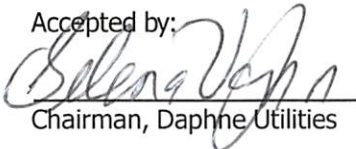


Accepted by:

Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ January 27, 2021 ♦ 5:00 p.m.

I. Call to Order

The regular January 2021 Board meeting for the Utilities Board of the City of Daphne was held on January 27, 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, Vice Chairman
Billy Mayhand, Secretary/Treasurer
Mayor Robin LeJeune, Board Member

Members Absent: Councilman Doug Goodlin, Board Member

Others Present: Jerry Speegle – Board Attorney
Scott Polk – General Manager
Bobby Purvis – Operations Manager
Drew Klumpp – Administrative Services Manager
Samantha Coppels – Communications Manager
Teresa Logiotatos – Finance Manager
Lori May-Wilson – Executive Assistant

Others Absent:

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 December 2, 2020

The Chairman announced that a correction was brought to her attention regarding the numbering of the resolution from the last month. She advised that Resolution 2020-06 should be numbered Resolution 2020-06A.

MOTION by Billy Mayhand to change Resolution 2020-06 to Resolution 2020-06A in the minutes; Motion was Seconded by Mayor Robin LeJeune.

AYE: LeJeune, Mayhand, Patton, Vaughn

NAY: **ABSENT:** Goodlin

ABSTAIN:

MOTION CARRIED

With no additional changes or further discussion, the Chairman called for a vote to approve the minutes with the approved changes.

AYE: *LeJeune, Mayhand, Patton, Vaughn*

NAY: **ABSENT:** *Goodlin*

ABSTAIN:

V. OLD BUSINESS – None

VI. NEW BUSINESS – None

VII. BOARD ATTORNEY'S REPORT

Mr. Speegle had nothing to add to his report but reviewed a few finalized issues that had taken place.

VIII. FINANCIAL REPORT

Teresa Logiotatos reviewed for the Board the financial summary, the cash flow statement and the check history report, noting several refund checks. She offered to answer any questions and mentioned that the audit is currently taking place but due to the virus, it is being conducted electronically as much as possible. Mrs. Logiotatos advised that the first payments on the state revolving fund loans will be made in February.

IX. GENERAL MANAGER'S REPORT

A. GM Report

General Manager Scott Polk updated the Board on: the retirement community planned for the Dale Road area, easement issues for the production well at Diamante, the tertiary filter and UV project for wastewater treatment plant, the completion of the sewer service extension performed in-house on Friendship Road, completion of the 2nd Street water loop and positive feedback, discussions with developer of an apartment complex at CR13 and US90 as well as with developers of a planned subdivision along Rigsby Road. He mentioned the number of employees that have contracted the COVID virus and employees whose family members who have also caught the virus and noted the group that utilities employees are categorized. He commented on the long-range planning discussions for the water reclamation facility. Lastly, Mr. Polk noted that the disconnection policy and late fee charges were reinstituted on January 1, 2021. He also remarked on the water quality complaints that have elevated to the City Council and are being addressed.

B. Operations Report

Mr. Bobby Purvis notified the Board of a significant incident that occurred involving our employees on a water repair project and the after-action safety procedures that were implemented afterward.

Samantha Coppels noted that she will be presenting, along with Raftellis, at the Utility Management Conference in Atlanta, Georgia in August.

C. Engineering & Consulting Reports

Mrs. Melinda Immel with Volkert gave a more comprehensive update on the Diamante water well, noting the completion of surveying to drafting the easement for Mr. Speegle's office to review. She also answered additional Board questions.

Mr. Robbie Strom with GMC had nothing to add to his submitted report and offered to answer questions from the Board.

- X. **BOARD ACTION** – None.
- XI. **PUBLIC PARTICIPATION** – the Chairman invited participants to address the Board at 5:29 pm; with no participants, the Chairman closed Public Participation at 5:29 pm.
- XII. **BOARD COMMENTS** – Mr. Billy Mayhand wished everyone a Happy New Year; Mayor Robin LeJeune wished everyone the same and was glad to be back; Mr. Tim Patton wished everyone a Happy New Year and thanked the staff for all they do; Mrs. Selena Vaughn expressed the same sentiments.
- XIII. **EXECUTIVE SESSION** - Mr. Jerry Speegle certified that Executive Session is to discuss the general reputation and job performance of certain employees of Daphne Utilities Board, specifically at this time – Scott Polk.

MOTION by Tim Patton to adjourn into Executive Session at 5:30pm; Motion was Seconded by Mayor Robin LeJeune.

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

Mr. Speegle estimated the duration of Executive Session to be 20-30 minutes. Chairman Vaughn announced action may be taken afterward then adjournment.

The board reconvened at 5:57pm.

MOTION by Tim Patton to approve a COLA and merit increase annually for the General manager of 5% retroactive to November 1, 2020; Motion was Seconded by Mayor Robin LeJeune.

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

XIV. ADJOURNMENT

The Chairman called for adjournment at 5:58 pm.

MOTION by Billy Mayhand to adjourn; Motion was Seconded by Mayor Robin LeJeune.

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

The Chairman called to reconvene the meeting at 5:59 pm.

MOTION by Mayor Robin LeJeune to amend the approval of the COLA and the 5% merit increase for the General Manager to retroactively to October 1, 2020 – the beginning of the fiscal year; Motion was Seconded by Tim Patton.

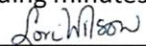
AYE: LeJeune, Mayhand, Patton, Vaughn NAY: ABSENT: Goodlin ABSTAIN: **MOTION CARRIED**

MOTION by Mayor Robin LeJeune to approve the COLA and the 5% merit increase for the General Manager to retroactively to October 1, 2020 – the beginning of the fiscal year; Motion was Seconded by Tim Patton.

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

The meeting adjourned at 6:01 pm.

Preceding minutes submitted to the Daphne Utilities Board by:


Lori Wilson, Executive Assistant, Daphne Utilities