

Accepted by:

  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ November 28, 2018 ♦ 5:00 p.m.

### I. Call to Order

The regular November 2018 Board meeting for the Utilities Board of the City of Daphne was held on November 28, 2018 at 5:01 p.m. in the Council Chambers at Daphne City Hall and called to order by Chairman Randy Fry, proceeded by the Roll Call:

### II. Roll Call

**Members Present:** Randy Fry, Chairman  
Billy Mayhand, Vice Chairman  
Selena Vaughn, Secretary/Treasurer  
Mayor Dane Haygood, Board Member  
Robin LeJeune, Board Member

**Members Absent:**

**Others Present:** Jerry Speegle – Board Attorney  
Danny Lyndall – General Manager  
Bobby Purvis – Operations Manager  
Drew Klumpp – Administrative Services Manager  
Teresa Logiotatos – Finance Manager  
Lori May-Wilson – Executive Assistant  
Melinda Immel – Volkert & Associates  
Ray Miller – Volkert & Associates  
Ray Moore – HMR  
Joe Asarisi – Asarisi & Associates

**Others Absent:** Samantha Coppels – Communications 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 Meeting Minutes September 26, 2018

The Chairman requested any additions, corrections, or deletions for the submitted Minutes from the September 26, 2018 Utilities Board Meeting, noting there was not a quorum for the October 2018 meeting.

Mayor Haygood requested correction of his attendance.

*MOTION by Robin LeJeune to accept the corrected September 26, 2018, Daphne Utility Board meeting minutes; Seconded by Billy Mayhand.*

AYE: *Fry, Haygood, Mayhand, Vaughn, LeJeune* NAY: ABSENT: ABSTAIN: **MOTION CARRIED**

**V. OLD BUSINESS –**

**A. Election of Board Officers (Board Action: MOTION)**

1. Chairman

Chairman Fry called for nominations for Board Officer position of Chairman.

*MOTION by Billy Mayhand to nominate Randy Fry as Chairman.*

AYE: *Haygood, LeJeune, Mayhand, Vaughn* NAY: ABSENT: ABSTAIN: *Fry* **MOTION CARRIED**

2. Vice Chairman

Chairman Fry called for nominations for Board Officer position of Vice Chairman.

*MOTION by Selena Vaughn to nominate Billy Mayhand as Vice Chairman.*

AYE: *Fry, Haygood, LeJeune, Vaughn* NAY: ABSENT: ABSTAIN: *Mayhand* **MOTION CARRIED**

3. Secretary/Treasurer

*MOTION by Mayor Dane Haygood to nominate Selena Vaughn as Secretary/Treasurer.*

AYE: *Fry, Haygood, LeJeune, Mayhand* NAY: ABSENT: ABSTAIN: *Vaughn* **MOTION CARRIED**

**B. Proposed FY19 Budget and Capital Improvement Plan (Board Action: MOTION)**

Chairman Fry recapped the FY19 Budget and CIP presentation and requested any questions from Board members of staff. Mr. Lydall confirmed that there were no changes to the budget originally submitted and reviewed upcoming planned projects and CIP projects.

*MOTION by Mayor Dane Haygood to adopt the FY19 Operating Budget and Capital Improvement Plan as presented; Seconded by Billy Mayhand.*

AYE: *Fry, Haygood, LeJeune, Mayhand, Vaughn* NAY: ABSENT: ABSTAIN: **MOTION**

**CARRIED**

**VI. NEW BUSINESS –**

**A. Utility Board Meeting schedule and Daphne Utilities holiday schedule for 2019 (No Action Required)**

Chairman Fry noted this schedule and that no action is required. Mr. Lyndall clarified that the December 4<sup>th</sup> meeting would be for November since that meeting date fell on the day before Thanksgiving.

**B. Recommendation for Bid Award for: 2018/2019 Annual Contract for Steel Gas Main & Service Renewals (Board Action: MOTION)**

Volkert representative Melinda Immel reviewed the bids and highlighted this project for the Board as an annual contract to evaluate areas with steel gas mains to either replace steel gas services or lay new HDPE line for new services. Mr. Bobby Purvis addressed the regulatory requirements and the locations affiliated with this annual contract.

*MOTION by Mayor Dane Haygood to award the low bid in the amount of \$225,250.00 from R.A.W. Construction, LLC for the 2018/2019 Annual Contract for Steel Gas Main & Service Renewals; Seconded by Selena Vaughn.*

AYE: Fry, Haygood, LeJeune, Mayhand, Vaughn      NAY:      ABSENT:      ABSTAIN:      **MOTION CARRIED**

**C. Recommendation for Bid Award for: Monroe Street Lift Station Renovations (Board Action: MOTION)**

Melinda Immel with Volkert described this project currently located in the parking lot of Prudential Nichols Real Estate to be relocated in a vacant lot across the street next to the credit union. She informed that one bidder out of the four that submitted requested to have their bid withdrawn due to errors. She announced the low bid and bidder and her recommendation.

*MOTION by Mayor Dane Haygood to award the bid amount of \$420,527.00 to W.R. Mitchell Contractor Inc. for the Monroe Street Lift Station Renovations; Seconded by Robin LeJeune.*

AYE: Fry, Haygood, LeJeune, Mayhand, Vaughn      NAY:      ABSENT:      ABSTAIN:      **MOTION CARRIED**

**D. Recommendation for Bid Award for: Sanitary Sewer System Joint Grouting (Board Action: MOTION)**

Volkert's Melinda Immel illustrated this project as a new project previously mentioned by Mr. Lyndall. She detailed the work involved, the location and gave her recommendation.

*MOTION by Mayor Dane Haygood to award to Gulf Coast Underground LLC with the bid amount \$213,445.00 for the Sanitary Sewer System Joint Grouting; Seconded by Robin LeJeune.*

AYE: *Fry, Haygood, LeJeune, Mayhand, Vaughn*      NAY:      ABSENT:      ABSTAIN:      **MOTION CARRIED**

Mr. Lyndall noted to the Board of additional bid openings during the previous month, however due to miscommunication, the projects did not appear on the agenda. He advised that these projects will appear on the January 2019 agenda for consideration from the Board.

## **VII. BOARD ATTORNEY'S REPORT**

Mr. Speegle had nothing to add to his report but offered to answer any questions.

## **VIII. FINANCIAL REPORT**

Teresa Logiotatos reviewed for the Board the financial summary, the balance sheet including the current liabilities, financial graphs, income statement, and the check history report

## **IX. GENERAL MANAGER'S REPORT**

### **A. GM Report**

Danny Lyndall updated the Board on the water quality testing along Mobile Bay project. He reminded the Board that ADEM was set to perform the testing but were unable; he noted an independent lab contractor was called upon to perform the testing and unfortunately made an error. Mr. Lyndall did announce, however that the contractor again performed the test correctly and the results were satisfactory with the exception of Sibley Street, although no determination could be made as to why the results in this particular location were high. He noted Daphne Utilities' collaboration with the City of Daphne and Ashley Campbell's assistance with the dissemination of information. Mr. Lyndall reviewed for Mr. LeJeune details of the project, noting the locations and a discussion arose regarding the dissemination of testing results and information. Chairman Fry requested the Board members receive a monthly email regarding the testing results and parameters to be better informed.

### **B. Operations Report**

Bobby Purvis highlighted his report updating the Board on the Olde Towne Daphne well and the Bull Run project.

### **C. Engineering & Consulting Reports**

Melinda Immel with Volkert announced that the ROW clearing contract scheduled to be submitted before the Board is delayed because of the lack of bidders. She advised that bids will be opened in mid-December and could possibly be delayed again.

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

Joe Asarisi with Asarisi & Associates had nothing further to add to his report.

X. **BOARD ACTION** – Previously addressed under New Business


XI. **PUBLIC PARTICIPATION** – the Chairman opened Public Participation at 6:01pm. With no involvement, Public Participation was closed.

XII. **BOARD COMMENTS** – Mayor Dane Haygood thanked the newly elected Board officers for their good service and wished the audience attendees happy holidays; Mr. Mayhand thanked employees for their public service in the community; Mr. LeJeune wished all happy holidays; Chairman Fry wished everyone happy holidays and expressed appreciation for the Board's confidence they entrust in him and the opportunity to serve with all Board members.

XIII. **ADJOURNMENT**

*The Chairman adjourned the meeting at 5:44 pm.*

Preceding minutes submitted to the Daphne Utilities Board by:

  
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Lori Wilson, Executive Assistant, Daphne Utilities