

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
March 14, 2024 – 4:00p.m.**

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

- 1. PRESENT BOARD MEMBERS:** Chairman Bryon Griffith, Treasurer Mark Beisecker, Commissioner Arlen Griffey, and Commissioner Eric Nolan.

ABSENT: Vice-Chairman Louis Ertel.

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 Griffey, second by Commissioner Nolan to amend the agenda to add Motion 9.1. and to approve the agenda as amended. Motion carried unanimously.

- 3. Public Comments.** None.

- 4. Minutes.**

4.1. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve the minutes for the Regular Meeting held on February 22, 2024. Motion carried unanimously. (Attachment A).

- 5. General Manager’s Report.**

- 5.1. Recent Events and Projects.**

5.1.A. All contractor closeout documents for the Elevated Water Tank #2 Project have been submitted.

Bid opening for the Altitude Valve Project is on this agenda.

5.1.B. All contractor closeout documents for the Water System Improvement Phase II Project have been submitted.

5.1.C. The Water System Improvement Phase III Project is substantially complete as of December 1, 2023 and the contractor has completed the punch list. District maintenance staff discovered another line at Koko Street that wasn’t cut and capped as shown in the project drawings. The lines are scheduled to be cut and capped by the contractor next week and all other tie-in locations will be checked to ensure that all old mains are inactive and properly capped. This additional work will be completed as a warranty item.

5.1.D. The Sewer Improvements Basin 13, 16, & 17 Project is 93% complete. The contractor has had ongoing issues installing liners, but the final two 15" CIPP lines are scheduled to be complete and the issues resolved by March 26, 2024. On March 12, 2024, Seymour Engineering and District Management performed a walk-through of the project to develop the punch list for the contractor to complete.

The Lift Station #17 Force Main Project is advertised and bid opening is April 11, 2024.

The Lift Station #26 Pump Improvements Project is advertised and bid opening is April 11, 2024.

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. There are small signs of continued erosion upstream of the new sewer piping and manhole structures, but no significant change at the site.

5.1.F. Substantial completion for the MDOT Utility Relocation Project was reached February 26, 2024, and the contractor has completed the punch list items. Final inspection and closeout of the project are forthcoming.

5.1.G. The District has installed 1 new water/sewer connection, 46 sewer castings, performed 4 water line repairs, 3 sewer lateral repairs, and have responded to 3 sewer backups, 3 after-hours water emergencies and 2 after-hours sewer emergencies.

Integration and update of the GIS system is 95% complete. A meeting is scheduled with the District on March 15, 2024 to discuss final integration, loading the GIS to the cloud platform, and training for the General Manager and Supervisors.

The Diamondhead Lakes Phase 2 Task Order was submitted. We are awaiting approval from Elliott Homes for the engineer's second review costs.

A conference call to discuss cyber security and insurance is scheduled for March 25, 2024 with the insurance company's cyber specialist, IT services, and District management. A summary of recommendations will be provided to the board as needed.

The City of Diamondhead was invoiced for \$9,343.00 for emergency repairs due to damage by City contractors at the drainage ditch on Makiki Drive on January 3, 2023. At the City's request, the District attempted to file a claim with the contractor's insurance company to no avail. It is recommended that the City be invoiced for reimbursement of damage costs and the City can file the claim with their contractor.

The timeline of events are as follows:

The Claims Adjuster was emailed on October 11, 2023.

A follow-up email was sent to the claims adjuster on October 19, 2023.

A certified letter was mailed to the claims adjuster on November 1, 2023.

We received the certificate of delivery of the letter on November 20, 2023.
The District spoke with the claims adjuster by phone on December 4, 2023. He requested a breakdown of DNA Underground's charges. He stated that it would be more effective for the City of Diamondhead to file the claim since it was their contractor. District Comptroller, Toni Wilson, advised them that she would still be sending the incident breakdown.
The District requested a breakdown of invoice from DNA Construction on December 5, 2023.
The District followed up with a second request of breakdown from DNA Construction on December 19, 2023.
The District submitted DNA Construction's detailed breakdown of charges to the claims adjuster via email and received the email delivery confirmation on January 23, 2024.
There has been no response since January 23, 2024.

6.1. Construction / Engineering Projects.

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

6.1.A. None.

6.2. Tower #2 Altitude Valve Project.

6.2.A. Motion by Commissioner Griffey, second by Commissioner Nolan to authorize Digital Engineering to open all bids that have been received for the Tower #2 Altitude Valve project. Motion carried unanimously. (Attachment B).

The following bid(s) were received:

(1) DNA Underground \$314,400.00.

6.2.B. Motion by Commissioner Beisecker, second by Commissioner Nolan to acknowledge receipt of bids for the Tower #2 Altitude Valve Project, to take all received bids under advisement, and to authorize Digital Engineering to review the bids and return to the Board with a recommendation. Motion carried unanimously.

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

6.3.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve CB&I Storage Tank Solutions Change Order No. 1 in the net amount of \$4,863.00, amending the contract amount from \$3,533,000.00 to \$3,537,863.00 for additional sodding cost, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment C).

6.3.B. Motion by Commissioner Beisecker, second by Commissioner Nolan to approve CB&I Storage Tank Pay App#16 in the amount of \$14,980.87 for the period ending December 12, 2023, leaving a remaining balance of \$88,446.58 on this contract. Motion carried unanimously. (Attachment D).

6.3.C. Motion by Commissioner Griffey, second by Commissioner Nolan to approve FINAL CB&I Storage Tank Pay App#17 in the amount of \$88,446.58, closing this project at a total cost of \$3,537,863.00. Motion carried unanimously. (Attachment E).

- 6.4. Water System Rehab-Phase II Project.
6.4.A. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve FINAL CB Developers Pay App#15 in the amount of \$133,568.93, closing this project below budget by \$84,990.74, for a total project cost of \$2,671,378.63. Motion carried unanimously. (Attachment F).
- 6.5. Water System Rehab-Phase III Project.
6.5.A. None.
- 6.6. MDOT Roundabout Utility Relocation Project.
6.6.A. None.
- 6.7. Lift Station 17 Force Main Replacement Project.
6.7.A. None.
- 6.8. Lift Station 26 Pump Improvement Project.
6.8.A. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve Seymour Engineering Invoice# 9015 in the amount of \$12,700.00 for the period ending March 2, 2024, leaving a remaining balance of \$20,700.00 on this project. Motion carried unanimously. (Attachment G).
- 6.9. Miscellaneous Construction/Engineering Projects.
6.9.A. None.
7. Financial.
- 7.1. Docket of Claims & Financial Reports.
- 7.1.A. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve payment of the Docket of Claims in the total amount of \$210,860.97, as attached hereto. Motion carried unanimously. (Attachment H).
- 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 \$249,696.38, as attached hereto. Motion carried unanimously. (Attachment I).
- 7.1.C. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve payment of the Customer Deposit Refund Register in the total amount of \$4,788.32, as attached hereto. Motion carried unanimously. (Attachment J).
- 7.1.D. Treasurers Report – 2/29/2024. (Attachment K).
- 7.1.E. Revenue & Expense Report – 2/29/2024. (Attachment L).
- 7.1.F. Motion by Commissioner Nolan, second by Commissioner Griffey to approve records destruction per the attached Schedule A, in accordance with the State of Mississippi Code of 1972, Section 39-5-9 annotated, as amended. Motion carried unanimously. (Attachment M).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffith, second by Commissioner Griffey to submit a formal letter to the City of Diamondhead requesting reimbursement of \$9,343.00 that was not reimbursed by the City Contractor's insurance. Motion carried unanimously.

10. Motion to Adjourn.

Motion by Commissioner Beisecker, second by Commissioner Nolan to adjourn at 4:21p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for March 28, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

3/28/24
Date