

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR BOARD MEETING MINUTES  
February 8, 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 (by phone), Treasurer Mark Beisecker (arrived at 4:16p.m.), Commissioner Arlen Griffey, and Commissioner Eric Nolan (by phone).

The presence of a quorum was noted, and the meeting was called to order at 4:03p.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 amend the agenda to add items: (i) 9.1. Motion to approve the abandonment of utilities easement for construction on property located at 9616 Laa La Way, (ii) and 9.2. Motion to go into closed session to discuss legal matters pertaining to Kiln Utility and Fire District; and to approve the agenda as amended. Motion carried unanimously.**

3. **Public Comments.**

None.

4. **Minutes.**

**4.1. Motion by Commissioner Ertel, second by Commissioner Griffey to approve the minutes for the Regular Meeting held on January 25, 2024. Motion carried unanimously. (Attachment A).**

5. **General Manager’s Report.**

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

- 5.1.A. Closeout paperwork for the Elevated Water Tank #2 Project is being prepared and the package is expected to be ready by the next Regular Board Meeting.

Plans are complete and approval to advertise for bid opening on March 15, 2024 for the Tower #2 Altitude Valve Project is on the agenda.

- 5.1.B. Revised as-built documents have been received and are under review for the Water System Improvement Phase II Project. The District is holding retainage until items are delivered. The closeout package is expected to be presented during the next Regular Board Meeting.

- 5.1.C. The contractor for the Water System Improvement Phase III Project is working this week to cut, cap, and abandon a valve at Ewa Court and to correct lighting issues at Pelican Cove. The project will be closed once these items are completed.

- 5.1.D. The Sewer Improvement Basin 13, 16, & 17 Project is 92% complete. The contractor is working on two 15" main lines at Kapalama Drive, and repairs are being made to the asphalt and subgrade at Pokai Way. Once these items are complete, punch list items will be gathered.
- 5.1.E. The abandonment of utilities easement between lots 61 & 81 of 9616 Laa La Way 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. 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.G. The contractor for the MDOT Roundabout Project has installed sewer piping and services. Compaction testing is scheduled for February 9, 2024. Newly installed sewer piping passed testing but a vacuum test on a manhole is still needed. If all tests pass and weather permits, concrete paving will begin next week.
- 5.1.H. The District has installed 1 new water/sewer connection, 30 sewer castings, 3 new fire hydrants, performed 1 water line service repair, and responded to 1 sewer backup and 1 after-hours water emergency.

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.

The District has received plans for the Preserve Phase 2 Project. Engineering comments and District review is scheduled for the next few days.

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. **Motion by Commissioner Nolan, second by Commissioner Ertel to approve Seymour Engineering Invoice# 8995 in the amount of \$44,050.00 for the time period of December 24, 2023 through January 20, 2024, leaving a remaining balance of \$44,050.00 on this contract. Motion carried unanimously. (Attachment B).**

- 6.2. Water System Rehab-Phase I Project (New Water Tower).  
6.2.A. Motion by Commissioner Griffey, second by Commissioner Beisecker to authorize Digital Engineering to advertise for bids for the Tower #2 Altitude Valve, as attached hereto. Motion carried unanimously. (Attachment C).
- 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. None.
- 6.6. Miscellaneous Construction/Engineering Projects.  
6.6.A. Motion by Commissioner Nolan, second by Commissioner Beisecker to spread upon the minutes the executed Seymour Engineering Master Services Agreement approved by the Board on January 25, 2024. Motion carried unanimously. (Attachment D).  
6.6.B. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve Amendment No.1 with Digital Engineering, extending the current Master Services Agreement for a period of one(1) year, effective February 9, 2024 through February 8, 2025, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment E).  
6.6.C. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve Master Services Agreement with Covington Engineering effective February 9, 2024 through February 8, 2025 with an auto-extension of one year, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment F).
7. Financial.  
7.1. Docket of Claims & Financial Reports.  
7.1.A. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve payment of the Docket of Claims in the total amount of \$183,464.25, as attached hereto. Motion carried unanimously. (Attachment G).  
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 \$44,050.00, as attached hereto. Motion carried unanimously. (Attachment H).  
7.1.C. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve payment of the Customer Deposit Refund Register in the total amount of \$855.60, as attached hereto. Motion carried unanimously. (Attachment I).  
7.1.D. Treasurers Report – 1/31/2024. (Attachment J).  
7.1.E. Revenue & Expense Report – 1/31/2024. (Attachment K).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Nolan to approve the abandonment of easement for construction on property located at 9616 Laa La Way, Phase 2, Unit 4A, Block 13, between Lots 61 & 81, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment L).

9.2. Motion by Commissioner Nolan, second by Commissioner Griffey to go into Closed Session at 4:24p.m. to discuss potential litigation regarding Kiln Utility and Fire District. Motion carried unanimously.

Motion by Commissioner Nolan, second by Commissioner Griffey to go back into Regular Session at 4:48p.m. Motion carried unanimously.

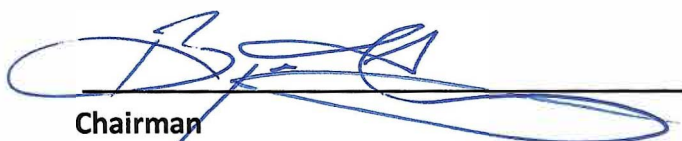
No action was taken during Closed Session.

10. Adjourn.

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

The next meeting of the Board of Commissioners is scheduled for February 22, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

2/22/24  
Date