

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR BOARD MEETING MINUTES  
January 25, 2024 – 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 (by phone), Commissioner Arlen Griffey, and Commissioner Eric Nolan.

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.**

None.

4. **Minutes.**

**4.1. Motion by Commissioner Nolan, second by Commissioner Ertel to approve the minutes for the Regular Meeting held on January 11, 2024. Motion carried unanimously. (Attachment A).**

5. **General Manager’s Report.**

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

- 5.1.A. Digital Engineering is working on closeout documents for the Elevated Water Tank #2 Project. The contractor has been notified of a leak on the 12-inch water valves which supply the tank. They are expected to arrive next week to assess and initiate repair processes.

Final plans for the Tower #2 Altitude Valve were received from the engineer for District review on January 25, 2024. Board approval for advertisement to bid will be requested at the February 8, 2024 Regular Board Meeting.

- 5.1.B. As-built and closeout documents for the Water System Improvement Phase II Project have been requested from the contractor. The District is holding retainage until items are delivered. If no progress to close out is made within the next week, the District will seek legal direction in accordance with the requirements of the contract.

- 5.1.C. The Water System Improvement Phase III Project was considered complete as of December 1, 2023; however, the walkthrough revealed unexpected repairs are needed on Ewa Court. Excavation and repairs are scheduled for next week. Project closeout will proceed once all items are completed and approved by engineers and District management.

- 5.1.D. The Sewer Improvements Basins 13, 16, & 17 Project is 91% complete. Suncoast has completed all the main line CIPP except for two remaining 15" lines on Kapalama Drive which are scheduled to be complete by the end of the week. The lateral lining contractor has completed all 242 laterals. A substantial punch list remains.
- 5.1.E. The temporary emergency pipe support and culvert installed by the District at 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 to the upstream of the new sewer piping and manhole structures but no significant changes at the site.
- 5.1.F. The contractor for the MDOT Roundabout Utility Relocation Project has installed the sewer and services. Water piping relocation will require a shutdown for Econo Lodge, Texaco, Diamond Leaf Medical Dispensary and La Flautas Mexican Restaurant which MDOT has scheduled for January 29, 2024.
- 5.1.G. The District has installed 1 new water/sewer service, 4 sewer cleanouts, 2 fire hydrants, repaired 1 sewer force main, and responded to 3 sewer backups and 8 after-hour water emergencies.

Digital Engineering is updating the Geographic Information Systems with improvements from previous projects.

The District has received the redesign of the Diamondhead Lakes Phase 2 Project and Digital Engineering has prepared a new proposal for review.

Drawings by Seymour Engineering are in the design phase for sewer pumps & panel upgrades for the Lift Station #26 Project.

## **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. None.

6.5. MDOT Roundabout Utility Relocation Project.  
6.5.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Digital Engineering Invoice# 728-1310.022-09 in the amount of \$7,680.06 for the time period of November 26, 2023 through December 30, 2023 leaving a remaining balance of \$16,041.29 on the Construction Engineering contract. Motion carried unanimously. (Attachment B).

6.6. Miscellaneous Construction/Engineering Projects.  
6.6.A. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Master Services Agreement with Seymour Engineering effective February 8, 2024 through February 8, 2025 with an auto-extension of one year, no changes to the current billing rates, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment C).

6.6.B. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Digital Engineering Invoice#23R00024.010-04 in the amount of \$1,350.00 for the Tower #2 Altitude Valve for the time period of November 26, 2023 through December 30, 2023, leaving a remaining balance of \$11,790.00 on this contract. Motion carried unanimously. (Attachment D).

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 \$10,278.37, as attached hereto. Motion carried unanimously. (Attachment E).

7.1.B. Motion by Commissioner Griffey, second by Commissioner Nolan to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$9,030.06, as attached hereto. Motion carried unanimously. (Attachment F).

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 \$4,047.59, as attached hereto. Motion carried unanimously. (Attachment G).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

Upon discussion, District Legal Counsel advised the board that The Diamondhead Water & Sewer District received notice from the Public Service Commission to expand a certificated area by Kiln Utility and Fire District. The expansion was incorrectly filed with the Public Service Commission and will be resubmitted to the District when it becomes available. District Legal Counsel will inform the Board when additional information is received.

9.1. Motion by Commissioner Griffey, second by Commissioner Ertel to go into Closed Session at 4:25p.m. to discuss potential litigation regarding 1088 Haena Ct. Motion carried unanimously.

Motion by Commissioner Griffey, second by Commissioner Ertel to go back into Regular Session at 4:39p.m. Motion carried unanimously.

No action was taken during Closed Session.

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Nolan to adjourn at 4:40p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for February 8, 2024 at 4:00 p.m. at City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

2/8/24  
Date