

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
February 22, 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 Nolan to approve the agenda. Motion carried unanimously.

3. **Public Comments.**

Presentation of Property & Casualty Insurance policy renewal by Todd Dalton with Cadence Insurance.

Presentation of Fiscal Year 2022/2023 Audit Report by Camille Keith with Wright, Ward, Hatten, & Guel.

4. **Minutes.**

4.1. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the minutes for the Regular Meeting held on February 8, 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 is expected to be ready for the next board meeting.

The Tower #2 Altitude Valve Project has advertised for bid. Bids will be opened at the Board Meeting on March 14, 2024.

5.1.B. The Water System Improvement Phase II Project 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 at the board meeting.

5.1.C. The Water System Improvement Phase III Project is substantially complete as of December 1, 2023. The contractor has completed punch list items except resurfacing the laydown yard. A Summary Change Order and closeout documents will be presented at the next board meeting. The project is expected to close out at approximately \$67,000 below budget.

- 5.1.D. The Sewer Improvement Basin 13, 16, & 17 Project is 93% complete. The contractor is awaiting delivery of two 15" liners for the final two main lines at Kapalama Drive. The contractor completed repairs to the street at Pokai Way except for asphalt replacement. The contractor will begin working on punch list items to include yard sodding.
- 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 to the upstream of the new sewer piping and manhole structures but no significant change at the site.
- 5.1.F. All underground work is complete for the MDOT Roundabout Utility Relocation Project. The contractors completed preparations for concrete replacement and poured new concrete. There were unknown issues found during underground work and any necessary changes to the contract will be reviewed by engineers and the District for approval prior to presenting to MDOT for approval.
- 5.1.G. The District has installed 6 new water/sewer connections, 4 sewer castings, 1 sewer cleanout, performed 4 water service line repairs and 1 sewer lateral repair, and responded to 2 after-hours water emergencies.

The District has received plans for the Preserve Phase II Project. Engineering comments and District review is planned to be complete within the next few days.

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. *Motion by Commissioner Nolan, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1313-27 in the amount of \$1,230.00 for the period of December 31, 2023 through January 27, 2024, leaving a remaining balance of \$13,500.00 on this contract. Motion carried unanimously. (Attachment B).*

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 Beisecker to approve Digital Engineering Invoice# 728-1310.022-10 in the amount of \$16,462.82 for the period of December 31, 2023 through January 27, 2024, leaving a remaining balance of \$50,986.40 on this contract. Motion carried unanimously. (Attachment C).*

6.5.B. Motion by Commissioner Nolan, second by Commissioner Griffey to approve LJ Construction Pay App#1 in the amount of \$50,056.78 for the period ending January 31, 2024, leaving a remaining balance of \$50,029.31 on this contract. Motion carried unanimously. (Attachment D).

6.6. Lift Station No. 17 Force Main Replacement Project.

6.6.A. Motion by Commissioner Ertel, second by Commissioner Nolan to authorize Seymour Engineering to advertise for bids for the Lift Station No. 17 Force Main Replacement Project with a bid deadline of April 11, 2024 at 2pm, as attached hereto. Motion carried unanimously. (Attachment E).

6.7. Lift Station No. 26 Improvements Project.

6.7.A. Motion by Commissioner Nolan, second by Commissioner Ertel to authorize Seymour Engineering to advertise for bids for the Lift Station No. 26 Improvements Project with a bid deadline of April 11, 2024 at 2pm, as attached hereto. Motion carried unanimously. (Attachment F).

6.8. Miscellaneous Construction/Engineering Projects.

6.8.A. Motion by Commissioner Griffey, second by Commissioner Ertel to spread upon the minutes the executed Digital Engineering and Covington Engineering Master Service Agreements, both approved by the Board on February 8, 2024. Motion carried unanimously. (Attachment G).

6.8.B. Motion by Commissioner Ertel, second by Commissioner Griffey to approve Digital Engineering (i) Invoice# 23R00024.007-08 in the amount of \$2,380.00 for GIS Integration; and (ii) Invoice# 23R00024.008-03 in the amount of \$400.00 for Preserve Phase 2 Plan Review, both for the period of December 31, 2023 through Jan. 27, 2024. Motion carried unanimously. (Attachment H).

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve payment of the Docket of Claims in the total amount of \$56,552.21, as attached hereto. Motion carried unanimously. (Attachment I).

7.1.B. Motion by Commissioner Ertel, second by Commissioner Griffey to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$70,529.60, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.C. Motion by Commissioner Ertel, second by Commissioner Nolan to approve payment of the Customer Deposit Refund Register in the total amount of \$3,406.52, as attached hereto. Motion carried unanimously. (Attachment K).

7.1.D. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the Revised 2023/2024 Budget, adjusting the P&C Insurance budget from \$148,558.00 to \$170,000.00, thereby decreasing the Total Budget Surplus by \$21,442.00, as attached hereto. Motion carried unanimously. (Attachment L).

7.1.E. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the P&C Insurance renewal in the amount of \$169,954.43 for the period of March 1, 2024 through March 1, 2025, as presented and recommended by Cadence Insurance Agent, to authorize the Chairman to execute same, and approval of payment thereof. Motion carried unanimously. (Attachment M).

7.1.F. Motion by Commissioner Nolan, second by Commissioner Griffey to acknowledge receipt and acceptance of the Fiscal Year 2022/2023 Audit Report as presented and to spread report upon the minutes. Motion carried unanimously. (Attachment N).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

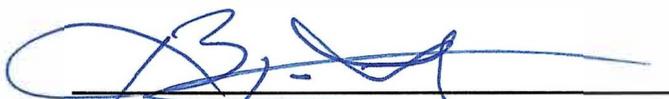
9.1. None.

10. Adjourn.

Motion by Commissioner Griffey, second by Commissioner Ertel to adjourn at 4:43p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for March 14, 2024 at 4:00 p.m. at City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

3/14/24
Date