

Accepted by:


Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ July 31, 2024 ♦ 5:00 p.m.

I. Call to Order

The regular July 2024 Board meeting for the Utilities Board of the City of Daphne was held on July 31, 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
Samantha Coppels – Communications Manager

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 26, 2024

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of June 26, 2024.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of June 26, 2024, would stand approved.

V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

A. Presentation of 2023/2023 Audit from Robertson, Andreoli & Covington, PC

Mr. Mike Andreoli of Robertson, Andreoli & Covington, PC spoke to the Board regarding the 2022/2023 audit, highlighting: the Independent Auditor's Report, Management's Discussion and Analysis, Statements of Net Position, Statements of Revenues, Expenses and Changes in Net Position, Statements of Cash Flows, Notes to Financial Statements, Statement of Revenues and Expenses Budget and Actual, and lastly Departmental Statement of Revenues and Expenses.

B. Changes and Addition to Daphne Utilities Employees Handbook (Board Action – MOTION to Approve)

Mr. Scott Polk, CEO/GM, advised the Board that after consulting with legal counsel and our HR provider, the presented updated changes to the Daphne Utilities Employee Handbook were recommended. He clarified that the changes were prompted by legal counsel and HR to clarify and update these specific sections.

MOTION by Vice Chairman Tim Patton to approve the changes and addition to the Daphne Utilities Employees Handbook as submitted; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

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

C. Authorization for Sale of Miscellaneous Surplus trucks and equipment on GovDeals.com (Board Action – MOTION to Approve)

CEO/GM Scott Polk advised the submitted list of surplus of vehicles that had already been replaced and equipment that were not cost effective to repair.

MOTION by Secretary/Treasurer Billy Mayhand to approve the Authorization for Sale of Miscellaneous Surplus trucks and equipment on GovDeals.com; Motion was Seconded by Vice Chairman Tim Patton.

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

VII. BOARD ATTORNEY'S REPORT

Board Attorney Jerry Speegle had nothing to add to his submitted report for this month. Mayor LeJeune inquired about discussion of the potential litigation; Mr. Speegle noted that his response was forwarded to the Board members and that he would keep the members apprised of any further development and any discussion would take place in Executive Session.

VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee highlighted for the Board: total assets, revenue, expenses, total and June monthly net income, financial budget performances for water, sewer, gas and irrigation, and concluded with an explanation of two checks on the Check History report.

Mr. Scott Polk updated the Board on the interest rates on the deposit accounts.

IX. GENERAL MANAGER'S REPORT

A. GM Report

CEO/GM Scott Polk commended the auditors and those involved in assisting. He then updated the Board members on: progress of the 2024/2025 Budget and review to present with an updated Strategic Plan at the August board meeting; the ongoing rehab of Well#15 and the recent communications with ADEM regarding the data from the pump logs; continued coordination with ADEM regarding ARPA agreement; and receiving notification from Commissioner Blankenship of Daphne Utilities' being awarded two GOMESA grants for nearly \$1million for this year for permanent by-pass pumps at 6 lift-station locations to be officially announced on August 13th by the Governor and commended Volkert for putting together the submissions.

Samantha Coppels answered and updated board members on the Daphne Utilities' grants.

B. Operations Report

COO Bobby Purvis remarked on the unfortunate water main breaks that had recently occurred and commended the Daphne Utilities' staff, pointing out Jerry Stanton in attendance at the board meeting. He also commented on the staff's outstanding efforts to take pictures in the field to communicate effectively with the board members. He thanked Samantha Coppels for her assistance with interns.

Mr. Purvis gave updates on a few projects: the AL225 widening project requiring our force main to be relocated; CR64 and Pollard Road awaiting the contractor to start on our sewer and we are moving the water line; attendance at the Justice Center project pre-construction meeting; water main excavation for the drainage project on Main Street near Forest Park outside the Daphne City limits.

Mr. Polk also commented regarding several calls received regarding the water main breaks on Maxwell Drive.

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

X. BOARD ACTION – previously addressed.

XI. PUBLIC PARTICIPATION – At 5: 30pm, Chairwoman Vaughn invited anyone from the public to address the Board.

Mr. Curt Fonger, a resident of 1443 Randall Avenue, introduced himself; he remarked he had a difficult time hearing Chairwoman Vaughn and noted it would be helpful to use the microphone for the audience to hear. He remarked that after attending a City Council meeting, he discovered the minutes from the various boards and committees but noticed that the Utilities Board meeting was not on the City's legislative agenda for today. He recommended that the City post the Utilities Board meetings on their City's legislative agenda for concerned citizens. He thanked the Board for their attention.

Public Participation closed at 5:33pm.

XII. BOARD COMMENTS –

Mr. Billy Mayhand had no comment.

Mr. Tim Patton thanked Lexus and the employees for their efforts put forth in the audit.

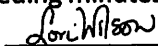
Mayor LeJeune advised he would take care of adding the Utilities' board meetings to the City calendar.

XII. ADJOURNMENT

With no additional comments, the Chairwoman Vaughn called for a motion to adjourn the meeting. Mr. Billy Mayhand made the Motion to Adjourn.

The meeting adjourned at 5:34 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities