

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
May 23, 2024 – 4:00p.m.**

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

- 1. PRESENT:** Chairman Bryon Griffith, Vice-Chairman Louis Ertel, Commissioner Arlen Griffey, and Commissioner Eric Nolan.

ABSENT: Treasurer Mark Beisecker.

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

- 3. Public Comments.** None.

- 4. Minutes.**

4.1. Motion by Commissioner Nolan, second by Commissioner Griffey to approve the minutes for the Regular Meeting held on May 9, 2024. Motion carried unanimously. (Attachment A).

- 5. General Manager’s Report.**

- 5.1. Recent Events and Projects.**

5.1.A. The Elevated Water Tank Altitude Valve Project is advertised for rebid. A Pre-Bid Conference is scheduled for May 29, 2024, and bid opening is scheduled for June 13, 2024 during the Regular Board Meeting.

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

5.1.C. The contractor’s deadline for punch list completion for the Sewer Improvement Basin 13, 16, & 17 Project is May 24, 2024. They have been on site this week to finish up the remaining items and the engineer’s resident project representative/inspector for the project will be on site to verify that all work is completed as required. The final pay app is under review by the engineer. The project is expected to close out under budget by approximately \$450,000.00.

5.1.D. Contract documents have been reviewed and are ready for signatures for the Lift Station #17 Force Main Replacement Project. A Notice to Proceed is expected immediately following receipt of fully executed documents.

- 5.1.E. Contract documents have been reviewed and are ready for signatures for the Lift Station #26 Pump Improvements Project. A Notice to Proceed date will be determined following full execution of documents.
- 5.1.F. The abandonment of utilities easement between lots 10 & 11 of 1322 Enos 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. 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 drawings have been revised and the City of Diamondhead is moving forward with the construction project.
- 5.1.H. The District has installed 8 new water & sewer connections, 5 sewer cleanouts and 9 sewer cleanout castings, repaired 2 water service lines, and responded to 3 after-hour water emergencies since the last meeting.
- 5.1.I. Digital Engineering's Project Manager, Tony San Martin, and Project Engineer, Patrick Steigman are fine tuning the new GIS System which should be complete this week and field personnel training is expected to be scheduled. Recent project data is being incorporated from Seymour Engineering. A presentation and demonstration will be prepared for the Board of Commissioners.
- 5.1.J. Tank Pro and Tnemec were onsite at Water Tower #1 to examine the tank and take samples of the paint and residue on May 16, 2024. Residue sample results were inconclusive. Tank Pro is speculating that the issue is tree sap. Tnemec disagrees and is waiting for an analysis of the paint sample, which is expected to arrive next week.
- 5.1.K. The District will be closed on Monday, May 27, 2024 in observance of the Memorial Day Holiday.

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. None.

6.3. Lift Station 26 Pump Improvement Project.

6.3.A. Motion by Commissioner Ertel, second by Commissioner Nolan to approve Hemphill Construction Company contract for the Lift Station 26 Pump Improvement Project in the amount of \$210,540.00, as attached hereto, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment B).

6.4. Lift Station 17 Force Main Replacement Project.

6.4.A. None.

Miscellaneous Construction/Engineering Projects

6.5.A. None.

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Griffey, second by Commissioner Ertel to approve payment of the Docket of Claims in the total amount of \$18,126.40, as attached hereto. Motion carried unanimously. (Attachment C).

7.1.B. None.

7.1.C. Motion by Commissioner Nolan, second by Commissioner Griffey to approve payment of the Customer Deposit Refund Register in the total amount of \$3,683.84, as attached hereto. Motion carried unanimously. (Attachment D).

7.1.D. Motion by Commissioner Nolan, second by Commissioner Ertel to approve revised Fiscal Year 2023/2024 Budget to increase Property Insurance by \$5,000.00, resulting in an annual Budget Surplus of \$432,332.00, as attached hereto. Motion carried unanimously. (Attachment E).

8. Old Business.

8.1. None.

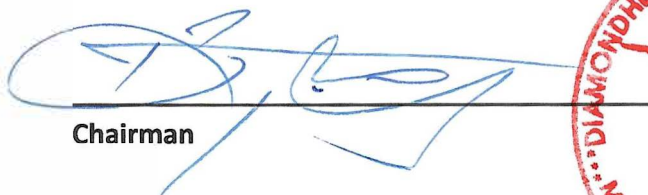
9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Ertel to approve the abandonment of utilities easement for construction on property located at 1322 Enos Street, Phase 2, Unit 1, Block 10, between Lots 10 & 11, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment F).

10. Adjourn.

Motion by Commissioner Nolan, second by Commissioner Griffey to adjourn at 4:13p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for June 13, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.


Chairman



6/13/24
Date