

**DIAMONDHEAD WATER AND SEWER DISTRICT**  
**Agenda for February 22, 2024 Regular Meeting**

4:00 p.m. at Diamondhead City Hall – Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS

**1. Call to order.**

**Pledge of Allegiance.**

**Roll Call - Board Members:** Chairman Bryon Griffith, Vice-Chairman Louis Ertel, Treasurer Mark Beisecker, Commissioner Arlen Griffey, and Commissioner Eric Nolan.

**2. Approve Agenda.**

**3. Public Comments.**

Presentation of Property & Casualty Insurance policy renewal by Todd Dalton with Cadence Insurance.

Presentation of Fiscal Year 2022/2023 Audit Report by Sande Hentges with Wright, Ward, Hatten, & Guel.

**4. Minutes.**

**4.1.** Motion to approve the minutes for the Regular Meeting held on February 8, 2024.

**5. General Manager's Report.**

**6. Construction / Engineering Projects.**

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

**6.1.A.** None.

**6.2. Water System Rehab-Phase I Project (New Water Tower).**

**6.2.A.** None.

**6.3. Water System Rehab-Phase II Project.**

**6.3.A.** Motion to approve Digital Engineering Invoice# 728-1313-27 in the amount of \$1,230.00 for the period of December 31, 2023 through January 27, 2024, leaving a remaining balance of \$13,500.00 on this contract.

**6.4. Water System Rehab-Phase III Project.**

**6.4.A.** None.

**6.5. MDOT Roundabout Utility Relocation Project.**

**6.5.A.** Motion to approve Digital Engineering Invoice# 728-1310.022-10 in the amount of \$16,462.82 for the period of December 31, 2023 through January 27, 2024, leaving a remaining balance of \$50,986.40 on this contract.

**6.5.B.** Motion to approve LJ Construction Pay App#1 in the amount of \$50,056.78 for the period ending January 31, 2024, leaving a remaining balance of \$50,029.31 on this contract.

**6.6. Lift Station No. 17 Force Main Replacement Project.**

**6.6.A.** Motion to authorize Seymour Engineering to advertise for bids with a bid deadline of April 11, 2024 at 2pm, as attached hereto.

**6.7. Lift Station No. 26 Improvements Project.**

**6.7.A.** Motion to authorize Seymour Engineering to advertise for bids with a bid deadline of April 11, 2024 at 2pm, as attached hereto.

**6.8. Miscellaneous Construction/Engineering Projects.**

**6.8.A.** Motion to spread upon the minutes the executed Digital Engineering and Covington Engineering Master Service Agreements, both approved by the Board on February 8, 2024.

**6.8.B.** Motion to approve Digital Engineering (i) Invoice# 23R00024.007-08 in the amount of \$2,380.00 for GIS Integration; and (ii) Invoice# 23R00024.008-03 in the amount of \$400.00 for Preserve Phase 2 Plan Review, both for the period of December 31, 2023 through Jan. 27, 2024.

**7. Financial.**

**7.1. Docket of Claims & Financial Reports.**

**7.1.A.** Motion to approve payment of the Docket of Claims in the total amount of \_\_\_\_\_, as attached hereto.

**7.1.B.** Motion to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \_\_\_\_\_, as attached hereto.

**7.1.C.** Motion to approve payment of the Customer Deposit Refund Register in the total amount of \_\_\_\_\_, as attached hereto.

**7.1.D.** Motion to approve the Revised 2023/2024 Budget, adjusting the P&C Insurance budget from \$148,558.00 to \$170,000.00, thereby decreasing the Total Budget Surplus by \$21,442.00, as attached hereto.

**7.1.E.** Motion to approve the P&C Insurance renewal in the amount of \$169,954.43 for the period of March 1, 2024 through March 1, 2025, as presented and recommended by Cadence Insurance Agent, to authorize the Chairman to execute same, and approval of payment thereof.

**7.1.F.** Motion to acknowledge Fiscal Year 2022/2023 Audit Report as presented and to spread report upon the minutes.

**8. Old Business.**

**8.1.** None.

**9. New Business/Discussion Items.**

**9.1.** None.

**10. Motion to Adjourn.**

The next meeting of the Board of Commissioners is scheduled for March 14, 2024 at 4:00 p.m. at City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS 39525