

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
October 12, 2023 – 4:00p.m.**

DWSD Meeting Room behind the Business Office, 4425 Park Ten Dr., Diamondhead, MS

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

ABSENT: None.

The presence of a quorum was noted, and the meeting was called to order at 4:01p.m. The public was duly notified in compliance with the District's meeting policy.

2. Agenda.

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

3. Public Comments. None.

4. Minutes.

4.1. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the minutes for the Regular Meeting held on September 28, 2023. Motion carried unanimously. (Attachment A).

5. General Manager's Report.

5.1. Updates of Recent Events & Projects.

- 5.1.A.** The Elevated Water Tank #2 Project punch list completion is ongoing. The design for the installation of an altitude valve is 40% complete and should have a set of plans for review by October 20, 2023.
- 5.1.B.** The Water System Improvement Phase II Project punch list is complete, and engineers are working on closeout documents.
- 5.1.C.** The Water System Improvement Phase III Project is approximately 97% complete. The contractor is working to make incidental repairs and install sod. Sod installation is expected to be complete within the next few weeks. A final inspection and punch list of incidental items are pending.
- 5.1.D.** The Sewer Improvements Basin 13, 16, & 17 Project is approximately 69% complete. The lining crew is expected to be back on-site next week, and contractors continue to place sod and work towards closing out the current portion of the project.

- 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 exposed again. The riprap has been dislodged and moved downstream.
- 5.1.F. Diamondhead City Council has authorized City Manager, Jon McCraw, to award the Makiki Drive Drainage Project to Bottom2Top Construction. The District and their contractor, Bottom2Top Construction, have spoken and will be working together to ensure that all Diamondhead Water & Sewer District requirements are met during the project. A sewer bypass plan will be submitted to the District for approval prior to construction of that portion of the project. There is no plan to disturb the water main during construction, but that is subject to change if necessary.
- 5.1.G. Pending board approval, the award for the MDOT Roundabout Project will go to L J Construction for the relocation of existing utilities as required by MDOT. MDOT requires a Notice of Award to be signed in order to proceed.
- 5.1.H. The District has installed 6 new water/sewer services, 1 sewer cleanout, 5 sewer cleanout concrete castings, and performed 2 water service repairs and 1 after-hours water service repair, 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 Beisecker, second by Commissioner Griffey to approve Suncoast Infrastructure Pay App#16 in the amount of \$235,440.00 for the time period of September 1, 2023 through September 30, 2023, leaving a remaining balance of \$2,001,393.21 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. None.
- 6.4. Water System Rehab-Phase III Project.
 - 6.4.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Seymour Engineering Invoice# 8892 in the amount of \$14,500.00 for the time period of August 20, 2023 through September 30, 2023, leaving a remaining balance of \$26,000.00 on this contract. Motion carried unanimously. (Attachment C).

6.5. MDOT Roundabout Utility Relocation Project.

6.5.A. Motion by Commissioner Nolan, second by Commissioner Ertel to award the MDOT Roundabout Utility Relocation Construction Project to the best and lowest bidder LJ Construction in the amount of \$100,086.09, as recommended by Digital Engineering, and to authorize the Chairman to execute the Notice of Award. Motion carried unanimously. (Attachment D).

6.5.B. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve Digital Engineering Invoice# 728-1310.022-07 in the amount of \$6,664.50 for the time period of August 27, 2023 through September 30, 2023, leaving a remaining balance of \$2,222.30 on this contract. Motion carried unanimously. (Attachment E).

6.6. Lift Station 17-Diamondhead Drive East Force Main.

6.6.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve Seymour Engineering Invoice# 8893 in the amount of \$13,450.00 for the time period of September 19, 2023 through September 30, 2023, leaving a remaining balance of \$14,750.00 on this contract. Motion carried unanimously. (Attachment F).

6.7. Miscellaneous Construction/Engineering Projects.

6.7.A. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve Digital Engineering (i) Invoice# 23R00024.007-05 in the amount of \$4,240.00 for the GIS Integration Project; (ii) Invoice# 23R00024.011-01 in the amount of \$480.00 for Diamondhead Lakes Phase 2 Plan Review; (iii) Invoice# 23R00024.009-03 in the amount of \$1,122.50 for Grant Application Assistance; (iv) Invoice# 23R00024.008-01 in the amount of \$800.00 for The Preserve Phase 2 Plan Review; and (v) Invoice# 23R00024.010-01 in the amount of \$2,500.00 for Tower 2 Altitude Valve, all for the time period of August 27, 2023 through September 30, 2023. Motion carried unanimously. (Attachment G).

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 \$209,396.74, as attached hereto. Motion carried unanimously. (Attachment H).

7.1.B. Motion by Commissioner Nolan, second by Commissioner Ertel to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$279,197.00, as attached hereto. Motion carried unanimously. (Attachment I).

7.1.C. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve payment of the Customer Deposit Refund Register in the total amount of \$836.16, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.D. Treasurers Report – 9/30/2023. (Attachment K).

7.1.E. Revenue & Expense Report – 9/30/2023. (Attachment L).

8. Old Business.

8.1. Motion by Commissioner Ertel, second by Commissioner Griffey to spread upon the minutes the executed Wright, Ward, Hatten, & Guel Audit Engagement Letter that was approved by the Board on September 28, 2023. Motion carried unanimously. (Attachment M).

9. New Business/Discussion Items.

9.1. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve the Hancock Whitney Resolution authorizing Commissioner Eric Nolan with bank signatory and to authorize execution of all District signatory forms. Motion carried unanimously. (Attachment N).

9.2. Motion by Commissioner Ertel, second by Commissioner Griffey to discuss the appointment of Diamondhead Water & Sewer District Board of Commissioner Officers for the period of October 1, 2023 through September 30, 2024. Motion carried unanimously.

Motion by Commissioner Griffey, second by Commissioner Nolan to approve the Diamondhead Water & Sewer District Board of Commission Officers for the period of October 1, 2023 through September 30, 2024 as follows: Chairman Bryon Griffith, Vice-Chairman Louis Ertel, and Secretary/Treasurer Mark Beisecker. Motion carried unanimously.

9.3. Motion by Commissioner Griffey, second by Commissioner Ertel to discuss credit request for Leila Thissell, 652 Koula Place, due to water-cooled air conditioning system leak which caused higher than normal sewer charges, that falls outside of the Board Leak Forgiveness Policy D-2023-004. Motion carried unanimously. (Attachment O).

Motion by Commissioner Griffey, second by Commissioner Ertel to deny credit requests 1 and 2 for Leila Thissell, 652 Koula Place, due to prior communications and direction by the GM and District personnel. As a gesture of good will, the Board agrees to a \$1,000.00 maximum credit per the Board Leak Forgiveness Policy D-2023-004 and suspension of any additional late fees for six months, pending the balance being satisfied by customer in order to receive said credit. Motion carried unanimously.

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Nolan to adjourn at 4:50p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for October 26, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.

Chairman

Date

10/26/23

October 12, 2023 Regular Meeting

