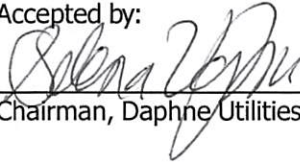


Accepted by:

  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ October 30, 2024 ♦ 5:00 p.m.

### I. Call to Order

The regular October 2024 Board meeting for the Utilities Board of the City of Daphne was held on October 30, 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  
Mayor Robin LeJeune, Board Member

**Members Absent:**

**Others Present:** Jerry Speegle – Board Attorney – arrived at 5:03pm  
Scott Polk – General Manager  
Bobby Purvis – Operations Manager  
Lexus Carlee – Finance Manager  
Alex Godfrey – Administrative Services Manager  
Samantha Coppels – Communications Manager  
Lori Wilson – Executive Assistant

**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 September 25, 2024

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of September 25, 2024.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of September 25, 2024, would stand approved.

### V. OLD BUSINESS –

A. None

## VI. NEW BUSINESS –

### A. Recommendation for Bid Award – for Annual Contract for Gas Main & Service Renewals FY 2024-25 (Volkert Project No. 408275) for a total bid amount of \$325,645.00 to Equix Energy Services, LLC (Board Action: MOTION TO AWARD)

Mrs. Melinda Immel with Volkert explained that this was a renewal for the annual renewal, pointing out that the annual contract can be renewed up to two additional years after the initial bid if both parties agree and since this was the third cycle, it was time to rebid. She advised the Equix Energy is who had the gas contract previously, has been performing the work and is who she recommends being awarded this contract.

*MOTION by Mr. Tim Patton to Approve the Annual Contract for Gas Main & Service Renewals FY2024-25 (Volkert Project No. 408275) for a total bid amount of \$325,645.00 to Equix Energy Services LLC; the Motion was seconded by Mayor Robin LeJeune.*

**AYE:** Coleman, LeJeune, Mayhand, Patton

**NAY:**

**ABSENT:**

**ABSTAIN:** Vaughn

**MOTION CARRIED**

### B. Recommendation for Bid Award – for Pollard Road & County Road 64 Water Main Relocation (Volkert Project No. 408269) for a Total Base Bid + Schedule 1 amount of \$358,544.00 to James Bros. Excavating, Inc. (Board Action: MOTION TO AWARD)

Mrs. Melinda Immel with Volkert detailed for the Board members this project as the removal of class 160 at this intersection where roadway improvements are under way, noting that this type of pipe is no longer used. Mr. Scott Polk, Daphne Utilities CEO and General Manager, advised that this project is separate from the project that the City is overseeing.

Mr. Jerry Speegle arrived at 5:03pm.

*MOTION by Mr. Tim Patton to Approve the Pollard Road & County Road 64 Water Main Relocation (Volkert Project No. 408269) for a Total Base Bid + Schedule 1 amount of \$358,544.00 to James Bros. Excavating, Inc.; the Motion was seconded by Mayor Robin LeJeune.*

**AYE:** Coleman, LeJeune, Mayhand, Patton

**NAY:**

**ABSENT:**

**ABSTAIN:** Vaughn

**MOTION CARRIED**

## VII. BOARD ATTORNEY'S REPORT

Mr. Speegle had nothing to add to his submitted report and offered to answer questions.

## VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee highlighted for the Board: total assets, end-of-year revenue and expenses, other income and expenses, and total net income for the year. She reviewed major expenses for recent checks for construction costs, then offered to answer questions from Board members.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

CEO/GM Scott Polk reviewed for the Board: the status of the EPA & ADEM-supported mandate of the lead and copper service line inventory of every single meter in our system required to be submitted by early October of this year, thanking Bobby Purvis and Johnny Grimes for their diligent efforts in getting this requirement completed; a discussion regarding this mandate and possible future regulations occurred; Mr. Polk noted that an increase in overtime is a result of this project in addition to the regular water main breaks; the test well at the Douglas Road storage tank that was of inadequate quality but evaluating other options, including additional land available at the Trojan Well site and plant; the rehab of Well #15 (formerly Well #2) being nearly complete and the benefit it will be to Well #13 and the Olde Town Daphne area that it serves; thanked all those involved in the STEM grant giveaway.

Samantha Coppels also thanked those involved in the STEM grant giveaway.

### B. Operations Report

COO Bobby Purvis updated the Board on: Wells #6 and #7 upgrades according to the Capital Improvement Plan; the door removal at the Water Reclamation Facility in order to remove the microwave as well as continuing to work on the digester; commented on the influx of new employees in the Wastewater Collections department and leadership ability of new manager, John Reed; complimented Antonio Winston and the facilities support department; and concluded with comments on the 1% water loss.

Mr. Scott Polk commented that the Utilities is fully staffed, which hasn't been fully staffed in quite a few years and the pay scale adjustment seemed to have had a positive result.

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

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

XI. **PUBLIC PARTICIPATION** – At 5:25pm, Chairwoman Vaughn opened and closed public participation noting that there was no participation.

### XII. BOARD COMMENTS –

Councilman Joel Coleman had no comment.

Mr. Billy Mayhand had no comment.

Mr. Tim Patton thanked Samantha Coppels for coordinating the grants.

Mayor Robin LeJeune apologized for being unable to participate in the grant giveaway and reminded everyone to vote next week.

Mrs. Lori Wilson gave a reminder to the Board members of the November meeting will be held on December 4<sup>th</sup>.

## 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 5:26 pm.

Preceding minutes submitted to the Daphne Utilities Board by:

  
Lori Wilson, Executive Assistant, Daphne Utilities