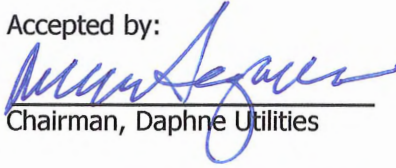


Accepted by:


Chairman, Daphne Utilities



Daphne Utilities

APPROVED MINUTES

Utilities Board Meeting

City of Daphne Council Chambers ♦ October 30, 2013 ♦ 5:00 p.m.

I. Call to Order

The regular October 2013, Board meeting for the Utilities Board of the City of Daphne was held on October 30, 2013 and called to order by Chairman Robert Segalla, at 5:01 p.m., proceeded by the Roll Call:

II. Roll Call

Members Present:

Robert Segalla, Chairman
Randy Fry, Vice Chairman
Lon Johnston, Secretary/Treasurer
Fenton Jenkins
Dane Haygood, Mayor – left meeting at 6:05 pm

Others Absent:

Others Present:

Jerry Speegle – Board Attorney
Rob McElroy – General Manager
Danny Lyndall – Operations Manager
Janice Daniel – Senior Customer Service Representative
Deloris Brown – HR Manager
Teresa Logiotatos – Finance Manager
Lori May-Wilson – Executive Assistant
Melinda Immel – Volkert & Associates
Ray Moore – HMR

Others Absent:

Drew Klumpp – Administrative Services Manager

III. Pledge of Allegiance

The Chairman led the Board and meeting attendees in the Pledge of Allegiance.

IV. Approval of Minutes

A. Utilities Board Minutes from September 25, 2013:

The Chairman inquired if there were any corrections noted for the submitted Minutes from the September 25, 2013, Utilities Board meeting. No corrections were made.

MOTION BY Lon Johnston to approve the Minutes for September 25, 2013 as submitted; Seconded by Randy Fry.

AYE: FRY, HAYGOOD, JENKINS, JOHNSTON, SEGALLA

ABSENT:

ABSTAIN:

MOTION CARRIED

V. Old Business –

A. Real Estate Properties for Purchase – (Board Action - Motion Required)

Jerry Speegle explained to the Board that Rob McElroy and Danny Lyndall have negotiated a purchase price on the proposed properties as displayed in the board book and requested that the Board approve the purchases at those prices subject only to final review by Mr. Speegle of the terms of the contract with any changes the General Manager might approve. Mayor Haygood asked about the addendums; Mr. Lyndall responded that they are counter-offers.

1. 1608 6th Street, Daphne, AL 36526

MOTION BY Lon Johnston Approve the for the property at 1608 6th Street, Daphne, Alabama for authorization to purchase based on Mr. Speegle's review and endorsement; Seconded by Randy Fry.

AYE: FRY, HAYGOOD, JENKINS, JOHNSTON, SEGALLA ABSENT: ABSTAIN: MOTION CARRIED

2. Douglas Road, Daphne, AL 36526

MOTION BY Lon Johnston for approval of the purchase of property at Douglas Road, Daphne, Alabama contingent upon Mr. Speegle's review and approval; Seconded by Randy Fry.

AYE: FRY, HAYGOOD, JENKINS, JOHNSTON, SEGALLA ABSENT: ABSTAIN: MOTION CARRIED

Mr. Fry asked for specific location of the property as it was described only as "Douglas Road, Daphne, Alabama"; Danny Lyndall explained the location of the property. Mr. McElroy explained the type of tank that will be allocated for the property, stating the benefits would be future expandability. Concerns of the visibility of both tanks were explained and pacified. Mr. Fry inquired about the Planning Commission comments. Danny Lyndall briefed the Board on the positive remarks from the Planning Commission on both properties.

Chairman Segalla then called for any other questions, then a call for a vote on the aforementioned Motion.

MOTION BY Lon Johnston for approval of the purchase of property at Douglas Road, Daphne, Alabama contingent upon Mr. Speegle's review and approval; Seconded by Randy Fry.

AYE: FRY, HAYGOOD, JENKINS, JOHNSTON, SEGALLA ABSENT: ABSTAIN: MOTION CARRIED

VI. New Business -

A. Proposed FY 2014 Budget (previously distributed) – (Board Action - Motion Required)

Rob McElroy advised that he received no additional feedback from the previous budget review work session held at the Central Services Facility and asked for the Board's approval of the proposed 2013/2014 Budget for Daphne Utilities. Chairman Segalla asked for a Motion for the Approval of the FY 2014 Budget.

MOTION BY Randy Fry to Approve of the FY 2014 Budget; Seconded by Lon Johnston.

AYE: FRY, HAYGOOD, JENKINS, JOHNSTON, SEGALLA

ABSENT:

ABSTAIN:

MOTION CARRIED

- B. October 2013 Revisions of the Employee Handbook of Rules, Policies and Procedures and Substance Abuse Policy & Program and Alcohol Misuse Prevention Program (included separately) - (Board Action - Motion Required)

Rob McElroy clarified for the Board that the employee handbook has had several proposed revisions and a red-line draft version was delivered for the Board's review. He noted that the changes had been reviewed by himself, Danny Lyndall, Deloris Brown and Tony Hoffman from Jerry Speegle's office. The Board then examined the changes and addressed each one. Mr. Speegle affirmed that his office would note these changes and adjust accordingly where necessary. The Chairman then requested a Motion for Approval of the Revised Employee Handbook of Rules, Policies and Procedures with the aforementioned suggested changes.

MOTION BY Lon Johnston to Approve the Revised Employee Handbook of Rules, Policies and Procedures with the aforementioned suggested changes; Seconded by Fenton Jenkins.

AYE: FRY, HAYGOOD, JENKINS, JOHNSTON, SEGALLA

ABSENT:

ABSTAIN:

MOTION CARRIED

6:05 pm - Mayor Haygood left the meeting

The discussion then focused on the Substance Abuse Policy & Program and Alcohol Misuse Prevention Program. Chairman Segalla asked about addiction and prescription medications and when they become drug. Mr. McElroy explained that anything has the potential to become a drug; however it would be cause for alarm if it impacts adversely an employee's performance or in the opinion of a medical doctor it could. He further expounded that this would not be an issue, particularly in the case of drug testing, if an attending physician has reviewed the drug and explanation and proper documentation is presented. After further discussions of the "on-call" policy and impaired ability took place, the Chairman called for a Motion to Approve the Substance Abuse Policy & Program and Alcohol Misuse Prevention Program

MOTION BY Lon Johnston to Approve the Substance Abuse Policy & Program and Alcohol Misuse Prevention Program; Seconded by Fenton Jenkins.

AYE: FRY, JENKINS, JOHNSTON, SEGALLA

ABSENT: HAYGOOD

ABSTAIN:

MOTION CARRIED

VII. BOARD ATTORNEY'S REPORT

Mr. Speegle advised that Tommy Terrell, a director of MAWSS, contacted him to express MAWSS' desire to sell Daphne Utilities some water. Mr. Speegle informed Mr. McElroy whereby it was revealed that there are regulatory issues of mixing the treated well water with MAWSS surface water. The Chairman expressed that he did not want to be dependent on another system for our product that is sold to Daphne Utilities' customers.

VIII. FINANCIAL REPORT

Teresa Logiotatos reviewed the financial summary with the Board as the last month of the fiscal year and expressed a positive year despite being down in some metered services throughout the year and answered a few questions from the Board.

IX. GENERAL MANAGER'S REPORT

A. GM Report

Rob McElroy surprisingly had only one comment to inform the Board of a visit and tour from a guest from Brisbane, Australia, of our wastewater treatment plant.

B. Operations Report

Danny Lyndall pointed out and gave kudos to James McPherson of his successful test achievement for Certified Operator in the Wastewater Collection Department

C. Engineering & Consulting Reports

Melinda Immel of Volkert & Associates had nothing further to add to her report.

Ray Moore of HMR had nothing further to add to his report.

X. BOARD ACTION – Previously addressed.

XI. PUBLIC PARTICIPATION – None.

XII. BOARD COMMENTS – Mr. Lon Johnston commended the administration on their excellence. Mrs. Logiotatos was prompted to advised the Board of the excellent inventory audit and credited the accounting and warehouse staff. Mr. Fry expressed that he's heard favorable comments around town with the Daphne Utilities and Algae Systems project.

XIII. ADJOURNMENT

MOTION BY Lon Johnston to adjourn the meeting.

AYE: *Fry, Jenkins, Johnston, Segalla*

NAY:

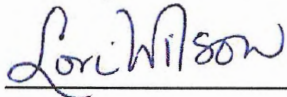
ABSENT: *Haygood*

ABSTAIN:

MOTION CARRIED

The meeting adjourned at 6:31 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities