

**DIAMONDHEAD WATER AND SEWER DISTRICT
REGULAR BOARD MEETING MINUTES
August 8, 2024 – 4:00p.m.**

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

1. **PRESENT:** Chairman Bryon Griffith, Vice-Chairman Louis Ertel (by phone), Treasurer Mark Beisecker (by phone), Commissioner Arlen Griffey, and Commissioner Eric Nolan.

ABSENT: None.

The presence of a quorum was noted, and the meeting was called to order at 4:04p.m. The public was duly notified in compliance with the District’s open meeting policy.

2. **Agenda.**
Motion by Commissioner Griffey, second by Commissioner Nolan to approve the agenda. Motion carried unanimously.
3. **Public Comments.** None.
4. **Minutes.**
4.1. Motion by Commissioner Ertel, second by Commissioner Nolan to approve the minutes for the Regular Meeting held on July 25, 2024. Motion carried unanimously. (Attachment A).
5. **Executive Director’s Report.**
- 5.1. **Update of Recent Events & Projects.**
- 5.1.A. Contracts for the Altitude Valve Project received on August 7, 2024, are being reviewed. The documents will be fully executed upon legal approval and a Notice to Proceed will follow.
- 5.1.B. Construction on the Lift Station #17 Force Main Replacement Project is going well and previously discussed traffic control issues within the work area of Diamondhead Drive East were corrected. All piping has been installed and the pressure testing procedures are underway.
- 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 abandonment of utilities easement between lots 5 & 6 of 8715 Diamondhead Drive West 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.E. 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 has accepted bids for the Kolo Court Bank Stabilization Project.
- 5.1.F. The District has installed 12 sewer cleanouts, performed 5 water service line repairs, responded to 1 after-hours water emergency and 2 after-hours sewer emergencies, and re-painted 62 hydrants since the last meeting.
- 5.1.G. The District is awaiting official recommendations from the engineer for the Water Tower #1 Warranty Claim before proceeding.
- 5.1.H. The District has received a response from Structures of Diamondhead's engineer for The Preserve Phase 2 Subdivision. A meeting is scheduled for the week of August 19, 2024.

A Task Order submitted to perform a review for the Diamondhead Lakes Phase 2 Subdivision is on hold, as developers redesign drawings.

Auto Zone is under preliminary engineering review.

Collins & Company sent a Property Damage Release for the full amount of \$9,343.00 owed to the District for the Makiki Drive Drainage Project.

- 5.2. Dr. Alan Barefield presented the 2024/2025 Rate Study. (Attachment B)

6. Construction / Engineering Projects.

6.1. Tower #2 Altitude Valve Project.

6.1.A. None.

6.2. Lift Station 17 Force Main Replacement Project.

6.2.A. None.

6.3. Lift Station 26 Pump Improvement Project.

6.3.A. None.

6.4. Lift Station 17 Improvements Project.

6.4.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve Seymour Engineering Invoice# 9147 in the amount of \$5,000.00 for the period through July 20, 2024, leaving a remaining balance of \$14,000.00 on this project. Motion carried unanimously. (Attachment C).

6.5. Miscellaneous Construction/Engineering Projects.

6.5.A. None.

7. Financial.

7.1. Docket of Claims & Financial Reports.

7.1.A. Motion by Commissioner Nolan, second by Commissioner Griffith to approve payment of the Docket of Claims in the total amount of \$184,569.93, as attached hereto. Motion carried unanimously. (Attachment D).

7.1.B. Motion by Commissioner Griffey, second by Commissioner Nolan to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$5,000.00, as attached hereto. Motion carried unanimously. (Attachment E).

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 \$903.16, as attached hereto. Motion carried unanimously. (Attachment F).

7.1.D. Treasurer's Report – 7/31/2024. (Attachment G).

7.1.E. Revenue & Expense Report – 7/31/2024. (Attachment H).

7.1.F. The Director of Administration presented the proposed 2024/2025 Draft Budget. (Attachment I)

8. Old Business. None.

9. New Business/Discussion Items.

9.1. Motion by Commissioner Griffey, second by Commissioner Nolan to ratify the Executive Director's approval of the J&A Excavation Property Damage Release in the settlement amount of \$9,343.00 for the claim filed for reimbursement of damages incurred in January 2023 on Makiki Drive, and to spread upon the minutes. Motion carried unanimously. (Attachment J).

9.2. Motion by Commissioner Nolan, second by Commissioner Griffey to ratify and approve the use of District vehicle and travel expense, pursuant to MS Code Section 25-3-41, for Executive Director's attendance to the MS Public Service Commission Water Summit meeting in Jackson, MS on Wednesday, July 31, 2024. Motion carried unanimously.

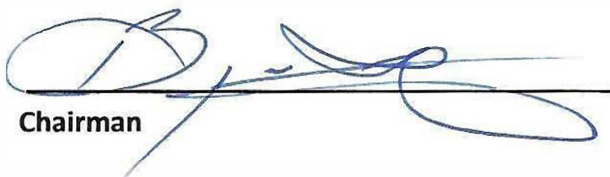
9.3. Motion by Commissioner Griffey, second by Commissioner Nolan to approve the abandonment of utilities easement for construction on property located at 8715 Diamondhead Drive West, Terrace Estates Phase 1, between Lots 5 & 6, per the Diamondhead Water & Sewer District Water Use Ordinance, Page 10, Section 9.8.1. Motion carried unanimously. (Attachment K).

10. Adjourn.

Motion by Commissioner Nolan, second by Commissioner Griffey to adjourn at 5:19p.m.
Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for August 22, 2024 at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.




Chairman

8/22/24
Date