

**DIAMONDHEAD WATER AND SEWER DISTRICT  
REGULAR BOARD MEETING MINUTES  
June 27, 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 (joined meeting at 4:11p.m.), Commissioner Arlen Griffey, and Commissioner Eric Nolan.

**ABSENT:** None.

The presence of a quorum was noted, and the meeting was called to order at 4:03p.m. The public was duly notified in compliance with the District's open meeting policy.

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

3. **Public Comments.** None.

4. **Minutes.**

**4.1. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the minutes for the Regular Meeting held on June 13, 2024. Motion carried unanimously. (Attachment A).**

5. **Executive Director's Report.**

5.1. **Recent Events and Projects.**

- 5.1.A. The Tower #2 Altitude Valve Project has a motion on the agenda to award the bid to DNA Underground as recommended by engineers.
- 5.1.B. The Water System Improvement Phase III Project is closed out. A warranty item for sod restoration will be completed within the next few days.
- 5.1.C. The final pay app and summary change order for the Sewer Improvement Basin 13, 16, and 17 were submitted to the District on June 26, 2024. They will be on the July 11, 2024 board meeting agenda. Engineers will determine and recommend warranty items as needed.
- 5.1.D. A pre-construction meeting for the Lift Station #17 Force Main Replacement Project was held on June 18, 2024. The project is expected to break ground on July 15, 2024.
- 5.1.E. A pre-construction meeting for the Lift Station #26 Pump Improvements Project was held on June 21, 2024. A stop work order is being considered due to lengthy material delivery times.

- 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's team to revise the original drawings for this drainage area which 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 2 new water/sewer connections and 3 sewer cleanouts, repaired 4 water service lines, and responded to 1 after-hours water emergency call since the last meeting.
- 5.1.H. Digital Engineering has finalized the GIS Integration Training Reference Guides. Training was held on June 26, 2024. A GIS Pro System presentation is scheduled for July 11, 2024 during the regular board meeting.
- 5.1.I. The engineer has requested recommendations from Tnemec in reference to the Water Tower #1 Project warranty claim. A meeting is tentatively scheduled for the week of July 8, 2024 to determine the next steps.

Revised drawings of The Sanctuary subdivision are under review as of June 27, 2024.

The District is awaiting a response from Structures of Diamondhead's engineer for the Preserve Phase 2 subdivision.

A Task Order submitted to perform a review for the Diamondhead Lakes Phase 2 subdivision is on hold as the developer redesigns drawings.

Auto Zone is under preliminary review.

The Governor has declared July 5, 2024 an additional holiday in observance of the July 4, 2024 Independence Day celebration. Request for board approval of the additional day for the District is on this agenda.

## **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 approve the lowest and best bid for the Tower#2 Altitude Valve Project from DNA Underground in the amount of \$212,200.00, as recommended by Digital Engineering, and to authorize the Chairman to execute the contract for same, upon legal review. Motion carried unanimously. (Attachment B).

6.3. Lift Station 26 Pump Improvement Project.

6.3.A. None.

6.4. Lift Station 17 Force Main Replacement Project.

6.4.A. None.

6.5. Miscellaneous Construction/Engineering Projects

6.5.A. Motion by Commissioner Nolan, second by Commissioner Ertel to approve Digital Engineering Invoice#23R00024.007-12 in the amount of \$4,375.00 for the GIS Integration Project for the period of April 28, 2024 through June 1, 2024, leaving a remaining balance of \$27,670.00 on this project. Motion carried unanimously. (Attachment C).

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 \$67,281.61, as attached hereto. Motion carried unanimously. (Attachment D).

7.1.B. Motion by Commissioner Nolan, second by Commissioner Griffey to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$4,375.00, as attached hereto. (Attachment E).

7.1.C. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve payment of the Customer Deposit Refund Register in the total amount of \$5,020.82, as attached hereto. Motion carried unanimously. (Attachment F).

8. Old Business.

8.1. Motion by Commissioner Nolan, second by Commissioner Ertel to spread upon the minutes the executed Cintas service agreement that was approved by the Board on June 13, 2024. Motion carried unanimously. (Attachment G).

9. New Business/Discussion Items.

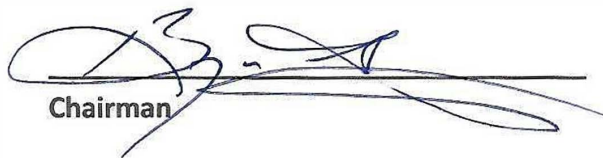
9.1. Motion by Commissioner Griffey, second by Commissioner Ertel to authorize the closing of District offices on Friday, July 5, 2024 in further observance of the Independence Day Holiday, as proclaimed by the Governor on June 6, 2024, pursuant to Mississippi Code Ann. § 3-3-7. Motion carried unanimously. (Attachment H).

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Nolan to adjourn at 4:15p.m. Motion carried unanimously.

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



  
Chairman

7-11-24  
Date