

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
December 14, 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, Treasurer Mark Beisecker, Commissioner Arlen Griffey, and Commissioner Eric Nolan.

The presence of a quorum was noted, and the meeting was called to order at 4:05p.m. The public was duly notified in compliance with the District’s meeting policy.

2. **Agenda.**

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

3. **Public Comments.**

None.

4. **Minutes.**

4.1. Motion by Commissioner Griffey, second by Commissioner Nolan to approve the minutes for the Regular Meeting held on November 16, 2023. Motion carried unanimously. (Attachment A).

5. **General Manager’s Report.**

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

5.1.A. Contractors continue working on the punch list for the Elevated Water Tank #2 Project. The north and south light fixtures have been replaced. CB&I painted the fire hydrant and the grounding braids remain on backorder, with an updated estimated time of arrival in February 2024. An alternative is being researched. CB&I submitted a preliminary final invoice to the Engineers for review.

District input is being incorporated into project drawings for the Altitude Valve. Bids are forthcoming.

5.1.B. As-built and close out documents for the Water System Improvement Phase II Project have been requested from CB Developers. This District is holding retainage until items are delivered and District invoices are paid.

5.1.C. As of December 1, 2023, the Water System Improvement Phase III Project is complete. The contractor is currently working on the final pay application and closeout documents are expected to be ready by the next Regular Board Meeting.

- 5.1.D. The Sewer Improvements Basin 13, 16, & 17 Project is 80% complete. Suncoast has completed 21, 500 linear feet of main line to date and the lateral lining contractor has completed 150 services to date. The main line CIPP is expected to be complete by next week. The lateral lining crew is expected to be complete by mid to late January.
- 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 damage from an eroding ditch bank collapse. Recent rain has had no effect on this site.
- 5.1.F. A Pre-Construction meeting was held on December 6, 2023 for the MDOT Roundabout Utility Relocation Project. A Notice to Proceed is set for January 8, 2024. The District is currently reviewing submittals.
- 5.1.G. The District has installed 5 new water/sewer services, 10 sewer cleanouts, 3 new fire hydrants, performed 3 sewer service repairs, 2 water service repairs, 8 after-hour water repairs, 3 after-hour sewer repairs, and responded to 4 sewer backups since the last meeting.

6. Construction / Engineering Projects.

- 6.1. Sewer Improvements-Phase I & II (Basins #13, #16, #17) Project.
 - 6.1.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve Suncoast Infrastructure Pay App#S22052-17 in the amount of \$610,680.00 for the time period of October 1, 2023 through November 9, 2023, leaving a remaining balance of \$1,390,713.21 on this contract. Motion carried unanimously. (Attachment B).
- 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 Griffey, second by Commissioner Ertel to spread upon the minutes the executed CB Developers Change Order #1 that was approved by the Board on November 16, 2023. Motion carried unanimously. (Attachment C).
- 6.4. Water System Rehab-Phase III Project.
 - 6.4.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve DNA Underground Pay App#17 in the amount of \$22,560.60 for the time period of October 1, 2023 through October 31, 2023, leaving a remaining balance of \$241,062.55 on this contract. Motion carried unanimously. (Attachment D).
- 6.5. MDOT Roundabout Utility Relocation Project.
 - 6.5.A. Motion by Commissioner Beisecker, second by Commissioner Nolan to approve Digital Engineering Invoice#728-1310.022-08 in the amount of \$2,222.30 for the time period of October 1, 2023 through October 28, 2023, completing the MDOT Design Engineering portion of this contract. Motion carried unanimously. (Attachment E).

6.5.B. Motion by Commissioner Griffey, second by Commissioner Ertel to spread upon the minutes the executed LJ Construction Contract that was approved by the Board on November 16, 2023. Motion carried unanimously. (Attachment F).

6.5.C. Motion by Commissioner Nolan, second by Commissioner Beisecker to spread upon the minutes the executed MDOT Construction Engineering Contract NHPP-010-01(161); 107509-201500, that was approved by the Board on March 9, 2023. Motion carried unanimously. (Attachment G).

6.5.D. Motion by Commissioner Ertel, second by Commissioner Griffey to spread upon the minutes the executed MDOT Wastewater Construction Utility Agreement that was approved by the Board on October 26, 2023. Motion carried unanimously. (Attachment H).

6.5.E. Motion by Commissioner Nolan, second by Commissioner Griffey to spread upon the minutes the executed MDOT Waterworks Construction Utility Agreement that was approved by the Board on October 26, 2023. Motion carried unanimously. (Attachment I).

6.5.F. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the LJ Construction Notice to Proceed as of January 8, 2024, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment J).

6.6. Miscellaneous Construction/Engineering Projects.

6.6.A. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve Digital Engineering Invoice (i)#23R00024.010-02 for Tower 2 Altitude Valve in the amount of \$1,920.00, (ii)#23R00024.007-06 for GIS Integration in the amount of \$3,305.00, (iii)#23R00024.011-02 for DH Lakes Ph.2 Plan Review in the amount of \$1,040.00; and (iv) #23R00024.008-02 for Preserve Ph.2 Plan Review in the amount of \$480.00, all for the time period of October 1, 2023 through October 28, 2023. Motion carried unanimously. (Attachment K).

6.6.B. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Digital Engineering Invoice (i)#23R00024.010-03 for Tower 2 Altitude Valve in the amount of \$1,440.00; and (ii)#23R00024.007-07 for GIS Integration in the amount of \$660.00, all for the time period of October 29, 2023 through November 25, 2023. Motion carried unanimously. (Attachment L).

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 \$225,332.44, as attached hereto. Motion carried unanimously. (Attachment M).

7.1.B. Motion by Commissioner Beisecker, second by Commissioner Nolan to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$644,307.90, as attached hereto. Motion carried unanimously. (Attachment N).

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 \$6,789.36, as attached hereto. Motion carried unanimously. (Attachment O).

7.1.D. Treasurers Report – 11/30/2023. (Attachment P).

7.1.E. Revenue & Expense Report – 11/30/2023. (Attachment Q).

Motion by Commissioner Griffey, second by Commissioner Ertel to accept Hancock Whitney ACH payment services under the existing bank depository agreement. Motion carried unanimously.

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

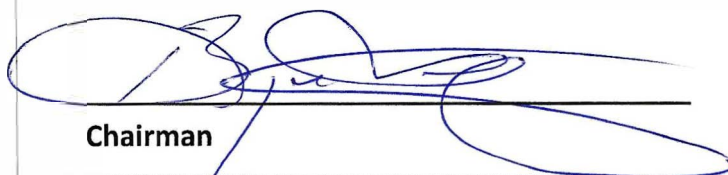
9.1. Motion by Commissioner Ertel, second by Commissioner Nolan to declare the property as listed in Exhibit "A" to be surplus property having a fair market value of zero, and thus, pursuant to the authority granted by Miss. Code Ann. 17-25-25 (1972), as amended, in the best interest of the District 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 R).

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Beisecker to adjourn at 4:51p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for January 11, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

1/11/24
Date