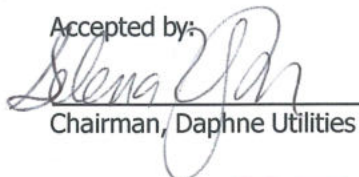


Accepted by:

Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ July 31, 2019 ♦ 5:00 p.m.

I. Call to Order

The regular July 2019 Board meeting for the Utilities Board of the City of Daphne was held on July 31, 2019 at 5:01 p.m. in the Council Chambers at Daphne City Hall and called to order by Vice Chairman Billy Mayhand, followed by the Roll Call:

II. Roll Call

Members Present: Billy Mayhand, Vice Chairman
Selena Vaughn, Secretary/Treasurer
Mayor Dane Haygood, Board Member
Tim Patton, Board Member

Members Absent: Robin LeJeune, Board Member

Others Present: Jerry Speegle – Board Attorney
Bobby Purvis – Interim General Manager
Kelly DeLaney – Customer Service Supervisor
Teresa Logiotatos – Finance Manager
Samantha Coppels – Communications Manager
Lori May-Wilson – Executive Assistant
Ray Miller – Volkert & Associates
Ray Moore – GMC
Joe Asarisi – Asarisi & Associates

Others Absent: Drew Klumpp – Administrative Services Manager
Melinda Immell – Volkert & Associations

III. Pledge of Allegiance

The Vice Chairman led the Board and meeting attendees in the Pledge of Allegiance. Vice Chairman Mayhand welcomed new Board member Tim Patton to the board.

IV. Approval of Minutes

A. Utilities Board Meeting Minutes June 26, 2019

The Vice Chairman requested any additions, corrections, or deletions for the submitted minutes for the June 26, 2019 Utilities Board meeting.

MOTION by Selena Vaughn to accept the submitted June 26, 2019 Daphne Utilities Board meeting minutes; Seconded by Mayor Dane Haygood.

AYE: Haygood, Vaughn NAY: ABSENT: LeJeune ABSTAIN: Mayhand, Patton

MOTION CARRIED

V. OLD BUSINESS –

A. Capacity Fees for Daphne Sports Complex

Mr. Jerry Speegle reported he has heard nothing from the AG's office and still awaiting opinion from bond counsel. Mr. Speegle recommended to carry this agenda item over into the next meeting.

Mayor Dane Haygood commented that he contacted the AG's office as well and was advised that a draft will be forthcoming.

VI. NEW BUSINESS –

A. Election of Vacant Board Officer Position: Chairman – BOARD ACTION: MOTION

The Vice Chairman opened the floor for nominations. Mayor Haygood nominated Vice Chairman Billy Mayhand for the Chairman position, to which Vice Chairman Mayhand declined due to other obligations that may interfere with the responsibilities of the officer position. Mayor Haygood then nominated Selena Vaughn.

MOTION by Mayor Dane Haygood to nominate Selena Vaughn for the officer position of Chairman; Seconded by Tim Patton

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

At this time, Vice Chairman Mayhand relinquished order to Chairman Vaughn for the remainder of the meeting.

B. Recommendation for Bid Award for: Windscape Lift Station Upgrade; Lift Station Pumps and Electrical Panel - BOARD ACTION: MOTION

Mr. Bobby Purvis clarified that there was a single vendor for this particular pump at this lift station resulting in a single bidder for this project. He answered questions from the board regarding the project budget. He invited WRF Manager, Mr. Goeff Wilkins, to address the board giving further details about this critical lift station's importance to the Daphne Utilities' system and answer questions from the Board about the project.

MOTION by Mayor Dane Haygood to award under RFP #2019-07 Windscape Lift Station Upgrade both Pumps and Electrical Panel to Jim House and Associates in the amount of \$145,596.00 ; Seconded by Tim Patton

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

C. Action Plan Timetable for GM Hire from Stephanie Constantine

Stephanie Constantine addressed the Board regarding the hiring of a general manager, the review of the submitted timeline, and the development of an organizational plan. She suggested setting a goal to have an individual hired by October 1st and presented the various platforms the announcement was publicized. Mrs. Constantine expressed a positive outlook in the number of applicants that responded. Mayor Haygood thanked Mrs. Constantine for putting together a timeline and verified that the action plan was tentative. He noted other qualities that are very important to him are community relations and public

relations to augment technical expertise and management style. Mrs. Constantine pointed out the open dialog via email with the entire Board and expressed the importance of feedback from all members. She advised of all the sites to which the job was posted.

VII. BOARD ATTORNEY'S REPORT

Mr. Speegle had nothing to add to the submitted report but requested an Executive Session to discuss pending litigation and options in that regard giving certification that it would be an exception from the Open Meetings Act.

VIII. FINANCIAL REPORT

Teresa Logiotatos reviewed the June 2019 financials for the Board pointing out: the decrease in total assets and cash due to bond debt payments, the transfers relative to the savings account, inventory increase, and reviewed the check history report.

IX. GENERAL MANAGER'S REPORT

A. GM Report

Bobby Purvis introduced Sharron Surra to explain to the Board about the benefits of the aeration project at the Water Reclamation Facility. Mrs. Surra gave details about the project and explained that some required maintenance was also performed at that time.

Mr. Purvis spoke about some testing being implemented by Johnny Grimes, Compliance Supervisor, after researching artificial sweetener as an indicator in domestic wastewater and its presence in surrounding tributaries. He stated that he reached out to Ashley Campbell, City of Daphne's Environmental Programs Manager, for involvement to examine other factors of how entero(coccus) can materialize in the surrounding tributaries.

The Interim General Manager also addressed Daphne Utilities' reaction to the recent spill that occurred, explaining that our staff reviews protocols and procedures after each malfunction and develops methods to improve. He disclosed these methods, some of which included advising the public through a video posted on our Facebook page and reaching out to the media. He also advised that a volunteer "storm response team" was formed to train cooperatively from the field to the WRF in order to better manage storage to counterbalance inflow at the water reclamation facility.

He then informed the Board of the SOAR (System Operational Achievement Recognition) award presented to the Natural Gas Department by the American Public Gas Association (APGA) at their annual meeting in Stowe, Vermont, in which 35 organizations in the country were recognized for the system's integrity, improvement, safety and workplace development.

Lastly, Mr. Purvis notified the Board that budget preparation is underway and that dates for a budget work session would be forthcoming.

Mayor Haygood made follow-up comments relating to the SCADA alarm system and working together with City of Daphne building officials.

B. Operations Report

Bobby Purvis previously addressed under GM Report.

C. Engineering & Consulting Reports

Ray Miller with Volkert had nothing further to add to the submitted report.

Ray Moore with GMC had nothing further to add to his report

Joe Asarisi had nothing further to add to the report

X. BOARD ACTION – None

XI. **PUBLIC PARTICIPATION** – the Chairman invited participants to address the Board at 5:40pm; with no participants, the Chairman closed Public Participation at 5:40pm.

XII. **BOARD COMMENTS** –

Bobby Purvis recognized the participants of the current Leadership Academy, stating the purpose for their attendance was to research the function, principles and procedures of the Daphne Utilities' board of directors.

Mayor Haygood commended Randy Fry for his time and service to the Board and welcomed Mr. Tim Patton with his technical skillset and demeanor; Tim Patton thanked Mayor Haygood and stated it was an honor to be a Board member of such a model utility and praised Mr. Mark Thomas (Water Quality Supervisor) for the news interview he gave and all the employees for all that they do; Mr. Billy Mayhand congratulated the (Leadership Academy) students and, being a night-school student himself, encouraged them to persevere; Chairman Selena Vaughn thanked Mr. Patton for joining the Board and expressed thanks to the employees for all the work performed during the storm and congratulated those for attaining the SOAR Award.

XIII. **Executive Session**

Mr. Speegle, previously certifying that Executive Session is needed, gave an approximate time of 30 minutes.

MOTION by Mayor Dane Haygood to go into Executive Session with the certification previously provided by our attorney (Jerry Speegle) with an estimate not to exceed 30minutes; Seconded by Billy Mayhand. Roll Call to adjourn into Executive Session:

AYE: Haygood, Mayhand, Patton, Vaughn

NAY:

ABSENT: LeJeune

ABSTAIN:

MOTION CARRIED

The Board convened into Executive Session at 5:44 pm.

The Board returned from Executive Session reconvening at 6:08pm.

MOTION by Mayor Dane Haygood to authorize attorney Jerry Speegle to negotiate a settlement on the existing ADEM complaint with the intervening party to be compensated for services in conjunction with the complaint not to exceed \$27,001.00; Seconded by Tim Patton.

AYE: Haygood, Mayhand, Patton, Vaughn

NAY:

ABSENT: LeJeune

ABSTAIN:

MOTION CARRIED

XIV. **ADJOURNMENT**

MOTION by Mayor Haygood to adjourn.

The meeting adjourned at 6:10 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities