

DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
June 13, 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 (by phone), and Commissioner Eric Nolan.

ABSENT: Commissioner Arlen Griffey.

The presence of a quorum was noted, and the meeting was called to order at 4:00p.m. The public was duly notified in compliance with the District’s open 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 Nolan, second by Commissioner Ertel to approve the minutes for the Regular Meeting held on May 23, 2024. Motion carried unanimously. (Attachment A).

5. **Executive Director’s Report.**

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

5.1.A. Bid opening for the Tower #2 Altitude Valve Project will be during this meeting. A recommendation will be presented at the June 27, 2024 board meeting.

5.1.B. The Water System Improvement Phase III Project is closed out and warranty items have been addressed by contractors.

5.1.C. One yard required re-sodding for the Sewer Improvements Basin 13, 16, & 17 Project and will be complete this week. All other items on the punch list have been completed and the final pay app has been turned into the engineer. The project will be closed out by the June 27, 2024 board meeting.

5.1.D. A pre-construction meeting for the Lift Station #17 Force Main Replacement Project is scheduled for June 18, 2024 at 10:30a.m and a Notice to Proceed will be issued.

5.1.E. A pre-construction meeting for the Lift Station #26 Pump Improvements Project is scheduled for June 21, 2024 at 9:30a.m. and a Notice to Proceed will be issued.

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 changes. The City of Diamondhead's City Manager, Jon McCraw, has worked with Covington Engineering to revise the original drawings for this drainage area and have been approved by the District. The project is out for bid and is due June 28, 2024.

5.1.G. The District has installed 5 new water and sewer connections, 5 sewer cleanouts and 3 sewer cleanout castings, repaired 5 water service lines, and responded to 3 water after-hour emergencies and 1 sewer after-hours emergency since the last meeting.

Digital Engineering is finalizing the new GIS System field training reference guides. They are also incorporating the Waterline Rehabilitation Phase II and the MDOT Utility Relocation as-builts into the GIS System. A meeting with the engineer and the District is scheduled for June 14, 2024.

Tnemec paint samples from Water Tower #1 came back and were normal for the paint provided. Residue samples were inconclusive. The District has requested recommendations from Tnemec.

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 by Commissioner Ertel, second by Commissioner Nolan to authorize Digital Engineering to open all bids that have been received for the Tower #2 Altitude Valve project. Motion carried unanimously. (Attachment B).

John Stein with Digital Engineering opened the Tower #2 Altitude Valve Project bids as follows: (i) DNA Underground, LLC \$212,200.00; and (ii) Mitchell Contracting, Inc. \$249,750.00.

6.2.B. Motion by Commissioner Ertel, second by Commissioner Nolan to acknowledge receipt of all bids for the Tower #2 Altitude Valve Project, to take all received bids under advisement, and to authorize Digital Engineering to review the bids and return to the Board with a recommendation. Motion carried unanimously. (Attachment C).

6.3. Lift Station 26 Pump Improvement Project.

6.3.A. Motion by Commissioner Nolan, second by Commissioner Ertel to spread upon the minutes the executed Hemphill Construction contract that was approved by the Board on May 23, 2024. Motion carried unanimously. (Attachment D).

6.4. Lift Station 17 Force Main Replacement Project.
6.4.A. Motion by Commissioner Ertel, second by Commissioner Nolan to spread upon the minutes the executed DNA Underground contract that was approved by the Board on May 9, 2024. Motion carried unanimously. (Attachment E).

6.5. Miscellaneous Construction/Engineering Projects
6.5.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve Digital Engineering Invoice#23R00024.007-11 in the amount of \$6,735.00 for the period of March 31, 2024 through April 27, 2024, leaving a remaining balance of \$32,045.00 on this contract. Motion carried unanimously. (Attachment F).

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 \$189,365.78, as attached hereto. Motion carried unanimously. (Attachment G).

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 \$6,735.00, as attached hereto. Motion carried unanimously. (Attachment H).

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 \$364.83, as attached hereto. Motion carried unanimously. (Attachment I).

7.1.D. Treasurer's Report – 5/31/2024. (Attachment J).

7.1.E. Revenue & Expense Report – 5/31/2024. (Attachment K).

7.2. Motion by Commissioner Ertel, second by Commissioner Nolan to adopt the Resolution authorizing Executive Director David Carden to execute all documentation required in connection with the application for the Gulf Coast Restoration Fund (GCRF) Infrastructure Grant Program, as attached hereto, with adoption being put to a roll call vote. Motion carried unanimously. (Attachment L).

8. Old Business.

8.1. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the Cintas three(3) year agreement to provide uniform services, as attached hereto, and to authorize the Chairman to execute same. (Attachment M).


9.2. Motion by Commissioner Nolan, second by Commissioner Ertel to approve customer Michael Zerinque, 5626 Ahuawa Place, request for sewer credit in the amount of \$110.13, which falls outside of the Board Policy# D-2021-011. Motion carried unanimously. (Attachment N).

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Nolan to adjourn at 4:31p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for June 27, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

6/27/24
Date