.5. MDOT Roundabout Utility Relocation Project.

6.5.A. None.

6.6. Miscellaneous Construction/Engineering Projects.

6.6.A. Motion by Commissioner Ertel, second by Commissioner Taylor to approve Seymour Engineering Invoice# 8857 in the amount of \$1,500.00 for the Tower #1 & #2 Topographic Survey Task order#19, completing this project. Motion carried unanimously. (Attachment G).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Taylor, second by Commissioner Ertel to approve payment of the Docket of Claims in the total amount of \$284,678.98 as attached hereto. Motion carried unanimously. (Attachment H).

7.1.B. Motion by Commissioner Griffey, second by Commissioner Taylor to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$680,146.01, as attached hereto. Motion carried unanimously. (Attachment I).

7.1.C. Motion by Commissioner Ertel, second by Commissioner Taylor to approve payment of the Customer Deposit Refund Register in the total amount of \$366.89, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.D. Treasurers Report – 8/31/2023. (Attachment K).

7.1.E. Revenue & Expense Report – 8/31/2023. (Attachment L).

7.1.F. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the Fiscal Year 2023/2024 Rate Study-Option 1, as presented and recommended by Dr. Alan Barefield on August 17, 2023, effective October 1, 2023, as attached hereto. Motion carried unanimously. (Attachment M).

7.1.G. Motion by Commissioner Taylor, second by Commissioner Ertel to approve the revised DWSD Rate & Fee Schedule effective October 1, 2023, as attached hereto. Motion carried unanimously. (Attachment N).

7.1.H. Motion by Commissioner Ertel, second by Commissioner Taylor to approve the Fiscal Year 2023/2024 Budget, as presented and recommended by District Management on August 10, 2023, effective October 1, 2023, as attached hereto. Motion carried unanimously. (Attachment O).

7.1.I. Motion by Commissioner Griffith, second by Commissioner Griffey to approve renewal of the NTCA Savings Plan Adoption Agreement of August 1, 1999, with an effective date of January 1, 2024, as attached hereto, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment P).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

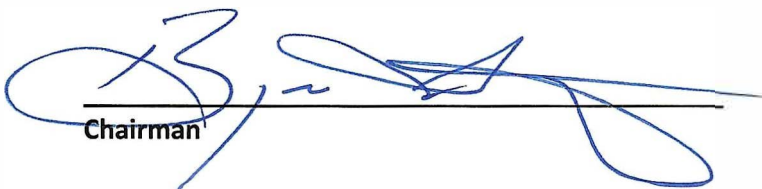
9.1. Motion by Commissioner Taylor, second by Commissioner Ertel to approve ProComputers renewal Agreement effective October 1, 2023 through September 30, 2024, as attached hereto, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment Q).

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Griffey to adjourn at 4:27p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for September 28, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

9/28/23
Date