


Accepted by:



Chairman, Daphne Utilities



**DAPHNE  
UTILITIES**

WATER • NATURAL GAS • SEWER

# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall • November 29, 2023 • 5:00 p.m.

### I. Call to Order

The regular November 2023 Board meeting for the Utilities Board of the City of Daphne was held on November 29, 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:

### 11. Roll Call

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

*Members Absent:* Councilman Joel Coleman, Board Member

*Others Present:* Jerry Speegle - Board Attorney  
Scott Polk - General Manager  
Bobby Purnis - Operations Manager  
Alex Godfrey - Administrative Services Manager  
Lori Wilson - Executive Assistant

*Others Absent:* Lexus Carlee - Finance Manager  
Samantha Coppels - Communications Manager

### 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 October 25, 2023

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the October 25, 2023, Daphne Utilities Board meeting.

Vice Chairman Tim Patton requested one correction and with no further additions, corrections or deletions for the submitted minutes of the October 25, 2023 Daphne Utilities Board meeting, the Chairwoman called for a Motion to Accept the Minutes of October 25, 2023 with the requested change.

*MOTION by Secretary/Treasurer Billy Mayhand to Accept the Minutes of October 25, 2023 with the requested change; Seconded by Vice Chairman Tim Patton.*

*AYE:* LeJeune, Mayhand, Patton

*NAY:*

*ABSENT:* Coleman

*ABSTAIN:* Vaughn

**MOTION CARRIED**

## V. OLDBUSINESS -

A. None

## VI. NEW BUSINESS -

A. None

Chairwoman Vaughn advised that a special-called meeting may be necessary in December for bid procedure on a project that is not quite ready at this meeting but should not wait for the January 2024 meeting. Mr. Scott Polk explained the projects -refurbishment of the Trojan elevated tank and removal of the Malbis water tower as well as the Sixth Street water tower. He further clarified that the issue is that if this bid waits until the next scheduled board meeting, the contractor would not have enough time to complete the refurbishment during the colder months in lieu of warmer months which would not be advisable.

Vice Chairman Tim Patton questioned if the general manager could be authorized to award the project and ratify it in January provided that the bids are in line with the scope of work. Mr. Speegle stated that the bid would need to be approved when received. Chairwoman Vaughn added that it would be a very quick meeting to address this issue. Mr. Speegle also clarified that there is a blanket authorization for the general manager on certain contract amounts but assumed this bid would exceed that amount.

## VII. BOARDATTORNEY'S REPORT

Mr. Jerry Speegle had no formal report but was available for questions.

## VIII. FINANCIAL REPORT

General Manager Scott Polk filled in for Finance Manager Lexus Carlee and addressed the finances for the Board members pointing out: the gas revenue was down due to the price of gas; the Utilities' upgraded bond ratings by Standard and Poors on both bonds by one point each which indicated a strong future financial footing; salaries were on pace for the year even with several people missing due to large payouts and buyouts in terms of accrued vacation; fixed equipment expense was over budget due to failure of Well #8 during the summer and a rental had to be utilized which those costs were just received; main and service installation was higher than expected due to pipe for several projects which nearing completion; the positive outcome of the interest earned on accounts by moving everything to the money market account. He then reviewed some of the checks on the Check History Report.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

General Manager Scott Polk updated the Board members on: Village Drive water main replacement project; paperwork received for the GOMESA US90 force main stabilization project; concerns with the geologist's abilities for obtaining ADEM approval on the Well #15, formerly #2, project; and the progress of the grit removal system upgrade project. Mr. Polk then apprised the Board of some areas of note, in particular: that the Daphne Utilities' website had been hijacked on November 12th and had since been upgraded which also resulting a review of the policy and procedures; and the significant water quality disruption in Olde Town Daphne area. Mr. Bobby Purvis answered questions from board members regarding this situation.

Mr. Polk thanked the Board members for their support of the Daphne Utilities' grants for education.

**B. Operations Report**

Mr. Bobby Purvis informed the Board regarding: Bayfront meters being delivered; Lavendar Lane completion; Daphmont gas relocation completion; Bayfront bathroom issues that developed; solutions for shortage of certified operators at WRF; the temporary easement that was signed and delivered to the City; and lastly the recent promotion of Jarred Stanton, Grade III Operator at the WRF, to Lead Operator.

Vice Chairman Patton asked about requisitions mentioned under the Wastewater Collections System report, to which Bobby Purvis answered.

**C. Engineering & Consulting Reports -**

X. BOARD ACTION - previously addressed.

XI. PUBLIC PARTICIPATION

Chairwoman Vaughn announced there was no public for Public Participation at 5:22 pm.

XII. BOARD COMMENTS –

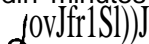
Mr. Billy Mayhand had no comment; Mayor Robin LeJeune reminded everyone of the tree lighting Friday night and the train run to Daphne Utilities to see the Christmas lights there and wished everyone a merry Christmas; Mr. Tim Patton was thankful for the organization chart and thanked all for a great year and wished all a merry Christmas.

XIII. ADJOURNMENT

With no additional comments, the Chairwoman Vaughn adjourned the meeting.

The meeting adjourned at 5:23pm.

Precedin minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities