

Accepted by:

Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ September 30, 2020 ♦ 5:00 p.m.

I. Call to Order

The regular September 2020 Board meeting for the Utilities Board of the City of Daphne was held on September 30, 2020, in the Council Chambers at Daphne City Hall and called to order at 5:04 p.m. by Chairman Selena Vaughn, followed by the Roll Call:

II. Roll Call

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

Members Absent: Mayor Dane Haygood, Board Member

Others Present: Jerry Speegle – Board Attorney
Scott Polk – General Manager
Bobby Purvis – Operations Manager
Samantha Coppels – Communications Manager
Teresa Logiotatos – Finance Manager
Lori May-Wilson – Executive Assistant
Melinda Immel – Volkert & Associates

Others Absent: Drew Klumpp – Administrative Services Manager
Kerry Hannah – GMC
Joe Asarisi – Asarisi & Associates

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 August 26, 2020

The Chairman requested any additions, corrections, or deletions for the submitted minutes for the August 26, 2020 Utilities Board meeting.

With no additions, deletions, or corrections, the Chairman declared that the submitted August 26th minutes would stand approved.

V. OLD BUSINESS – None

VI. NEW BUSINESS –

A. Proposed FY20/21 Budget and Capital Improvement Plan – (Board Action: MOTION) (previously distributed via email)

Teresa Logiotatos advised that although reviewing the proposed budget with some board members, there was nothing drastically different this year than in previous years when compiling the budget. She examined a few particular budget elements giving further explanations of the differences.

Mr. Polk and Mr. Purvis answered more specific questions from the Board.

MOTION by Tim Patton to approve the submitted 2020/2021 Budget; Motion was Seconded by Robin LeJeune.

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

B. Election of Board Officers: (Board Action: MOTION)

1. Chairman

MOTION by Tim Patton to nominate Selena Vaughn for the officer position of Chairman; Motion was Seconded by Robin LeJeune; Billy Mayhand moved to close the nomination.

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

2. Vice Chairman

MOTION by Billy Mayhand to nominate Tim Patton for the officer position of Vice Chairman; Motion was Seconded by Robin LeJeune.

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

3. Secretary/Treasurer

MOTION by Tim Patton to nominate Billy Mayhand for the officer position of Secretary/Treasurer; Motion was Seconded by Robin LeJeune.

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

C. Recommendations for Bid Awards (Volkert) for: (Board Action: MOTION)

Melinda Immel addressed the Board and gave an overview of the annual contracts and correlating bids. She answered questions from the Board.

1. Annual Contract for Cleaning and Television Inspection of Various Sanitary Sewer Mains FY20-21 Contract No. 408227

2. Annual Contract for CIPP of Various Sanitary Sewer Mains FY20-21 Contract No. 408228

3. Annual Contract for Sewer Joint Grouting of Various Sanitary Sewer Mains FY20-21 Contract No. 408229
4. Annual Contract for Manhole Rehabilitation FY 20/21 Contract No. 408230
5. Annual Contract for Easement / ROW Clearing FY 20/21 Contract No. 408231

MOTION by Tim Patton to award the [presented] contracts (Volkert Contracts #408227, #408228, #408229, #408230 and #408230) to the identified low bidders that were recommended; Motion was Seconded by Billy Mayhand.

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

VII. BOARD ATTORNEY'S REPORT

Mr. Speegle advised that unless something develops in the next 25 days, he would have nothing to report next month even though he would still be working on behalf of the Utilities.

VIII. FINANCIAL REPORT

Teresa Logiotatos began her review with the Board of the financials for August 2020 noting the Total Net Income versus the Budgeted Year End Income, the Cash Flow report and a Staples refund. She answered questions about the billing issue relating to the garbage fee.

IX. GENERAL MANAGER'S REPORT

A. GM Report

General Manager Scott Polk reviewed with the Board regarding the project updates on the tertiary filter project and the development at Rigsby Road, to which Mr. Speegle advised to be mindful of calculating capacity fees similarly. Mr. Polk noted that we are currently cleaning up from Hurricane Sally and are looking in-house with the FEMA reimbursement process for the minor damage throughout our system. He also noted the successful benefits enrollment through Cobbs Allen. Lastly, he pointed out that Daphne Utilities continues to refrain from disconnecting services and/or charging late fees.

B. Operations Report

Mr. Bobby Purvis spoke about Daphne Utilities' pre-storm prep work and post storm evaluation meeting for the hurricane. Mr. Scott Polk recognized Johnny Grimes for his calm demeanor in his fairly-new supervisory role, as well as Goeff Wilkins and all the employees working during this time. Mr. Polk gave kudos to the numerous departments' performances for their storm-related work. Mr. Purvis concluded with an upcoming work update in the Lake Forest area.

Samantha Coppels advised she had a successful after-storm communications meeting with other area utilities and companies.

C. Engineering & Consulting Reports

Mrs. Melinda Immel from Volkert had nothing further to add to her report.

Mr. Kerry Hannah with GMC had nothing further to add to the report and reiterated Mr. Polk's comment about the UV Disinfection and Filtration project.

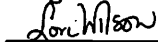
X. BOARD ACTION – Previously addressed.

- XI. PUBLIC PARTICIPATION** – the Chairman invited participants to address the Board at 5:52 pm; with no participants, the Chairman closed Public Participation at 5:52 pm.
- XII. BOARD COMMENTS** – Mr. Billy Mayhand expressed how proud he was of Daphne Utilities' performance during the storm; Councilman Robin LeJeune also commented to thank staff with all the work they performed and congratulated and thanked the core board members in their efforts working and leading on behalf of Daphne Utilities. Mr. Tim Patton appreciated the updated reports during the storm as well as finalizing the budget during this time.
- XIII. ADJOURNMENT**

The Chairman called for adjournment at 5:55 pm.

The meeting adjourned at 5:55 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities