

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
April 11, 2024 – 4:00pm**

Diamondhead City Hall – Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS

1. **PRESENT:** Chairman Bryon Griffith (by phone), Vice-Chairman Louis Ertel(Meeting Chair), Commissioner Arlen Griffey, and Commissioner Eric Nolan.

ABSENT: Commissioner Mark Beisecker.

The presence of a quorum was noted, and the first 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 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 28, 2024. Motion carried unanimously. (Attachment A).

5. **General Manager’s Report.**

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

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

The scope of work for the Elevated Water Tank Altitude Valve Project is being redesigned.

5.1.B. The Water System Improvement Phase II Project is complete.

5.1.C. The Water System Improvement Phase III Project is substantially complete as of December 1, 2023. The contractor has completed all punch list items and has completed the cutting and capping of existing mains.

5.1.D. The Sewer Improvement Basin 13, 16 & 17 is 97% complete. The final two 15” lines are complete as of April 10, 2024, and the contractor has requested substantial completion. The punch list is approximately 75% complete.

Bid opening for the Lift Station #17 Force Main Replacement Project and the Lift Station #26 Pump Improvements Project will both be during this meeting.

- 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 upstream of the new sewer piping and manhole structures, but no significant change at the site.
- 5.1.G. All contractor closeout documents and final pay applications have been submitted for the MDOT Utility Relocation Project.
- 5.1.H. The District has installed 1 new water/sewer connection and 5 sewer cleanout castings, performed 1 water service line repair and 1 sewer lateral repair since the last meeting.

The meeting for the final integration of the GIS system on March 15, 2024 has been postponed. Engineers are preparing field training references and guides for personnel.

As requested by the Board of Commissioners, an official letter was sent to the City Manager, Jon McCraw requesting reimbursement from the City of Diamondhead for the January, 2023 Makiki Drive Drainage Project damages.

5.2. Bid Opening.

5.2.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve bid openings for Lift Station #17 Force Main Replacement Project and Lift Station #26 Pump Improvements Project. Motion carried unanimously. (Attachment B).

Matthew Kirkland of Seymour Engineering opened the Lift Station #26 Pump Improvements Project bids as follows: (i) LJ Construction, Inc. \$225,038.54; (ii) Mitchell Contracting, Inc. \$244,750.00; (iii) Hemphill Construction Company, Inc. \$210,540.00; (iv) DNA Underground, LLC. \$252,675.00; and (v) Moran Hauling, Inc. \$81,794.25.

Matthew Kirkland of Seymour Engineering opened the Lift Station #17 Force Main Replacement Project bids as follows: (i) Bottom 2 Top Construction, LLC. \$205,512.60; (ii) DNA Underground, LLC. \$198,365.00; and (iii) Moran Hauling, Inc. \$215,555.00.

5.2.B. Motion by Commissioner Nolan, second by Commissioner Griffey to acknowledge receipt of all bids, to take all bids under advisement, and to authorize Seymour Engineering to review bids and return to the Board with a recommendation. Motion carried unanimously. (Attachment C).

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Suncoast Infrastructure Pay App#20 in the amount of \$186,686.73 for the period of March 1, 2024 through March 31, 2024, leaving a remaining balance of \$541,776.48 on this contract. Motion carried unanimously. (Attachment D).

- 6.2. Tower #2 Altitude Valve Project.
 - 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 Nolan to approve DNA Underground Change Order No.1 to decrease the contract amount by \$66,890.10, changing the contract amount from \$2,907,873.00 to \$2,840,982.90, and adding 170 additional days to the contract, which changes the substantial completion date to December 1, 2023. Motion carried unanimously. (Attachment E).
- 6.5. MDOT Roundabout Utility Relocation Project.
 - 6.5.A. Motion by Commissioner Nolan, second by Commissioner Griffey to spread upon the minutes the executed LJ Construction Change Order No.1, that was approved by the Board on March 28, 2024. Motion carried unanimously. (Attachment F).
- 6.6. Lift Station 17 Force Main Replacement Project.
 - 6.6.A. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Seymour Engineering Invoice# 9045 in the amount of \$3,300.00 for the period of March 1, 2024 through March 30, 2024, leaving a remaining balance of \$11,450.00 on this contract. Motion carried unanimously. (Attachment G).
- 6.7. Lift Station 26 Pump Improvement Project.
 - 6.7.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve Seymour Engineering Invoice# 9044 in the. Amount of \$3,500.00 for the period of March 3, 2024 through March 30, 2024, leaving a remaining balance of \$17,200.00 on this contract. Motion carried unanimously. (Attachment H).
- 6.8. Miscellaneous Construction/Engineering Projects.
 - 6.8.A. None.

7. Financial.

- 7.1. Docket of Claims & Financial Reports.
 - 7.1.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve payment of the Docket of Claims in the total amount of \$62,669.94, as attached hereto. Motion carried unanimously. (Attachment I).
 - 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 \$193,486.73, as attached hereto. Motion carried unanimously. (Attachment J)

7.1.C. Motion by Commissioner Nolan, second by Commissioner Griffey to approve payment of the Customer Deposit Refund Register in the total amount of \$90.20, as attached hereto. Motion carried unanimously. (Attachment K).

7.1.D. Treasurers Report – 3/31/2024. (Attachment L).

7.1.E. Revenue & Expense Report – 3/31/2024. (Attachment M).

8. Old Business.

None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Nolan, second by Commissioner Griffey to discuss letter received from the City of Diamondhead regarding a rezoning application request for tax parcel number 132H-1-03-006.000, which is located adjacent to the southernmost District property line. Motion carried unanimously. (Attachment N).

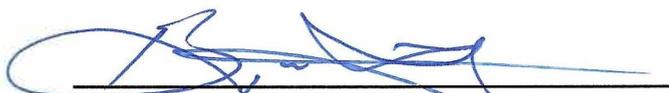
9.2. Motion by Commissioner Griffey, second by Commissioner Nolan to authorize legal counsel to prepare correspondence in response to the aforementioned rezoning application and request the Board Chairman to attend the meeting of the City of Diamondhead Planning and Zoning Commission on April 23, 2024. Motion carried unanimously.

10. Adjourn.

Motion by Commissioner Griffey, second by Commissioner Nolan to adjourn at 5:00p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for April 25, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.





Chairman

4/25/24
Date