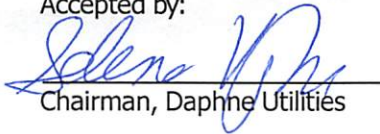


Accepted by:

  
Chairman, Daphne Utilities



# APPROVAL MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ March 27, 2024 ♦ 5:00 p.m.

### I. Call to Order

The regular March 2024 Board meeting for the Utilities Board of the City of Daphne was held on March 27, 2024 in the Council Chambers at Daphne City Hall and called to order at 5:01 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

**Members Absent:** Councilman Joel Coleman, Board Member

**Others Present:** Jerry Speegle – Board Attorney  
Scott Polk – General Manager  
Bobby Purvis – Operations Manager  
Alex Godfrey – Administrative Services Manager  
Lori Wilson – Executive Assistant  
Lexus Carlee – Finance Manager

**Others Absent:** 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 February 28, 2024

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of February 28, 2024.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of February 28, 2024, would stand approved.

### V. OLD BUSINESS –

A. None

## VI. NEW BUSINESS –

### A. Job Title Change Discussion

Mayor LeJeune asked for an explanation, noting that he received the email but needed further clarification.

General Manager Scott Polk stated that the environment in the utilities industry in this area has changed dramatically with several recent changes in other organizations in terms of some of their senior staff job title changes and this is to steer Daphne Utilities to align with them - North Baldwin Utilities, Baldwin EMC, Riviera Utilities - in order to keep job titles consistent with other utilities at conferences and across the job market; in addition to that, some of the changes that would occur under the level of board approval, discussions had already taken place internally regarding enacting the changes and wanted to make all the changes entirely.

Chairwoman Selena Vaughn called for a motion.

*MOTION by Vice Chairman Tim Patton to approve the title changes as presented [to the Board members]; Seconded by Secretary/Treasurer Billy Mayhand.*

**AYE:** LeJeune, Mayhand, Patton

**NAY:**

**ABSENT:** Coleman

**ABSTAIN:** Vaughn

**MOTION CARRIED**

## VII. BOARD ATTORNEY'S REPORT

Board Attorney Jerry Speegle had nothing further to report for this month.

## VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed for the Board, highlighting: increase in total assets; interest for money market account; inventory, revenue and expense within the budgeted projections; total net income; departmental revenue budgets' performances; all expenses performed under projections; noted Cash Flow Report reflecting a strong cash position with upcoming CIP invoices to follow; Monthly Cash Payments report reflected payments were minimal due, in part, to several invoices being lost in an email scuffle which will result in the invoice payments doubling for the upcoming month; lastly explained a check from the Check History Report.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

General Manager Scott Polk updated the Board members on: continued anticipation of ADEM's final approval of Well #15, though still moving forward with everything; Trojan elevated water storage tank nearly completed expecting to refill in the coming weeks and return to service; noted Malbis Plantation tank scheduled for demolition and removal in the upcoming weeks and communicated with area folks to make them aware of the construction, as well as publish on social media; Grit Removal System is working as planned with a formal ribbon-cutting planned; an employee assistance program is being added to the employee benefits; received a notice from Standard & Poors that an analytical error in their assessments of municipal utilities and some may need to be re-evaluated, however he advised we were not notified if Daphne Utilities would be impacted; and lastly, Mr. Polk thanked Alex Godfrey for his efforts in helping to secure a beneficial insurance rate as a result of our implemented IT security protocols.

**B. Operations Report**

Mr. Bobby Purvis informed the Board of the rehab completion of the tank on the front side of the plant; maintenance & wastewater collection working together to rehab several budgeted lift station projects, and commended Antonio Winston and his department; and finally, he recognized the natural gas department for Natural Gas Appreciation Day and for their daily hard-working efforts.

Mr. Polk updated the Board regarding the Hope Vineyard subdivision development and commended the natural gas department, as well, for their industrious approach in having natural gas available for those new homes.

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

**X. BOARD ACTION** – previously addressed.

**XI. PUBLIC PARTICIPATION** – Chairwoman Vaughn opened Public Participation at 5:18 pm. With no participants the Chairwoman closed Public Participation at 5:18 pm.

**XII. BOARD COMMENTS** –

Mayor LeJeune had no comment.

Mr. Tim Patton thanked Alex Godfrey for his work on the cybersecurity protocols.

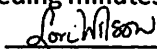
Mr. Billy Mayhand had no comment.

**XII. ADJOURNMENT**

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

The meeting adjourned at 5:18pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities