

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
May 9, 2024 – 4:00p.m.**

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

1. **PRESENT:** Chairman Bryon Griffith, Vice-Chairman Louis Ertel, Treasurer Mark Beisecker, Commissioner Arlen Griffey, and Commissioner Eric Nolan.

ABSENT: None.

The presence of a quorum was noted, and the meeting was called to order at 4:04p.m. The public was duly notified in compliance with the District’s open meeting policy.

2. **Agenda.**

Motion by Commissioner Griffey, second by Commissioner Beisecker to amend the agenda to add 9.4 to approve the current organizational chart. Motion carried unanimously as amended.

3. **Public Comments.** None.

4. **Minutes.**

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

5. **General Manager’s Report.**

5.1. **Recent Events and Projects.**

- 5.1.A. The scope of work for the Elevated Water Tank Altitude Valve Project is being redesigned and the advertisement for rebid has been posted. A pre-bid conference is scheduled for Wednesday, May 29, 2024. Bid opening is scheduled for June 13, 2024 during the Regular Board Meeting.
- 5.1.B. The Water System Improvement Phase III Project is 100% complete and the last pay app releasing retainage is on the agenda for board approval. One warranty item remains at 5 Pelican Cove that the contractor has committed to completing by May 14, 2024.
- 5.1.C. The Sewer Improvement Basin 13, 16, & 17 Project is 99% complete and the punch list is approximately 95% complete. DWSD management and Matt Kirkland of Seymour Engineering conducted a project walkthrough on May 8, 2024 to access punch list completion, and found that some minor items and sod restorations were noted as incomplete.
- 5.1.D. The Lift Station #17 Force Main Replacement Project has been awarded to DNA Underground. Contracts have been received and presented to the District for approval.

- 5.1.E. The Lift Station #26 Pump Improvements Project has been awarded to Hemphill Construction and the District is waiting on contracts to be presented for approval.
- 5.1.F. The abandonment of utilities easement between lots 49 & 50 of 9528 Kale Place 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.G. 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 changes. Andrew Levins of Covington Engineering is expected to submit drawings the week of May 13, 2024.
- 5.1.H. The District has installed 1 new water & sewer connection and 3 sewer cleanout castings, performed 3 water service line repairs, relocated and replaced 1 fire hydrant, and responded to 1 after-hours water emergency since the last meeting.

There has been more GIS integration and maintenance from shared data with the Hancock County Tax Assessor's Office. Training for personnel using tablets has been scheduled.

Petition documents for expansion of utility service coverage area were received from Kiln Utility District on May 8, 2024.

6. Construction / Engineering Projects.

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

6.1.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Seymour Engineering Invoice# 9067 in the amount of \$22,025.00 for the period of January 21, 2024 through April 27, 2024, leaving a remaining balance of \$22,025.00 on this contract. Motion carried unanimously. (Attachment B).

6.2. Tower #2 Altitude Valve Project.

6.2.A. Motion by Commissioner Beisecker, second by Commissioner Nolan to adjudicate the advertisement of rebid for the Tower#2 Altitude Valve Project with a bid deadline of June 13, 2024 at 2:00pm, as attached hereto. Motion carried unanimously. (Attachment C).

6.2.B. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve Digital Engineering Invoice# 23R00024.010-06 in the amount of \$1,440.00 for the period of February 25, 2024 through March 30, 2024, leaving a remaining balance of \$8,910.00 on this contract. Motion carried unanimously. (Attachment D).

6.3. Water System Rehab. Phase III Project.

6.3.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve Final DNA Pay App#19 in the amount of \$145,156.13, closing this project under budget by \$66,890.10. Motion carried unanimously. (Attachment E).

6.4. Lift Station 17 Force Main Replacement Project.

6.4.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Seymour Engineering Invoice#9069 in the amount of \$1,650.00 for the period of March 31, 2024 through April 27, 2024, leaving a remaining balance of \$9,800.00 on this contract. Motion carried unanimously. (Attachment F).

6.4.B. Motion by Commissioner Nolan, second by Commissioner Ertel to approve DNA Underground Lift Station 17 Force Main contract in the amount of \$198,365.00, and to authorize the Chairman to execute same, upon legal review. Motion carried unanimously. (Attachment G).

6.5. Lift Station 26 Pump Improvement Project.

6.5.A. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve Seymour Engineering Invoice# 9068 in the amount of \$3,500.00 for the period of March 31, 2024 through April 27, 2024, leaving a remaining balance of \$13,700.00 on this contract. Motion carried unanimously. (Attachment H).

6.6. Miscellaneous Construction/Engineering Projects

6.6.A. None.

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 \$177,248.41, as attached hereto. Motion carried unanimously. (Attachment I).

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 \$173,771.13, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.C. Motion by Commissioner Nolan, second by Commissioner Ertel to approve payment of the Customer Deposit Refund Register in the total amount of \$900.00, as attached hereto. Motion carried unanimously. (Attachment K).

7.1.D. Treasurer's Report – 4/30/2024. (Attachment L).

7.1.E. Revenue & Expense Report – 4/30/2024. (Attachment M).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Beisecker to authorize the attendance of Jarvis Bracknell and Jason Youngblood to the MS Rural Water Association Annual Management & Technical Conference in Biloxi on May 28 – 31, 2024, at a total cost of \$500.00 to the District. Motion carried unanimously. (Attachment N).

9.2. Motion by Commissioner Ertel, second by Commissioner Beisecker and Commissioner Nolan to approve a one-time sewer Request for Leak Forgiveness credit in the amount of \$314.44 for Leah St. Amant at 99100 Koloa Street, which falls outside of District Policy# D-2023-004. Motion carried unanimously. (Attachment O).

9.3. Motion by Commissioner Beisecker, second by Commissioner Griffey to approve the abandonment of utilities easement for construction on property located at 9528 Kale Place, Phase 2, Unit 4A, Block 12, between Lots 49 & 50, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment P).


9.4. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve the current organizational chart, as attached hereto. Motion carried unanimously. (Attachment Q).

10. Adjourn.

Motion by Commissioner Nolan, second by Commissioner Ertel to adjourn at 4:37p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for May 23, 2024, at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

5/23/24
Date