

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
March 13, 2025 Regular Meeting – 4:00p.m.**

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

1. **PRESENT:** Vice-Chairman Louis Ertel (by phone), Treasurer Mark Beisecker, and Commissioner Eric Nolan (chaired the meeting).

ABSENT: Chairman Bryon Griffith, and Commissioner Arlen Griffey.

The presence of a quorum was noted, and the meeting was called to order at 4:11p.m. The public was duly notified in compliance with the District’s open meeting policy.

2. **Agenda.**

Motion by Commissioner Ertel, second by Commissioner Beisecker to approve the agenda. Motion carried unanimously.

3. **Public Comments.** None.

4. **Minutes.**

4.1. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve the minutes for the Regular Meeting held on February 13, 2025. Motion carried unanimously. (Attachment A).

5. **Executive Director’s Report.**

- 5.1. **Update of Events and Projects.**

5.1.A. The Altitude Valve Project is complete with the punch list, adjustments to coordinate pump times, and maximize flow rates remaining.

5.1.B. The Water Main Replacement Phase 4 Project is in the design phase. Preliminary design drawings are expected next week. A review meeting will be scheduled with the District and engineers to discuss tie-in locations and finalize the alignment of new water mains.

5.1.C. The Lift Station #26 Pump Improvements Project is complete, and the closeout will be submitted upon receipt of the start-up procedures paperwork. Start-up procedures were conducted on March 5, 2025, with the following attendees: the engineer’s representative, the contractor, the pump representative, and the District operators/management. Punch list items are being addressed.

5.1.D. The Lift Station #3 Force Main Replacement Project design phase is approximately 50% complete. The engineers are addressing plan review comments and are working toward the 95% drawings submission, which is expected within the next couple of weeks.

5.1.E. The Basin #3 Sewer Improvements Project design phase is approximately 50% complete.

- 5.1.F. The abandonment of utilities easement between lots 11 & 12 of 6411 Iona Street 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. Legal counsel is pursuing legal proceedings to seek reimbursement of all damages for the Water Tower #1 paint issues. The engineers have completed the design for repainting, and a design review will be scheduled before proceeding to bid.
- 5.1.H. The District has installed 6 new water/sewer connections, 9 sewer cleanouts, 15 sewer cleanout castings, performed 3 water service line repairs and 1 sewer service line repair, responded to 3 sewer service line backups, and 4 water and 3 sewer after-hour emergencies, since the last meeting.

The Preserve Phase 2 Subdivision Project was approved by Diamondhead Water & Sewer District on November 20, 2024.

The Diamondhead Lakes Phase 2 Project for Meritage Homes is under the builder's engineer review. Comments were resubmitted for correction on February 14, 2025. Final approval will be granted upon receipt of corrected drawings.

The Mauna Kea Townhomes Project is under construction.

Auto Zone is moving into the former Family Dollar building on East Aloha Drive.

The contractor is dressing up the area and addressing punch list items for the City of Diamondhead's Commercial Area Transformation Phase 1 Project on Park Ten Drive.

The City of Diamondhead's Drainage Project at Kome Drive is near completion.

Drawings for the City of Diamondhead's Coon Branch Project are complete and ready to go to bid. Drawings were provided to the District on March 11, 2025 and are under review.

The District, City Manager, and Engineer have scheduled a meeting for next week to discuss the plans for the next phase of the City of Diamondhead Paving Project.

The roundabout at Gex Drive is operational. The west bound exit ramp into Diamondhead has opened and the east bound ramp will soon close for roundabout construction.

The next Regular Board Meeting is scheduled for April 10, 2025.

6. Construction / Engineering Projects.

6.1. Tower #2 Altitude Valve Project.

6.1.A. None.

- 6.2. Water System Rehabilitation Ph.4 Project.
6.2.A. None.
- 6.3. Tower #1 Repainting Project.
6.3.A. Motion by Commissioner Ertel, second by Commissioner Beisecker to spread upon the minutes the executed Digital Engineering Assignment WA2023-017, as approved by the Board on February 13, 2025. Motion carried unanimously. (Attachment B).
- 6.4. Lift Station #17 Force Main Project.
6.4.A. None.
- 6.5. Lift Station #26 Pump Improvement Project.
6.5.A. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve Seymour Engineering Invoice# 9341 in the amount of \$11,275.00 for the period of August 18, 2024 through February 28, 2025, leaving a remaining balance of \$685.00 on this contract. Motion carried unanimously. (Attachment C).
- 6.6. Lift Station #3 Force Main Project.
6.6.A. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve Seymour Engineering Invoice# 9343 in the amount of \$16,796.00 for the period of February 1, 2025 through February 28, 2025, leaving a remaining balance of \$99,658.00 on this contract. Motion carried unanimously. (Attachment D).
- 6.7. Sewer Improvements Ph. 3 Project (GOMESA).
6.7.A. Motion by Commissioner Beisecker, second by Commissioner Ertel to spread upon the minutes the executed Seymour Engineering contract, as approved by the Board on February 13, 2025. Motion carried unanimously. (Attachment E).

6.7.B. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve Seymour Engineering Invoice# 9342 in the amount of \$28,675.00 for the period ending February 28, 2025, leaving a remaining balance of \$237,230.00 on this contract. Motion carried unanimously. (Attachment F).
- 6.8. Miscellaneous Construction/Engineering Projects.
6.8.A. Motion by Commissioner Beisecker, second by Commissioner Ertel to spread upon the minutes the executed Master Service Agreements for Digital Engineering, Seymour Engineering, and Covington Civil & Environmental, as all were approved by the Board on February 13, 2025. Motion carried unanimously. (Attachment G).
7. Financial.
7.1. Docket of Claims & Financial Reports.
7.1.A. Motion by Commissioner Beisecker, second by Commissioner Nolan to approve payment of the Docket of Claims in the total amount of \$199,180.37, as attached hereto. Motion carried unanimously. (Attachment H).

7.1.B. Motion by Commissioner Beisecker, second by Commissioner Nolan to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$56,746.00, as attached hereto. Motion carried unanimously. (Attachment I).

7.1.C. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve payment of the Customer Deposit Refund Register in the total amount of \$3,963.94, as attached hereto. Motion carried unanimously. (Attachment J).

7.1.D. Treasurer's Report – 02/28/2025. (Attachment K).

7.1.E. Revenue & Expense Report – 02/28/2025. (Attachment L).

7.1.F. Motion by Commissioner Beisecker, second by Commissioner Ertel to approve records destruction per the attached Schedule A, in accordance with the State of Mississippi Code of 1972, Section 39-5-9 annotated, as amended. Motion carried unanimously. (Attachment M).

8. Old Business.

8.1. Motion by Commissioner Beisecker, second by Commissioner Ertel to spread upon the minutes the executed P&C Insurance Renewal Proposal, as approved by the Board on February 13, 2025. Motion carried unanimously. (Attachment N).

9. New Business/Discussion Items.

9.1. Motion by Commissioner Beisecker, second by Commissioner Ertel to ratify the authorization for Joe Higginbotham, Daniel Mays, Kirk Edmonson, and J.R. Dambrino to attend the Mississippi Department of Environmental Quality sponsored, National Pollutant Discharge Elimination System Workshop in Moss Point on February 27, 2025. Motion carried unanimously. (Attachment O).

9.2. Motion by Commissioner Beisecker, second by Commissioner Ertel to authorize Resolution approving the sole source purchase of Wastewater Treatment Plant Aeration Tank diffusers and maintenance boost service from Parkson, in the amount of \$122,526.00, as attached hereto. Motion carried unanimously. (Attachment P).

9.3. Motion by Commissioner Ertel, second by Commissioner Beisecker to approve the abandonment of utilities easement for construction on property located at 6411 Iona Street, Phase 2, Unit 10, Block 20, between Lots 11 & 12, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment Q).

9.4. Motion by Commissioner Beisecker, second by Commissioner Ertel to authorize the use of District vehicles and attendance of various personnel, as determined by the Executive Director, to the 31st Annual Coast Chlorinator Water Operator Training Workshop on April 10, 2025 at the St. Martin Community Center in Biloxi. Motion carried unanimously. (Attachment R).

10. Adjourn.

Motion by Commissioner Beisecker, second by Commissioner Nolan to adjourn at 4:28p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for April 10, 2025 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

4/10/25
Date