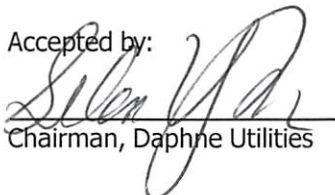


Accepted by:


Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ October 28, 2020 ♦ 5:00 p.m.

I. Call to Order

The regular October 2020 Board meeting for the Utilities Board of the City of Daphne was held on November 4, 2020, in the Council Chambers at Daphne City Hall and called to order at 5:05 p.m. by Chairman Selena Vaughn, followed by the Roll Call:

II. Roll Call

Members Present: Selena Vaughn, Chairman
Tim Patton, Vice Chairman
Robin LeJeune, Board Member

Members Absent: Billy Mayhand, Secretary/Treasurer
Mayor Dane Haygood, Board Member

Others Present: Jerry Speegle – Board Attorney
Scott Polk – General Manager
Bobby Purvis – Operations Manager
Samantha Coppels – Communications Manager
Drew Klumpp – Administrative Services Manager
Lori May-Wilson – Executive Assistant
Rebecca Williamson – Accounting Assistant
Marinda Turner - Buyer
Melinda Immel – Volkert & Associates
Ray Moore, GMC

Others Absent: 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 September 30, 2020

The Chairman requested any additions, corrections, or deletions for the submitted minutes for the September 30, 2020 Utilities Board meeting.

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

V. OLD BUSINESS – None

VI. NEW BUSINESS –

A. Approval of Revision to Daphne Utilities Employee Handbook of Rules, Policies and Procedures relative to Inclement Weather and Emergency Closings (page 41 of 50) – (Board Action: MOTION)

Mr. Scott Polk explained to the Board the motivation behind this change was to eliminate the vague wording of the policy and encourage all employees to come to work. He emphasized the new policy makes clear declared emergencies and the compensation for those working.

MOTION by Mayor Robin LeJeune to approve the submitted “Inclement Weather and Emergency Closing” policy that is incorporated into the Daphne Utilities Employee Handbook of Rules, Policies and Procedures; Motion was Seconded by Tim Patton.

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

B. Requisition R30-101920 – Verneer RTX 5590 with Tracks (budgeted equipment) for (Board Action: MOTION)

Bobby Purvis explained the need for the new equipment for efficiency purposes in the subdivisions.

MOTION by Tim Patton to approve Requisition R30-101920 to purchase the Verneer RTX5590 with tracks (budgeted equipment); Motion was Seconded by Mayor Robin LeJeune.

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

C. Requisition R40-101520E – WRF SCADA Upgrades (Board Action: MOTION)

Bobby Purvis detailed the necessity for this Requisition for the WRF Scada upgrades and advised that this upgrade is part of the capital improvement plan in the budget.

MOTION by Tim Patton to approve Requisition R40-101520E – WRF SCADA Upgrades, not to exceed \$100,000.00; Motion was Seconded by Mayor Robin LeJeune.

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

VII. BOARD ATTORNEY’S REPORT

Mr. Speegle noted that he had nothing to apprise the Board relating to work for Daphne Utilities.

VIII. FINANCIAL REPORT

Rebecca Williamson began by noting the differences in the reports and discussed the success of the newly implemented software. She stated there was no unusual entries in the financials and asked for any questions from the Board, of which they had none.

.IX. GENERAL MANAGER'S REPORT

A. GM Report

General Manager Scott Polk gave updates to the Board regarding projects, beginning with the Diamante water well, the tertiary filter project moving forward, the stumbling blocks with the bid process for the 2nd Street water service project, and the Rigsby Road expansion project moving forward. He then reviewed and gave an update on the Areas of Focus with Buyer Marinda Turner apprising the Board of the FEMA reimbursement. Mr. Polk finalized his update of the Items of Note and discussed resuming the collection of late fee charges and disconnects.

B. Operations Report

Mr. Bobby Purvis advised the Board of the promotion of Alex Godfrey from GIS to Natural Gas Manager and noted the work he's accomplished with "heat maps". He reported on the surprising damage the recent hurricane caused and the excellent work performed by our employees.

Samantha Coppels had nothing to add to her submitted report but thanked the Board members for participating in the grant awards.

C. Engineering & Consulting Reports

Mr. Robbie Strom with GMC gave a brief update on the pre-bid meeting for the UV filter project and the potential bidders.

Mrs. Melinda Immel with Volkert gave more detail information about the raw water line at the Diamante water well and additional closing information about the SRF loans. She also answered additional Board questions regarding the well.

X. BOARD ACTION – Previously addressed.

XI. PUBLIC PARTICIPATION – the Chairman invited participants to address the Board at 5:32 pm; with no participants, the Chairman closed Public Participation at 5:32 pm.

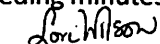
XII. BOARD COMMENTS – Mayor Robin LeJeune thanked staff for all their hard work dealing with the storms and commented on the positivity of the efforts taking place; Mr. Tim Patton agreed with the Mayor LeJeune's comments and also thanked Samantha Coppels for coordinating the grant awards emphasizing the importance in the schools and with the teachers and students. Chairman Selena Vaughn reminded everyone to remember to celebrate the positive events, congratulated Alex Godfrey on his promotion, and gave kudos for the grant awards. Mr. Tim Patton commended the staff for the NACWA award.

XIII. ADJOURNMENT

The Chairman called for adjournment at 5:35 pm.

The meeting adjourned at 5:35 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities