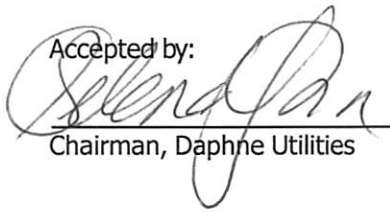


Accepted by:  
  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ September 25, 2024 ♦ 5:00 p.m.

### I. Call to Order

The regular September 2024 Board meeting for the Utilities Board of the City of Daphne was held on September 25, 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  
Councilman Joel Coleman, Board Member

**Members Absent:** Mayor Robin LeJeune, Board Member

**Others Present:** Jerry Speegle – Board Attorney – arrived at 5:05pm  
Scott Polk – General Manager  
Bobby Purvis – Operations Manager  
Lexus Carlee – Finance Manager  
Alex Godfrey – Administrative Services Manager  
Lori Wilson – Executive Assistant

**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 August 28, 2024

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

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

### V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

A. Board Officer Election - (Board Action – MOTION)

1. Secretary/Treasurer

Chairwoman Vaughn called for nominations for Secretary/Treasurer. Mr. Tim Patton nominated Mr. Billy Mayhand for Secretary/Treasurer. Chairwoman Vaughn announced that a second was not needed and called for a vote.

*MOTION by Mr. Tim Patton to nominate Mr. Billy Mayhand for the officer position of Secretary/Treasurer. With no other nominations, a call for votes was announced:*

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

2. Vice Chairman

*MOTION by Mr. Billy Mayhand to nominate Mr. Tim Patton for the officer position of Vice Chairman. With no other nominations, a call for votes was announced:*

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

3. Chairman

*MOTION by Mr. Billy Mayhand to nominate Mrs. Selena Vaughn for the officer position of Chairman. With no other nominations, a call for votes was announced:*

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

B. **RESOLUTION 2024-02** - Resolution Designating Official Representation for CWSRF (Board Action: RESOLUTION 2024-02)

Mrs. Melinda Immel with Volkert explained for the Board that this is part of the process for the grant money even though Daphne Utilities would not be taking a loan for the match portion of 25%, they still requested the loan documents. She clarified that this would allow Scott Polk to sign all the documents as part of the application process.

*MOTION by Mr. Tim Patton to approve Resolution 2024-02 - Resolution Designating Official Representation as Scott Polk for CWSRF; Seconded by Mr. Billy Mayhand.*

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

C. **RESOLUTION 2024-03** - Resolution Designating Official Representation for DWSRF (Board Action: RESOLUTION 2024-03)

*MOTION by Mr. Tim Patton to approve Resolution 2024-03 - Resolution Designating Official Representation as Scott Polk for DWSRF; Seconded by Mr. Billy Mayhand.*

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

VII. **BOARD ATTORNEY’S REPORT**

Chairwoman Vaughn moved on to the Financial Report until Mr. Speegle arrived.

VIII. **FINANCIAL REPORT**

Finance Manager Lexus Carlee highlighted for the Board: total assets, money market account interest earnings noting the upcoming lower rate, year-to-date revenue, expenses, yearly total net income and monthly net income, departmental monthly budgetary performances, a brief notice of emergency construction costs on the Monthly Cash Payments, and concluded with a brief highlight of a few checks on the Check History Report.

Mr. Speegle arrived at 5:05pm.

IX. **GENERAL MANAGER’S REPORT**

**A. GM Report**

CEO/GM Scott Polk reviewed for the Board: The Strategic Plan that was distributed will have additional upcoming information included; Well #15 moving forward with the Source Water Assessment meeting held prior to this Board meeting and awaiting the control panel for the well along with a bulk of the work to be performed in October and the visit from ADEM for review of the pumping operation and for the well to be certified; a test well that had been dug in the area of the Douglas Road water storage tank with cooperation of the geologist and driller to determine the best way to develop the quality and quantity of the water for this well before moving forward; minimal impacts from recent hurricane storms; Water Quality department’s setting standard with The Award of Excellence for the Lovette Water Treatment Plant and the Best Operated Plant Award for the Trojan Water Treatment Plant presented by AWPCA. He also advised the Board of the Utilities’ upcoming ReFresher event whereby the employees spend the day getting updates and listening to speakers and gave credit to Bobby Purvis and Samantha Coppels for developing this event.

**B. Operations Report**

COO Bobby Purvis updated the Board on events of the month, including: work on the digester at the WRF, the Maintenance department’s efforts on concrete work at WRF to have a door cut in where the microwave is at the WRF; continuing work on the generator and the automatic transfer switch installed along with some other things; and concluded advising the members regarding upcoming introductions at the next Board meeting of some employees that have been promoted or elevated to leadership positions.

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

Chairwoman Vaughn then returned to the Attorney's Report. Mr. Speegle noted that in the Tonsmeier case, that the plaintiffs did provide discovery responses and they will be disseminated to everyone for review, suggesting there should be no surprises.

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

**XI. PUBLIC PARTICIPATION** – At 5:13pm, Chairwoman Vaughn noted that there was no one present for public participation.

**XII. BOARD COMMENTS** –

Councilman Joel Coleman had no comment.

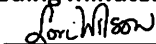
Mr. Billy Mayhand asked about trends regarding last month's water distribution repairs. Mr. Bobby Purvis responded that GIS is used to find the hot-spots and all repairs are tracked then a heat-map of that area is performed quarterly to gauge where repairs are occurring to target problem areas where the older pipe needs to be replaced. He also suggested looking at our GIS to find out about the water main breaks and heat-maps in the City. Mr. Polk added that there tends to be a positive correlation between the number of people installing fiber cable in certain areas and the amount of water main breaks.

**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 5:15 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities