

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

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

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

The presence of a quorum was noted, and the meeting was called to order at 4:09p.m. The public was duly notified in compliance with the District’s open meeting policy.

2. **Motion by Commissioner Griffey, second by Commissioner Nolan to revise item number 9.5. to read, “Motion to respond to the customers’ emailed request for information.”, and to approve the agenda as amended. Motion carried unanimously.**

3. **Public Comments.** None.

4. **Minutes.**

- 4.1. **Motion by Commissioner Griffey, second by Commissioner Nolan to approve the minutes for the Regular Meeting held on January 9, 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 only a few minor adjustments and warranty-related items remaining to be addressed.

5.1.B. The Lift Station #17 Force Main Replacement Project is complete and closed out.

5.1.C. Surveying is complete and the design phase is in progress for the Water Main Replacement Phase 4 Project.

5.1.D. Pump delivery for the Lift Station #26 Pump Improvements Project is expected at the port on February 8, 2025.

5.1.E. The survey for the Lift Station #3 Force Main Replacement Project is complete. The design phase of the project is approximately 50% complete. A review meeting is expected to be scheduled within the next two weeks.

5.1.F. The survey for the Sewer Improvements Basin #3 Project is complete. The design phase will continue once the Lift Station #3 Force Main Project is complete.

5.1.G. Work on the Water Tower #1 Paint issues has resumed to complete a comprehensive timeline of events to be provided to legal counsel for further action.

5.1.H. The District has installed 4 new water/sewer connections, 10 sewer cleanouts, and 1 fire hydrant, casted 2 sewer cleanouts, performed 6 water service line repairs, 8 sewer service line repairs, and responded to 10 water and 3 sewer after-hours 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 engineer's review.

The Mauna Kea Townhomes Project is underway. Water main connections were made, and pressure testing and disinfection were performed this week.

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

The plans for Boozer's Brew, a coffee shop proposed at Veteran's Drive, are on hold.

AT&T has proposed fiber installation along a portion of Diamondhead Drive West, Laa La Way, Op La Way and several connecting side streets.

Paving on Park Ten Drive for the City of Diamondhead's Commercial Area Transformation Phase 1 Project was completed on December 31, 2024. Striping was delayed and is expected to resume next week.

The roundabout at Gex Drive is operational. The west bound exit ramp into Diamondhead remains closed.

The next Regular Board Meeting is scheduled for March 13, 2025.

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

## 6. Construction / Engineering Projects.

### 6.1. Tower #2 Altitude Valve Project.

**6.1.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve DNA Underground Pay App#1 in the amount of \$198,550.00, for the period of October 3, 2024, through December 25, 2024, leaving a remaining balance of \$13,650.00 on this contract. Motion carried unanimously. (Attachment B).**

### 6.2. Water System Rehabilitation Ph.4 Project.

**6.2.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve Digital Engineering Invoice#2 in the amount of \$10,000.00 for the period of December 29, 2024, through February 1, 2025, leaving a remaining balance of \$300,000.00 on this contract. Motion carried unanimously. (Attachment C).**

- 6.3. Tower #1 Repainting Project.  
6.3.A. Motion by Commissioner Griffey, second by Commissioner Beisecker to approve Digital Engineering Work Assignment WA2023-017 in the amount not to exceed \$24,000.00 for the Tower #1 Repainting Project, and to authorize the Executive Director to execute same. Motion carried unanimously. (Attachment D).
- 6.4. Lift Station #17 Force Main Project.  
6.4.A. None.
- 6.5. Lift Station #26 Pump Improvement Project.  
6.5.A. None.
- 6.6. Lift Station #3 Force Main Project.  
6.6.A. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Seymour Engineering Invoice# 9317 in the amount of \$30,096.00 for the period of November 21, 2024, through January 31, 2025, leaving a remaining balance of \$116,454.00 on this contract. Motion carried unanimously. (Attachment E).
- 6.7. Sewer Improvements Ph. 3 Project.  
6.7.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve Seymour Engineering contract in the amount of \$ 265,905.00 for the Sewer Improvements Phase 3 Project, and to authorize the Chairman to execute same. Motion carried unanimously. (Attachment F).
- 6.8. Miscellaneous Construction/Engineering Projects.  
6.8.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve Digital Engineering Master Services Agreement Amendment No.2, extending the expiration to February 9, 2026, and to authorize the Chairman to execute same, upon legal review. Motion carried unanimously. (Attachment G).  
  
6.8.B. Motion by Commissioner Beisecker, second by Commissioner Nolan to approve Seymour Engineering Master Services Agreement with an expiration date of February 9, 2026, and to authorize the Chairman to execute same, upon legal review. Motion carried unanimously. (Attachment H).  
  
6.8.C. Motion Commissioner Nolan, second by Commissioner Beisecker to approve Covington Civil & Environmental Engineering Master Services Agreement with an expiration date of February 1, 2026, and to authorize the Chairman to execute same, upon legal review. Motion carried unanimously. (Attachment I).  
  
6.8.D. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Seymour Engineering Invoice# 9316 in the amount of \$850.00 for the Task Order #22 - Manhole Elevation Surveys, which completes this project. Motion carried unanimously. (Attachment J).

**6.8.E. Motion by Commissioner Griffey, second by Commissioner Nolan to approve Digital Engineering (a) Invoice #20 in the amount of \$800.00 for GIS Integration & Maintenance Project, (b) Invoice #3 in the amount of \$1,462.50 for Standard Specs & Plans Update Project; and (c) Invoice#1 in the amount of \$2,892.50 for DH Lakes Subdivision Ph.2 Redesign Plan Review Project, all for the period of December 29, 2024 through February 1, 2025. Motion carried unanimously. (Attachment K).**

**7. Financial.**

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

**7.1.A. Motion by Commissioner Nolan, second by Commissioner Griffey to approve payment of the Docket of Claims in the total amount of \$202,629.44, as attached hereto. Motion carried unanimously. (Attachment L).**

**7.1.B. Motion by Commissioner Nolan, second by Commissioner Griffey to acknowledge payment of the Unapproved Docket of Claims as detailed in Section 6., in the total amount of \$244,651.00, as attached hereto. Motion carried unanimously. (Attachment M).**

**7.1.C. Motion by Commissioner Griffey, second by Commissioner Nolan to approve payment of the Customer Deposit Refund Register in the total amount of \$6,953.94, as attached hereto. Motion carried unanimously. (Attachment N).**

**7.1.D. Treasurer's Report – 01/31/2025. (Attachment O).**

**7.1.E. Revenue & Expense Report – 01/31/2025. (Attachment P).**

**7.1.F. Motion by Commissioner Nolan, second by Commissioner Beisecker to approve the revised District Rate & Fee Schedule, with the addition of a \$45.00 Fee for the relocation and reinstallation of a temporary hydrant meter. Motion carried unanimously. (Attachment Q).**

**8. Old Business.**

**8.1. Motion by Commissioner Griffey, second by Commissioner Nolan to spread upon the minutes the executed Hancock Whitney depository renewal letter, as approved by the Board on January 9, 2025. Motion carried unanimously. (Attachment R).**

**8.2. Motion by Commissioner Nolan, second by Commissioner Griffey to spread upon the minutes the executed Moza Hebert Roofing agreement, as approved by the Board on January 9, 2025. Motion carried unanimously. (Attachment S).**

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

**9.1. Motion by Commissioner Nolan, second by Commissioner Griffey to approve the P&C Insurance renewal in the amount of \$ 169,693.62 for the period of March 1, 2025, through March 1, 2026, as presented and recommended by Cadence Insurance Agent, to authorize the Chairman to execute same, and the approval of payment thereof. Motion carried unanimously. (Attachment T).**



9.2. Motion by Commissioner Griffey, second by Commissioner Nolan to discuss and/or approve Ordinance Violation Fees in the amount of \$50.00 a day to the property owner(s) at 1088 Haena Court, in accordance with the Diamondhead Water & Sewer District Rates & Fees Schedule, as attached hereto. Motion carried unanimously. (Attachment U).

9.3. Motion by Commissioner Nolan, second by Commissioner Griffey to ratify and approve the authorization of the Executive Director's closure of District offices on January 21, 2025, through January 22, 2025, in the abundance of caution for staff safety, pursuant to the Governor's Proclamation of a State of Emergency on January 18, 2025, in accordance with Miss Code Ann. § 33-15-11(b)(17). Motion carried unanimously. (Attachment V).

9.4. Motion by Commissioner Griffey, second by Commissioner Nolan to discuss the use of fluoride within the DWSD water distribution system and to determine any further actions. Motion carried unanimously. (Attachment W).

Motion by Commissioner Nolan, second by Commissioner Griffey to proceed with the process to discontinue using fluoride with notification, public hearings, public comments, and board decision after all hearings and comments are taken into assessment. Motion carried unanimously. (Attachment X).

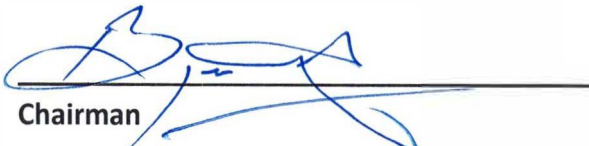
9.5. Motion by Commissioner Griffey, second by Commissioner Nolan to discuss pending response to customers' request for information. Motion carried unanimously.

Motion by Commissioner Nolan, second by Commissioner Griffey for Commissioner Ertel to respond to the customers' email and to answer the request for information. Motion carried unanimously. (Attachment Y).

10. Motion by Commissioner Nolan, second by Commissioner Griffey to adjourn at 5:11p.m. Motion carried unanimously.

The next meeting of the Board of Commissioners is scheduled for March 13, 2025, at 4:00 p.m. at Diamondhead City Hall Council Chambers, 5000 Diamondhead Circle, Diamondhead, MS.



  
Chairman

3/13/2025  
Date