

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
November 16, 2023 – 4:00p.m.**

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

1. **PRESENT BOARD MEMBERS:** Chairman Bryon Griffith, Vice-Chairman Louis Ertel (by phone), Commissioner Arlen Griffey, and Commissioner Eric Nolan (by phone).

ABSENT: Treasurer Mark Beisecker

The presence of a quorum was noted, and the meeting was called to order at 4:02p.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.**

James Moody with Cadence Insurance presented the 2024 Employee Insurance Renewal.

Minutes.

4.1. Motion by Commissioner Nolan, second by Commissioner Griffey to approve the minutes for the Regular Meeting held on October 26, 2023. Motion carried unanimously. (Attachment A).

4. **General Manager’s Report.**

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

5.1.A. Contractors continue working on the punch list for the Elevated Water Tank #2 Project. The north light fixture was removed for repair. The grounding braids are on backorder with an estimated time of arrival of December 6, 2023. CB&I submitted an O&M Manual which is under review. The engineer has requested final numbers from CB&I.

5.1.B. The Closeout Change Order for the Water System Improvement Phase II Project has been submitted for Board approval. As-built drawings and close out documents have been requested from the contractor with the District holding retainage until items are complete.

5.1.C. The Water System Improvement Phase III Project is approximately 99% complete. The contractor is expected to complete punch list items by December 1, 2023.

5.1.D. The Sewer Improvements Basin 13, 16 & 17 Project is 74% complete. Suncoast Infrastructure has completed 17, 500 linear feet of main line to date and the lateral lining contractor has completed 125 sewer services. The main line CIPP is expected to be completed within the next three weeks. The lateral lining is expected to be completed before Christmas. On November 9, 2023, there was an incident involving a loose sewer

manhole cover which caused minor damages to a car traveling on Diamondhead Drive East near Oio Street. The contractor is working directly with the owner on this incident.

- 5.1.E. The abandonment of utilities easement between lots 7 & 8 of 688 Auahi Place has been determined to be of no use or function to District operations now or in the future and is recommended for abandonment.
- 5.1.F. 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 damage from an eroding ditch bank collapse. Recent rain has had no effect on this site. The City Manager indicated that they were working on obtaining easements as needed to perform repairs.
- 5.1.G. The City of Diamondhead Makiki Drainage Project is complete, and the road is now open. Bottom2Top Construction completed the project well under schedule.
- 5.1.H. The District received the signed LJ Construction contracts for the MDOT Roundabout Project, to be executed by the District. A pre-construction meeting is expected to be scheduled for the first week of December.
- 5.1.I. The District has installed 5 new water/sewer services, 6 sewer cleanouts, set 3 sewer cleanout concrete castings, and performed 2 sewer service repairs, 5 sewer backups, 5 water service repairs, and 5 after-hours water service repairs. On November 13, 2023, the District performed an emergency water main repair on Paho Court due to the contractor's point of connection was overtightened onto the existing PVC piping that eventually led to a crack in the older pipe. The contractor will reimburse the District for the repair cost.

5. 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. None.

6.3. Water System Rehab-Phase II Project.

6.3.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve CB Developers Change Order#1 for a contract DECREASE in the amount of \$84,990.74, changing the total contract amount from \$2,756,369.37 to \$2,671,378.63, to accept substantial completion date of August 30, 2023, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment B).

6.3.B. Motion by Commissioner Griffey, second by Commissioner Ertel to approve CB Developers Pay App#14 in the amount of \$104,283.34 for the time period of August 1, 2023 through August 31, 2023, leaving a remaining balance of \$133,568.93 on this contract. Motion carried unanimously. (Attachment C).

6.4. Water System Rehab-Phase III Project.

6.4.A. None.

6.5. MDOT Roundabout Utility Relocation Project.

6.5.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve LJ Construction MDOT Roundabout Utility Relocation Contract in the amount of \$100,086.09, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment D).

5.6. Miscellaneous Construction/Engineering Projects.

6.6.A. None.

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Griffey, second by Commissioner Griffith to approve payment of the Docket of Claims in the total amount of \$134,161.43, as attached hereto. Motion carried unanimously. (Attachment E).

7.1.B. Motion by Commissioner Griffey, second by Commissioner Griffith to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$104,283.34, as attached hereto. Motion carried unanimously. (Attachment F).

7.1.C. Motion by Commissioner Griffey, second by Commissioner Griffith to approve payment of the Customer Deposit Refund Register in the total amount of \$1,047.31, as attached hereto. Motion carried unanimously. (Attachment G).

7.1.D. Treasurers Report – 10/31/2023. (Attachment H).

7.1.E. Revenue & Expense Report – 10/31/2023. (Attachment I).

8. Old Business.

8.1. Motion by Commissioner Griffey, second by Commissioner Ertel to spread upon the minutes the executed NTCA Savings Plan Adoption Agreement approved by the Board on September 14, 2023. Motion carried unanimously. (Attachment J).

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the 2024 Renewal Employee Insurance, as presented and recommended by James Moody with Cadence Insurance, and as attached hereto. Motion carried unanimously. (Attachment K).

9.2. Motion by Commissioner Griffey, second by Commissioner Nolan to authorize the closing of District offices on Friday, November 24, 2023 in further observance of the Thanksgiving Holiday and on Tuesday, December 26, 2023 in further observance of the Christmas Holiday, as proclaimed by the Governor on November 8, 2023, pursuant to Mississippi Code Ann. § 3-3-7. Motion carried unanimously. (Attachment L).

9.3. Motion by Commissioner Ertel, second by Commissioner Nolan to change the next regularly scheduled Board Meeting from December 21, 2023 to December 14, 2023 due to Payables and the Christmas Holiday. Motion carried unanimously.


9.4. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the abandonment of utilities easement for construction on property located at 688 Auahi Place, Phase 2, Unit 5, Block 6, between Lots 7 & 8, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment M).

10. Adjourn.

Motion by Commissioner Nolan, second by Commissioner Griffey to adjourn at 4:37p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for December 14, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

12/14/23
Date