

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
September 12, 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), Commissioner Arlen Griffey (by phone), and Commissioner Eric Nolan.

ABSENT: None.

The presence of a quorum was noted, and the meeting was called to order at 4:06p.m. The public was duly notified in compliance with the District’s open meeting policy.

2. **Agenda.**

Motion by Commissioner Nolan, second by Commissioner Ertel to amend the agenda to add item 4.2. and to approve as amended. Motion carried unanimously.

3. **Public Comments.**

Public hearing regarding proposed FY24/25 Budget, 3.5% Rate Increase, and revised Rate & Fee Schedule as presented on August 8, 2024, and was duly noticed to the public as approved on August 22, 2024, as attached hereto. (Attachment A).

No public comments.

4. **Minutes.**

4.1. Motion by Commissioner Ertel, second by Commissioner Griffey to approve the minutes for the Regular Meeting held on August 22, 2024. Motion carried unanimously. (Attachment B).

4.2. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the minutes for the Emergency Meeting held on September 11, 2024. Motion carried unanimously. (Attachment C).

5. **Executive Director’s Report.**

5.1. **Update of Recent Events & Projects.**

5.1.A. Notice to Proceed for the Altitude Valve Project was issued on October 2, 2024. The project is scheduled for 90 calendar days with a substantial completion date of December 31, 2024.

5.1.B. The Lift Station #17 Force Main Replacement Project contractor requested substantial completion on August 17, 2024. However, there is an issue with the application of coating inside of the receiving manhole structure that is currently being resolved.

5.1.C. A stop work order for the Lift Station #26 Pump Improvements Project remains in effect. Materials for the project are expected to be on site in October.

- 5.1.D. 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. Work on the City of Diamondhead's Kolo Court Bank Stabilization Project has begun.
- 5.1.E. The District has installed 4 new water and sewer connections and 7 sewer cleanouts, made 5 water service repairs and 1 sewer service repair, responded to 1 water after-hours emergency and 2 sewer after-hours emergencies, repainted 34 fire hydrants, and inspected 127 fire hydrants since the last meeting.
- 5.1.F. The District met with Structures of Diamondhead's engineers on September 10, 2024 to review revised drawings.

The District received revised drawings for Diamondhead Lakes Phase 2 on September 9, 2024.

There was no damage to District assets from Hurricane Francine. There was some flooding in Devil's Elbow, Maunalani Place, and portions of Diamondhead Drive East and Noma Drive.

6. Construction / Engineering Projects.

6.1. Tower #2 Altitude Valve Project.

6.1.A. Motion by Commissioner Nolan, second by Commissioner Griffey to spread upon the minutes the executed DNA Underground contract for the Tower Altitude Valve, which was approved by the Board on June 27, 2024. Motion carried unanimously. (Attachment D).

6.2. Lift Station 17 Force Main Replacement Project.

6.2.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve DNA Underground Pay App#1 in the amount of \$175,883.00 for the period of July 18, 2024 through August 9, 2024, leaving a remaining balance of \$22,482.00 on this contract. Motion carried unanimously. (Attachment E).

6.2.B. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve Seymour Engineering Invoice#9173 in the amount of \$7,500.00 for the period of April 28, 2024 through August 17, 2024, leaving a remaining balance of \$2,300.00 on this contract. Motion carried unanimously. (Attachment F).

6.3. Lift Station 26 Pump Improvement Project.

6.3.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Seymour Engineering Invoice#9172 in the amount of \$1,740.00 for the period of April 28, 2024 through August 17, 2024, leaving a remaining balance of \$11,960.00 on this contract. Motion carried unanimously. (Attachment G).

6.4. Miscellaneous Construction/Engineering Projects.

6.4.A. None.

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 \$147,280.81, as attached hereto. Motion carried unanimously. (Attachment H).

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 \$185,123.00 as attached hereto. Motion carried unanimously. (Attachment I).

7.1.C. Motion by Commissioner Ertel, second by Commissioner Nolan to approve payment of the Customer Deposit Refund Register in the total amount of \$225.00, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.D. Treasurer's Report – 8/30/2024. (Attachment K).

7.1.E. Revenue & Expense Report – 8/30/2024. (Attachment L).

7.1.F. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the Fiscal Year 2024/2025 Rate Study, as presented and recommended by Dr. Alan Barefield on August 8, 2024, effective October 1, 2024, as attached hereto. Motion carried unanimously. (Attachment M).

7.1.G. Motion by Commissioner Nolan, second by Commissioner Ertel to approve the revised DWSD Rate & Fee Schedule effective October 1, 2024, as attached hereto. Motion carried unanimously. (Attachment N).

7.1.H. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the Fiscal Year 2024/2025 Budget, as presented and recommended by District Management on August 8, 2024, effective October 1, 2024, as attached hereto. Motion carried unanimously. (Attachment O).

7.1.I. Motion by Commissioner Nolan, second by Commissioner Ertel to approve the Wright, Ward, Hatten, & Guel Audit Engagement Letter for the FY23/24 Annual Audit at a "not to exceed" rate of \$14,500.00, and to authorize the Chairman and the Executive Director to execute same. Motion carried unanimously. (Attachment P).

8. Old Business.

8.1. Motion by Commissioner Ertel, second by Commissioner Nolan to spread upon the minutes the executed Capitol Resources letter of renewal, which was approved by the Board on August 22, 2024. Motion carried unanimously. (Attachment Q).

9. New Business/Discussion Items.

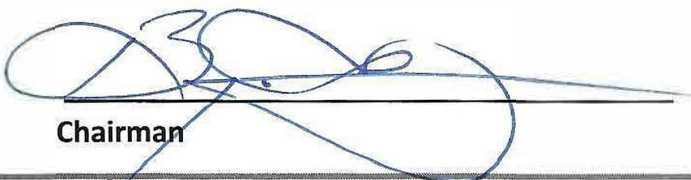
9.1. The Board of Commissioners discussed meeting frequency due to the decrease in project activity. Tabled discussion of a possible change until the second meeting in October during the 2025 Board meeting dates discussion/approval.

10. Adjourn.

Motion by Commissioner Ertel, second by Commissioner Nolan to adjourn at 4:36p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for September 26, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

9/26/24
Date