

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR BOARD MEETING MINUTES  
March 28, 2024 – 4:00pm**

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.

**ABSENT:** None.

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

3. **Public Comments.** None.

4. **Minutes.**

**4.1. Motion by Commissioner Griffey, second by Commissioner Nolan to approve the minutes for the Regular Meeting held on March 14, 2024. Motion carried unanimously. (Attachment A).**

5. **General Manager’s Report.**

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

5.1.A. The Elevated Water Tank Project was closed out in the March 14, 2024 Regular Board Meeting.

The bid opening for the Altitude Valve Project was held on March 14, 2024. Only one bid was submitted for \$314,400.00 which exceeded the engineer’s estimate by an unacceptable amount. Digital Engineering recommends that all bids be rejected, and the project be repackaged and advertised again.

5.1.B. The Water System Improvement Phase II Project construction was closed out on March 14, 2024 during the last Regular Board Meeting. The project closed \$84,990.74 under budget with some engineering invoices remaining.

5.1.C. The Water System Improvement Phase III Project is 100% complete. The contractor is working to cut and cap five of the existing lines which were left active. The first one located at Koko Street and Hilo Way was completed on March 26, 2024, and the remaining locations are expected to be completed within the next two weeks. This additional work is being completed as a warranty item.

**5.1.D.** The Sewer Improvements Basin 13, 16, & 17 Project is 94% complete. The contractor has again rescheduled lining of the final two 15" lines to April 1, 2024, and April 2, 2024. They have been working to complete an extensive punch list put together by Seymour Engineering and District Management on March 12, 2024. The contractor is installing backfill and topsoil on Pokai Way in preparation for more sodding.

The Lift Station #17 Force Main Project is advertised and bid opening will be April 11, 2024.

The Lift Station #26 Pump Improvements Project is advertised and bid opening will be April 11, 2024.

**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 upstream of the new sewer piping and manhole structures but no significant change at the site.

**5.1.F.** All contractor closeout documents and the final pay application for the MDOT Utility Relocation Project have been submitted.

**5.1.G.** The District has installed 1 new water/sewer connection, 6 sewer cleanout castings, performed 2 water main repairs, 1 water line repair, 3 sewer lateral repairs, and responded to 2 after-hours sewer emergencies since the last meeting.

Integration and update of the GIS system is 95% complete. A meeting was held with the District on March 15, 2024 to discuss final integration, loading the GIS to the cloud platform, and training for the General Manager and Supervisors. A two week follow up is planned.

The Diamondhead Lakes Phase 2 Plan Review Task Order was submitted. Elliott Homes advised that they are putting the Plan Review on hold for now.

A conference call was held on March 25, 2024 with the insurance company's cyber specialist, IT services, and District management. Some new systems will soon be in place but no increase in insurance is needed at this time.

The City of Diamondhead was re-invoiced for reimbursement of the \$9,343.00 after emergency repairs due to damage by City contractors at the drainage ditch on Makiki Drive from January 2023, as requested by the Board on March 14, 2024.

## **6. Construction / Engineering Projects.**

### **6.1. Sewer Improvements-Phase I & II (Basins #13, #16, #17) Project.**

**6.1.A.** None.

6.2. Tower #2 Altitude Valve Project.

6.2.A. Motion Commissioner Nolan, second by Commissioner Ertel to approve Digital Engineering Invoice# 23R00024.010-05 in the amount of \$1,440.00 for the period of January 28, 2024 through February 24, 2024, leaving a remaining balance of \$10,350.00 on this contract. Motion carried unanimously. (Attachment B).

6.2.B. Motion by Commissioner Griffey, second by Commissioner Ertel to reject the one(1) bid received by DNA Underground on March 14, 2024 for the Altitude Valve Project, which was well above the engineers estimate and budget amount; and to authorize Digital Engineering to modify specifications as needed and rebid the project. Motion carried unanimously. (Attachment C).

6.3. Water System Rehab-Phase I (New Water Tower) Project.

6.3.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve Digital Engineering Invoice# 728-1312-27 in the amount of \$3,962.00 for the period of January 28, 2024 through February 24, 2024, closing this project. Motion carried unanimously. (Attachment D).

6.4. Water System Rehab-Phase II Project.

6.4.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Digital Engineering Invoice# 728-1313-28 in the amount of \$3,500.00 for the period of January 28, 2024 through February 24, 2024, leaving a remaining balance of \$10,000.00 on this contract. Motion carried unanimously. (Attachment E).

6.5. Water System Rehab-Phase III Project.

6.5.A. None.

6.6. MDOT Roundabout Utility Relocation Project.

6.6.A. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Digital Engineering Invoice# 728-1310.022-11 in the amount of \$18,473.99 for the period of January 28, 2024 through February 24, 2024, leaving a remaining balance of \$32,511.61 on this contract. Motion carried unanimously. (Attachment F).

6.6.B. Motion by Commissioner Ertel, second by Commissioner Nolan to approve LJ Construction Change Order No.1 to decrease the contract amount by \$2,988.58, changing the contract amount from \$100,086.09 to \$97,097.51, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment G).

6.6.C. Motion by Commissioner Nolan, second by Commissioner Ertel to approve FINAL LJ Construction Pay App#2 in the amount of \$47,040.73 for the period of January 31, 2024 through February 13, 2024, which closes this project. Motion carried unanimously. (Attachment H).

6.7. Lift Station 17 Force Main Replacement Project.

6.7.A. None.

6.8. Lift Station 26 Pump Improvement Project.

6.8.A. None.

6.9. Miscellaneous Construction/Engineering Projects.

6.9.A. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Digital Engineering (i) Invoice# 23R00024.007-09 in the amount of \$6,692.50 for GIS Integration; and (ii) Invoice# 23R00024.008-04 in the amount of \$1,600.00 for The Preserve Phase 2 Plan Review, both for the period of January 28, 2024 through February 24, 2024. Motion carried unanimously. (Attachment I).

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 \$133,045.05, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.B. Motion by Commissioner Ertel, second by Commissioner Nolan to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$82,709.22, as attached hereto. Motion carried unanimously. (Attachment K).

7.1.C. Motion by Commissioner Griffey, second by Commissioner Nolan to approve payment of the Customer Deposit Refund Register in the total amount of \$6,210.36, as attached hereto. Motion carried unanimously. (Attachment L).

7.1.D. Motion by Commissioner Griffey, second by Commissioner Ertel to approve a request for credit in the amount of \$107.35 for Chelsea Nobles at 632 Banyan Place for a water leak, which falls outside District Policy #D-2023-004. Motion carried unanimously. (Attachment M).

8. Old Business.

8.1. None.

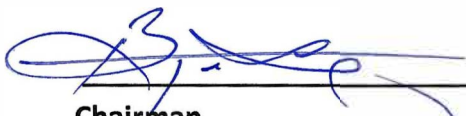
9. New Business/Discussion Items.

9.1. None.

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Beisecker to adjourn at 4:23p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for April 11, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.

  
Chairman



4/11/24

Date