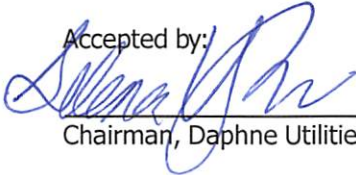


Accepted by:  
  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ January 26, 2022 ♦ 5:00 p.m.

### I. Call to Order

The regular January 2022 Board meeting for the Utilities Board of the City of Daphne was held on January 26, 2022, in the Council Chambers at Daphne City Hall and called to order at 5:01 p.m. by Vice Chairman Tim Patton, followed by the Roll Call:

### II. Roll Call

#### *Members Present:*

Tim Patton, Vice Chairman  
Billy Mayhand, Secretary/Treasurer  
Councilman Joel Coleman, Board Member  
Mayor Robin LeJeune, Board Member

#### *Members Absent:*

Selena Vaughn, Chairwoman

#### *Others Present:*

Jerry Speegle – Board Attorney  
Scott Polk – General Manager  
Bobby Purvis – Operations Manager  
Rebecca Williamson – Accounting Assistant  
Drew Klumpp – Administrative Services Manager  
Lori Wilson – Executive Assistant

#### *Others Absent:*

Teresa Logiotatos – Finance Manager  
Samantha Coppels – Communications Manager

### III. Pledge of Allegiance

The Vice Chairman led the Board and meeting attendees in the Pledge of Allegiance.

### IV. Approval of Minutes

#### A. Utilities Board Meeting Minutes December 1, 2021

The Vice Chairman requested any additions, corrections, or deletions for the submitted minutes of the December 1, 2021, Daphne Utilities Board meeting.

With no additions, deletions, or corrections, the Vice Chairman declared that the submitted December 1<sup>st</sup> minutes would stand approved as submitted.

### V. OLD BUSINESS – No Old Business

## VI. NEW BUSINESS –

- A. Recommendation for Approval of:** Requisition R011422SCADA for purchase of Lift Stations SCADA upgrades from: ACS Automation Control Service in the amount of \$186,000.00 (Board Action: MOTION)

Mr. Scott Polk advised that this was part of the 5G upgrade taking place country-wide for our older lift stations' controllers and radios to be able to communicate with SCADA.

*MOTION by Mayor Robin LeJeune to approve Requisition R011422SCADA for purchase of Lift Stations SCADA upgrades from ACS Automation Control Service in the amount of \$186,000.00; Motion was Seconded by Billy Mayhand.*

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

- B. Recommendation for Bid Award –** for Generators for Water Quality Department to: Taylor Power Systems in the amount of \$118,245.00 (Board Action: MOTION)

Daphne Utilities' Buyer, Marinda Turner, explained to the Board that the low bidder was not selected because the recommended bidder's lead time was half that of the lowest bidder; she advised that the lead time would be taken into consideration and was stated as such in the bid specifications. She remarked that given this market and to avoid discouraging bidders that was is no guarantee nor would there be any type of penalty for not meeting the lead time.

*MOTION by Billy Mayhand to approve (RFB 21-12) for purchase of 3 Generators for Water Quality Department from Taylor Power Systems in the amount of \$118,245.00; Motion was Seconded by Councilman Joel Coleman.*

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

- C. Recommendation for Bid Award –** (GMC Project #CMOB210047) for Old Towne Raw Water Conversion to: W.R. Mitchell Contractor, Inc., in the amount of \$125,288.00 (Board Action: MOTION)

GMC's Robbie Strom informed the Board of the project and bid process, noting one bid was received.

*MOTION by Mayor Robin LeJeune to award (GMC Project No. CMOB210047) the Old Towne Raw Water Conversion SRF FS0100098-02 to W.R. Mitchell Contractor Inc. in the amount of \$125,288.00; Motion was Seconded by Billy Mayhand.*

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



**D. Recommendation for Bid Award – (GMC Project #CMOB210048) for Groundwater Production Well #15 to: J&P Construction Co., Inc. in the amount of \$1,191,000.00 (Board Action: MOTION)**

GMC's Robbie Strom explained to the Board that one bid was received for this project and answered question regarding the project from Board members.

*MOTION by Mayor Robin LeJeune to Award the (GMC Project #CMOB210048) for Groundwater Production Well #15 to J&P Construction Co., Inc. in the amount of \$1,191,000.00; Motion was Seconded by Councilman Joel Coleman.*

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

**VII. BOARD ATTORNEY'S REPORT**

Mr. Speegle had no new or remaining matters to report but offered to answer any questions the Board may have.

**VIII. FINANCIAL REPORT**

Accounting Assistant Rebecca Williamson highlighted for the Board the yearly revenue, expenses, the total net income and explained how to identify refunds in the check history report.

**IX. GENERAL MANAGER'S REPORT**

**A. GM Report**

General Manager Scott Polk reviewed and updated for the Board the Project Updates consisting of the I-10/US90 Sewer Line, the new production water well at Diamante, the WRF tertiary filter and enhanced UV projects, the WRF grit removal system upgrade, the 4<sup>th</sup> Street sewer expansion and the Stanton Road tank rehab; the Areas of Focus involving a utility rate study and the frequent lines cut problems resulting from contractors installing new lines in throughout our area; and Items of Note encompassing the employees annual review process, submission of SRF funding pre-application and agreement with Grant Management to assist and locate this and additional applicable grants.

**B. Operations Report**

Mr. Purvis briefly spoke about the smooth process with Stanton Road tank project.

**C. Engineering & Consulting Reports**

Mrs. Melinda Immel with Volkert reported about previous Board actions taken by authorizing the General Manager to approve the SRF pre-application while not committing the Utility to take out a loan but simply acknowledgement of the Boards' awareness of the application submission. She requested a similar Motion from the Board members.

*MOTION by Mayor Robin LeJeune to approve (the General Manager to sign) the submittal of the pre-application for the SRF loans; Motion was Seconded by Councilman Joel Coleman.*

**AYE:** Coleman, LeJeune, Mayhand, Patton

**NAY:**

**ABSENT:** Vaughn

**ABSTAIN:**

**MOTION CARRIED**

Mr. Robbie Strom with GMC had nothing further to add to the submitted report.

**X. BOARD ACTION** – Previously addressed.

**XI. PUBLIC PARTICIPATION** –

With no participants, Vice Chairman Patton opened and closed Public Participation at 5:24pm.

**XII. EXECUTIVE SESSION** –

Vice Chairman Patton announced that the Board would adjourn into Executive Session to discuss the General Manager Performance Review for approximately 15 minutes; Board Attorney Jerry Speegle confirmed this as an appropriate justification for Executive Session.

The Vice Chairman recommended addressing any Board Comments before adjourning to Executive Session.

**XIII. BOARD COMMENTS** –

Mayor LeJeune requested for the next Board meeting to discuss various ways to promote our gas to customers.

Councilman Joel Coleman also questioned the Fairhope gas footprint in the Daphne city limits to which Mr. Bobby Purvis and Jerry Speegle gave a brief historical explanation.

The Board adjourned at 5:38pm for Executive Session.

The Vice Chairman called the meeting to order returning from Executive Session at 6:14pm.

*MOTION by Mayor Robin LeJeune for approval of 3% merit increase for the General Manager's salary; Motion was Seconded by Billy Mayhand.*

**AYE:** Coleman, LeJeune, Mayhand, Patton

**NAY:**

**ABSENT:** Vaughn

**ABSTAIN:**

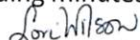
**MOTION CARRIED**

**XIV. ADJOURNMENT**

With no further discussions, the Vice Chairman called for adjournment at 6:15pm.

The meeting adjourned at 6:15pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities