

Accepted by:

  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ June 26, 2024 ♦ 5:00 p.m.

### I. Call to Order

The regular June 2024 Board meeting for the Utilities Board of the City of Daphne was held on June 26, 2024, 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  
Councilman Joel Coleman, Board Member

**Members Absent:**

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

**Others Absent:** Bobby Purvis – Operations 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 May 29, 2024

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of May 29, 2024.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of May 29, 2024, would stand approved.

### V. OLD BUSINESS –

A. None

## VI. NEW BUSINESS –

- A. **Recommendation for Bid Award** - US98 Water Main Improvements – Phase B (Volkert Project #408238) for the total base bid + Schedule 1 in the amount of \$1,288,375.00 to Equix Energy Services LLC ([Board Action – MOTION](#))

CEO and General Manager Mr. Scott Polk explained to the Board members the objective of this project was to expand and provide better service and fire-flow to the customers in the Johnson Road area and included ARPA funding with Volkert's assistance.

*MOTION by Vice Chairman Tim Patton to approve the US98 Water Main Improvements - Phase B (Volkert Project #408239) for the total base bid + Schedule 1 in the amount of \$1,288,375.00 to Equix Energy Services LLC; Motion was Seconded by Secretary/Treasurer Billy Mayhand.*

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

**MOTION CARRIED**

## VII. BOARD ATTORNEY'S REPORT

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

## VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed for the Board: inventory increase for the month of May, revenue and expenses close to projections, net income over budget, and a check on the Check History report.

Mr. Scott Polk gave information about shopping for better interest rates.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

General Manager Scott Polk updated the Board members on: ongoing work on Well #15; the Strategic Plan progress; the ARPA agreement for funding; additions to the employee handbook upcoming before the Board; notification from the State of the expansion of AL225 forcing Daphne Utilities to relocate a sewer force main and as part of that, requesting Daphne Utilities to state the financial intent to complete the project before they can proceed and move forward with their plans; he noted that he projects the work to cost approximately \$150,000 and did not need a Board action but wanted to advise that Daphne Utilities does intend to sign a letter notifying the State that we intend to move the force main as required, which will be solicited for bids for which Volkert will assist.

Mr. Polk also advised the Board of two issues with Bay Keeper in the past few weeks regarding a sewer spill but it was a result of a private sewer system; and the second issue was on General Canby regarding an easement.

He highlighted a topic from the Operations report regarding water quantity. Mr. Tim Patton asked about the Strategic Plan regarding the 3 issues; Mr. Polk stated that the idea was to address those 3 initiatives and work with staff to develop action items to address the specific

things we would like to do implement steps toward making those strategic goals a reality. Once the staff has come with recommendations, we'll present it to the Board for review, suggestions and approval if necessary. Mayor LeJeune inquired if Mr. Speegle had been apprised of issues of concern that were discussed at the Strategic Plan meeting. Mr. Polk confirmed that there have been discussions and Mr. Speegle will be speaking with Mr. Ross and develop a path forward or a partnership to address the issues discussed. Mayor LeJeune also mentioned that he was recently contacted by a citizen about an interruption with water and no notification was sent out; he asked what the policy was in place to notify residents. Mr. Polk stated that once the situation is assessed, an Everbridge alert is issued but was not sure if one was issued in this instance.

GIS Tech/Analyst Johnny Grimes introduced and congratulated this year's Leadership Academy participants: Quinton Steen, Heath Bingley, Michael Powell, and John Reed; he also thanked Kameron Mitchell for his help assisting with implementing the class as well as thanking Bobby Purvis for taking his time to mentor the students. Mr. John Reed addressed the Board to express what the Leadership Academy meant to him.

Mr. Polk advised the Board that Mr. John Reed had recently been promoted to Wastewater Collections Manager and was doing a great job in the position.

## **B. Operations Report**

Previous comments relating to Operations were made by Mr. Scott Polk.

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

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

**XI. PUBLIC PARTICIPATION –** Chairwoman Vaughn announced there was no one present for Public Participation.

## **XII. BOARD COMMENTS –**

Councilman Joel Coleman congratulated the Leadership Academy participants.

Mr. Billy Mayhand also congratulated the Leadership Academy students and recommended that they come back and teach other employees, to pass it on.

Mr. Tim Patton thanked the employees for taking their own time for investing in themselves and also Daphne Utilities.

Mayor LeJeune thanked the staff for all their hard work.

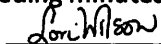
Chairwoman Vaughn also gave appreciation to the staff for all their hard work.

## **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 5:30 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities