

Accepted by:

Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ July 26, 2023 ♦ 5:00 p.m.

I. Call to Order

The regular July 2023 Board meeting for the Utilities Board of the City of Daphne was held on July 26, 2023 in the Council Chambers at Daphne City Hall and called to order at 5:00 p.m. by Chairwoman Selena Vaughn, followed by the Roll Call:

II. Roll Call

Members Present: Selena Vaughn, Chairwoman
Tim Patton, Vice Chairman
Billy Mayhand, Secretary/Treasurer
Mayor Robin LeJeune, Board Member
Councilwoman Angie Phillips, Board Member

Members Absent:

Others Present: Jerry Speegle – Board Attorney - arrived at 5:22pm
Scott Polk – General Manager
Bobby Purvis – Operations Manager
Lexus Carlee – Finance Specialist
Teresa Logiotatos – Finance Manager
Drew Klumpp – retiring Administrative Services Manager
Alex Godfrey – Incoming Administrative Services Manager
Samantha Coppels – Communications Manager
Lori Wilson – Executive Assistant

Others Absent:

III. Pledge of Allegiance

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

IV. Approval of Minutes

Utilities Board Meeting Minutes June 28, 2023

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the June 28, 2023, Daphne Utilities Board meeting.

With no additions, corrections or deletions for the submitted minutes of the June 28, 2023 Daphne Utilities Board meeting, the Chairwoman announced the minutes would stand.

V. OLD BUSINESS –

A. Discussion – Financial costs associated with water line relocation and sewer line reinforcements for the City of Daphne's Stormwater Project at Main Street Fire Station.

Chairwoman Vaughn summarized the situation from the previous meeting and invited continued discussion.

Mayor Robin LeJeune explained that this came up with a change order to the City Council of \$122,000 and a request to the relocation of the water line, sewer line and additional costs of this project; he stated that the City Council had already approved to get this moved along as soon they received back the engineering that the Utility had provided. He confirmed the City is asking for 25% - \$30,000 - and offered to answer an questions.

Chairwoman Vaughn inquired as to if this money that is being spent on this that was not budgeted is coming out of the main and service repair budget; Mr. Polk confirmed. She then invited any comments or questions from Board members.

Vice Chairman Tim Patton stated that he reviewed this situation in depth, attaining information from Mr. Scott Polk to further understand this issue. After writing down all the pros and cons, he determined there have been missed opportunities for communication, for coordination, for planning but it also appears that in-house staff relocated the lines at the force main lift station taking on those expenses tallying approximately \$10,200, and then additional \$8,800 for engineering for the part on north Main Street. He reflected that, historically, Daphne Utilities has done a good deal of relocating for drainage projects, some planned and some not planned, and erosion projects in Lake Forest, Spanish Fort, and Hwy90 for which Daphne Utilities will never be reimbursed; he continued that what Daphne Utilities had done in the past in numerous instances was to protect further damage to adjacent property, to protect Daphne Utilities' facilities from having a major blowout, an environmental issue or a safety issue numerous times unexpectedly and that regardless of all the planning and missed opportunities, this issue would have to be addressed at some point. He stated that while this unforeseen cost was not budgeted and when unexpected issues arise, even the best calculations will take it over budget. He further stated that the relocations need to be done and is valuable, and there are lessons to take away from this situation such as better communication.

Councilwoman Angie Phillips thanked Mr. Patton for his extensive explanation and expertise in past experience.

MOTION by Mayor Robin LeJeune to authorize Daphne Utilities to contribute up to \$30,000.00 for specifics costs, for specific items, on a specific project for the City of Daphne associated with the water line relocation and the sewer line reinforcements for the City of Daphne's Stormwater Project at Main Street Fire Station #2; Motion was Seconded by Vice Chairman Tim Patton.

AYE: LeJeune, Mayhand, Patton, Phillips

NAY:

ABSENT:

ABSTAIN: Vaughn

MOTION CARRIED

VI. NEW BUSINESS –

- A. Recommendation for Approval** – Requisition R112922I10 for the purchase of Flygt 3202, 185-456 pumps and duplex control panel for improvement of system's various lift stations from Jim House & Associates (single source vendor) in the amount of \$169,046.00 (**Board Action – Motion**)

GM Scott Polk explained that this was included and approved in the Capital Improvement Program which usually goes through an engineering process but Daphne Utilities will be doing the work. He explained that a purchase order was inadvertently issued months ago after it was on the agenda then removed, and it was previously approved through the CIP. He explained it was this was a matter of accounting procedures. Mr. Polk clarified that this is for the I-10 Lift Station.

MOTION by Councilwoman Angie Phillips to approve Requisition R112922I10 for the purchase of Flygt 3202, 185-456 pumps and duplex control panel for improvement of system's various lift stations from Jim House & Associates (single source vendor) in the amount of \$169,046.00; Motion was Seconded by Secretary/Treasurer Billy Mayhand

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

MOTION CARRIED

- B. Recommendation for Approval** – Requisition R07/20/23HDBPP for the purchase for a Harley Davidson Emergency Bypass Pump, Godwin CD180M, Ford WSG873 NG Engine, purchased through Florida Sheriff's Contract #FSA20-EQU18.0 (No RFB required) in the amount of \$116,877.60 (**Board Action – Motion**)

Mr. Polk explained that the back-up generator at the Harley Davidson lift station, which is more appropriately called Ford Lumber, has become cost-effectively beyond repair; he stated that we did have to purchase a new generator to power the pumps but what we prefer to do in most situations is purchase by-pass pumps. He described the skid-mounted by-pass pump as much cheaper to purchase than return the lift station to emergency operable status if the power does go out and much cheaper than replacing the generator which is not only what they wanted to do but saves money at the same time. Mr. Purvis answered board questions related to bypass pumps versus generators. Mr. Polk noted that we continually submit for grants through GOMESA and currently have one pending with FEMA to put bypass pumps at our critical lift stations.

Mayor LeJeune requested for the next meeting some information or a map showing a percentage of our redundancy for generators and by-pass pumps, what's been done over the last few years throughout the City.

MOTION by Mayor Robin LeJeune to approve Requisition R07/20/23HDBPP for the purchase for a Harley Davidson Emergency Bypass Pump, Godwin CD180M, Ford WSG873 NG Engine, Purchased through Florida Sheriff's Contract #FSA20-EQU18.0 (No RFB required) in the amount of \$116,877.60; Motion was Seconded by Secretary/Treasurer Billy Mayhand

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

MOTION CARRIED

C. Emergency Declaration for pump failure at Well #8

Mr. Polk advised that this emergency declaration is an alert for the Board and commended the Water Quality staff for their perceptive attention in their duties by identifying the premature failure of Well #8 for which an emergency work order was implemented to expedite the repair.

VII. BOARD ATTORNEY'S REPORT

Mr. Jerry Speegle had nothing to add to his submitted report but was available for questions.

VIII. FINANCIAL REPORT

Finance Specialist Lexus Carlee summarized for the Board the June 2023 financials reporting: all metered services are over budget projections except for natural gas which is expected due to our cost for natural gas is down compared to what was projected for the year which is good news, year-to-date expenses are under budget, total net income and budgeted net income are on target; sewer revenue performed over budget while water, gas and irrigation performed just under budget; all total expenses were under budget; print & office supplies went a bit over budget due to the distribution of the CCR as it was factored under a different line item; utilities were over budget for the year due to a rate increase from Riviera that was effective in May; fixed equipment expense was slightly over budget for the month due to the emergency repairs for which Mr. Polk explained; details for several construction projects the past month.

Mr. Polk gave a brief update on the budget process for next year, explaining that the departments are finalizing their reports, receipt of benefits notices and once compilation is completed, a review meeting will be scheduled. He also indicated that based on his initial evaluation, the rate increases would more than likely be necessary even though inflation had somewhat decreased, noting that a 7% increase from Riviera Utilities is a sizable impact.

IX. GENERAL MANAGER'S REPORT

A. GM Report

General Manager Scott Polk reported on: continued progress on the Grit Removal System project at the WRF and still on target for completion in September; US98 water main reconnection near Gator Boardwalk is completed; the GOMESA grant-funded sewer line project along North Main Street is completed and noticeable positive results; Well #15 rehab continued moving forward even with concerns from the geologist and contractor regarding the best way to develop the well; work continues for the Diamante Well, awaiting approval from ADEM among other assessments, (noting the submitted picture); the 20-year Water Reclamation Facility CIP technical memo is being reviewed with a work-session planned for discussion; receipt of SRF funding through the ARPA Grant for several projects; and lastly the award of GOMESA funds for the US90 Force Main Stabilization project.

He also announced the receipt of the Gold Peak Performance Award from the National Association of Clean Water Agencies.

Samantha Coppels stated that a crisis communication training was held last week for employees.

B. Operations Report

Mr. Bobby Purvis advised that several new people had been brought into the utility, Brandon Williams and Timothy Porter, and there were recently a few water main breaks, but they were not severe. Mr. Purvis then introduced Leadership Academy graduate, Aaron [Kirkland] to speak on behalf of the students.

Mr. Aaron Kirkland, from the Water Reclamation Facility, and described to the Board his experience of the Leadership Academy training in which he participated.

Mr. Purvis recognized previous Leadership Academy graduate Johnny Grimes in his assistance with the training. He also gave some background information for the Board on the training.

C. Engineering & Consulting Reports – nothing to add to the submitted reports.

X. BOARD ACTION – previously addressed.

XI. PUBLIC PARTICIPATION

Chairwoman Vaughn announced Public Participation at 5:50 pm. With no participants, she closed Public Participation at 5:50pm.

XII. BOARD COMMENTS –

Mr. Billy Mayhand congratulated the group and expressed his pride for the Daphne Utilities' employees and they work they do.

Mr. Tim Patton echoed the remark, commenting on what a great group of employees for a great organization. He complimented the board book and all the information that goes into it.

Mayor LeJeune congratulated the Leadership Academy graduates and thanked Bobby Purvis for his efforts in providing this training. He also thanked the Board and the assistance for the City of Daphne.

Councilwoman Phillips echoed all the previous comments and thanked Samantha for the Daphne Utilities' towel; she added applause for making the Leadership Academy available to employees who volunteer their time to participate.

XIII. ADJOURNMENT

Chairwoman Vaughn called for a motion to adjourn the meeting.

MOTION by Mayor Robin LeJeune to adjourn the meeting; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

AYE: LeJeune, Mayhand, Patton, Phillips

NAY:

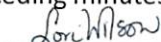
ABSENT:

ABSTAIN: Vaughn

MOTION CARRIED

The meeting adjourned at 5:54pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities