

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
October 26, 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.

ABSENT: None.

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

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Nolan, second by Commissioner Ertel to approve the minutes for the Regular Meeting held on October 12, 2023. Motion carried unanimously. (Attachment A).

5. **General Manager’s Report.**

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

5.1.A. The altitude valve design for the Elevated Water Tank #2 Project is 65% complete. A set of review drawings are expected to be complete by November 3, 2023. The north light is being repaired.

5.1.B. The Water System Improvement Phase II Project punch list is complete. Contractors are working on closeout documents.

5.1.C. The Water System Improvement Phase III Project is approximately 97% complete. The contractor is working on installation of sod and making incidental repairs in medians and yards. Weather permitting, sod installation is scheduled to be completed within a week. A final inspection and punch list of incidental items are pending prior to closing this project.

5.1.D. The Sewer Improvements Basin 13, 16, & 17 Project is 71% complete. Suncoast Infrastructure has completed 12,300 linear feet of main line, and the lateral lining contractor has relined 68 sewer services. Crews are expected to continue installing sod for the next 2-4 weeks.

- 5.1.E. The abandonment of utility easement between lots 22 and 23 of 11444 Haleiwa 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. 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. The City Manager is working to obtain documents from the previous engineer.
- 5.1.G. A pre-construction meeting for the City of Diamondhead Makiki Drive Drainage Project was held on October 24, 2023, with the project engineer, Covington Engineering, and Bottom2Top Construction present. Discussions included the possibility of removing the section of water main between the previously installed valves to prevent damage during repairs of the storm culverts. Also discussed was the possible disturbance of the 18" sewer main and a bypass pump plan to be reviewed and approved by the District prior to removal of the section of sewer main. No disruption of services is expected. The project is expected to be completed in 60 days.
- 5.1.H. The MDOT Roundabout Project Notice of Award and contract documents were sent to the contractor for signature.
- 5.1.I. The District has installed 6 new water/sewer services, 10 sewer cleanouts, set 4 sewer casting cleanout concrete castings, and performed 2 sewer service repairs, 2 sewer backups, 3 water service repairs, and 5 after-hours water service repairs, since the last meeting.

6. 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. None.

6.4. Water System Rehab-Phase III Project.

6.4.A. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve DNA Pay App#16 in the amount of \$135,856.43 for the time period of August 26, 2023 through September 29, 2023, leaving a remaining balance of \$263,623.15 on this contract. Motion carried unanimously. (Attachment B).

6.5. MDOT Roundabout Utility Relocation Project.

6.5.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the MDOT Roundabout Utility Waterworks Relocation Construction Project No. NHPP-0010-01(161);107509-201500 Agreement in the amount of \$26,016.08, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment C).

6.5.B. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve the MDOT Roundabout Utility Wastewater Relocation Construction Project No. NHPP-0010-01(161); 107509-201500 Agreement in the amount of \$74,070.01, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment D).

6.6. Miscellaneous Construction/Engineering Projects.

6.6.A. None.

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve payment of the Docket of Claims in the total amount of \$23,922.54, as attached hereto. Motion carried unanimously. (Attachment E).

7.1.B. Motion by Commissioner Griffey, second by Commissioner Beisecker to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$135,856.43, as attached hereto. Motion carried unanimously. (Attachment F).

7.1.C. Motion by Commissioner Nolan, second by Commissioner Ertel to approve payment of the Customer Deposit Refund Register in the total amount of \$3,704.25, as attached hereto. Motion carried unanimously. (Attachment G).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Beisecker, second by Commissioner Nolan to approve the emergency 12" valve replacement at Diamondhead Drive West and Golf Club Drive (Tower Circle) performed by DNA Underground in the amount of \$7,500.00, in accordance with the State of MS Purchase Law §31-7-1(f), Page 15-16, Section J. Motion carried unanimously. (Attachment H).

9.2. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the abandonment of utilities easement for construction on property located at 11444 Haleiwa Place, Phase 2, Unit 9, Block 2, between Lots 22 & 23, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment I).

9.3. Motion by Commissioner Nolan, second by Commissioner Ertel to approve the Board Meeting Dates for the 2024 Calendar Year, as attached hereto. Motion carried unanimously. (Attachment J).

9.4. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve the 2024 District Holidays in accordance with the Governor of MS proclamations in conformity to state regulation Miss. Code § 3-3-7, as attached hereto. Motion carried unanimously. (Attachment K).

9.5. Motion by Commissioner Beisecker, 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 L).

10. Adjourn.

Motion by Commissioner Beisecker, second by Commissioner Ertel to adjourn at 4:17p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for November 16, 2023 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



Chairman

11/16/23
Date