


Accepted by:  
  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ December 4(for November), 2019 ♦ 5:00 p.m.

### I. Call to Order

The regular November 2019 Board meeting for the Utilities Board of the City of Daphne was held on December 4, 2019 in the Council Chambers at Daphne City Hall and called to order at 5:03 p.m. by Chairman Selena Vaughn, followed by the Roll Call:

### II. Roll Call

**Members Present:** Selena Vaughn, Chairman  
Tim Patton, Secretary/Treasurer  
Robin LeJeune, Board Member

**Members Absent:** Billy Mayhand, Vice Chairman  
Mayor Dane Haygood, Board Member

**Others Present:** Jerry Speegle – Board Attorney  
Scott Polk – General Manager  
Samantha Coppels – Communications Manager  
Rebecca Williamson – Accounting Assistant  
Lori May-Wilson – Executive Assistant  
Melinda Immel – Volkert & Associates  
Ray Moore – GMC  
Joe Asarisi – Asarisi & Associates

**Others Absent:** Bobby Purvis – Operations Manager  
Drew Klumpp – Administrative Services Manager  
Teresa Logiotatos – Finance 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 October 30, 2019

The Chairman requested any additions, corrections, or deletions for the submitted minutes for the October 30, 2019 Utilities Board meeting.

With no additions, deletions or corrections, the Chairman declared that the submitted October 30th minutes would stand approved.

## VII. BOARD ATTORNEY'S REPORT

Mr. Speegle gave a brief update on the ADEM consent decree; he advised that the judge issued the order, payments that were required under the agreement have been made, and now we have requirements under the consent decree to supply engineers' reports, which are very well done and he doesn't expect many comments.

## VIII. FINANCIAL REPORT

Rebecca Williamson asked if the Board had any questions. She answered questions regarding gas income projections.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

General Manager Scott Polk updated the Board on projects, such as the new production water well in the Diamante Subdivision, the City Works Asset Management software implementation, and natural gas pipeline replacement. He gave his first month's assessment focusing on a plan for safety, a life-cycle of our capital assets, and updated on the progress of the main office renovations.

Samantha Coppels informed the Board of the job-shadowing program whereby two students from Spanish Fort High School observed her day to day operation.

### B. Operations Report

Mr. Polk spoke about the impressive warehouse area, the cold weather prompting water main breaks and commended the employees working on the repair, the Salsnes equipment issues at the Water Reclamation Facility, and costs that add up for line breaks. He notified the Board of the pre-application for the State Revolving Funds due February 1 and requested the Board make a Motion to move forward with the pre-application for \$7-10 million. He confirmed to the Board that it does not obligate the Board but the pre-application would put Daphne Utilities in line for application. Melinda Immel gave input as to her experience with State Revolving Fund loans.

*A MOTION by Tim Patton was made to approve submitting the pre-application (for the State Revolving Fund loan); the Motion was Seconded by Robin LeJeune.*

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

### C. Engineering & Consulting Reports

Melinda Immel with Volkert appreciated the Board's award of presented, advised of numerous existing needs in the collection system and informed that updates to the report relative to the Consent Decree was in the process.

## X. BOARD ACTION – Previously addressed.

## XI. PUBLIC PARTICIPATION – the Chairman invited participants to address the Board at 5:31 pm; with no comments, the Chairman closed Public Participation at 5:31 pm.



**V. OLD BUSINESS –**

**A. Capacity Fees for Daphne Sports Complex**

Chairman Vaughn announced that this item will be tabled until January or until the full Board is present to make a decision on this agenda item.

**VI. NEW BUSINESS –**

**A. Volkert - Recommendation for Bid Award for: CIPP Rehabilitation of Various Sanitary Sewer Main in the Lake Forest Area - BOARD ACTION: MOTION**

Melinda Immel addressed the Board advising this item is not an annual item but set up to allow work to be done on an as needed basis, noting this project will begin in the Lake Forest Area in the gravity section that flows to Bayview lift station. She advised there were 4 bidders, references were checked, and recommended the bid be awarded for the low bidder: S & P Liner, LLC.

*MOTION by Robin LeJeune to award the project CIPP Rehabilitation of Various Sanitary Sewer Main in the Lake Forest Area to S & P Liner LLC for amount not to exceed \$279,240.00; the Motion was Seconded by Tim Patton.*

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

**B. Volkert - Recommendation for Bid Award for: Sewer Joint Grouting of Various Sanitary Sewer Main in the Lake Forest Area - BOARD ACTION: MOTION**

Melinda Immel clarified this project to the Board, advising of previous work with BLD Services, LLC, noting that the bid amount was within the CIP budget, recommended awarding the project to BLD Services, LLC. She answered questions relating the the large gap between the two bidders.

*MOTION by Tim Patton to award the project Sewer Joint Grouting of Various Sanitary Sewer Main in the Lake Forest Area to BLD Services, LLC for an amount not to exceed \$184,870.00; the Motion was Seconded by Robin LeJeune.*

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

**C. Update Banking Signature Cards - BOARD ACTION: MOTION**

Scott Polk advised the Board that the banking signature cards are in need updating based on personnel turnover and require a Motion from the Board removing Randy Fry and Danny Lyndall. He noted that the signature cards typically include the finance manager, general manager and the Board Secretary/Treasurer.

*A MOTION by Robin LeJeune was made to approve adding Tim Patton (as Secretary/Treasurer) and Scott Polk (as General Manager) to the banking signature cards and the removal of Randy Fry and Danny Lyndall from the banking signature cards; the Motion was Seconded by Tim Patton.*

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

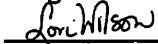
- XII. **BOARD COMMENTS** – Robin LeJeune wished all a happy Thanksgiving and merry Christmas; Tim Patton wished all a merry Christmas and acknowledged those employees that get out at all hours and making repairs.

XIII. **ADJOURNMENT**

The Chairman called for adjournment at 5:32 pm.

The meeting adjourned at 5:32 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities