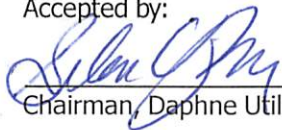


Accepted by:


Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ January 29, 2025 ♦ 5:00 p.m.

I. Call to Order

The regular January 2025 Board meeting for the Utilities Board of the City of Daphne was held on January 29, 2025, 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: Jennifer Holifield – Board Attorney Associate
Scott Polk – CEO/General Manager
Samantha Coppels – Chief Communications Officer
Kelly DeLaney – Customer Service Manager
Lori Wilson – Executive Assistant

Others Absent: Jerry Speegle – Board Attorney
Lexus Carlee – Chief Finance Officer
Alex Godfrey – Chief Operations Officer

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 December 4 (for November), 2024

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of December 4, 2024.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of December 4, 2024, would stand approved.

V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

A. Recommendation for Bid Award – for AL-225 Sanitary Sewer Force Main Relocation (Volkert Proj. No. 408270) for a Total Bid Amount of \$TBD to TBD (Board Action: MOTION TO AWARD)

Mrs. Melinda Immel with Volkert explained that this project was set to bid during the week of the snowy weather but was postponed so that several local contractors could submit their bids. She further commented that this project is a relocation of the sewer force main on AL225 near Blakeley Way that is necessary due to the widening roadway work. Mrs. Immel advised that they had received good bid prices and recommended awarding the project to the low bidder Underground Inc. in the amount of \$247,100.00. GM Scott Polk reminded the Board that this is the project whereby the State was moving forward not realizing that Daphne Utilities had this sewer force main in the area and requested it to be moved.

MOTION by Mr. Tim Patton to award the contract to Underground Inc. in the amount of \$247,100.00; the Motion was seconded by Councilman Joel Coleman.

AYE: Coleman, Mayhand, Patton, Vaughn

NAY:

ABSENT: LeJeune

ABSTAIN:

MOTION CARRIED

VII. BOARD ATTORNEY'S REPORT

Mrs. Jennifer Holifield sat in for Jerry Speegle; she had nothing to add to Mr. Speegle's submitted report.

VIII. FINANCIAL REPORT

With Chief Financial Officer Lexus Carlee absent, CEO/GM Scott Polk reported the financials, advising there were 2 months of financials presented and pointed out: revenue is very close to projections for the year, expenses under budget for the year resulting in a positive relation of net income to budget through the end of December. He mentioned one of the issues Daphne Utilities is now faced with is large cost projects such as sanitary sewer issue in Lake Forest that will affect our reserve cash for net income, additionally the bid for the AL225 force main relocation came in higher than expected as well as some of the costs associated with the project at Pollard Road and CR64 were askew. He offered to answer any other questions relating to the financials.

IX. GENERAL MANAGER'S REPORT

A. GM Report

CEO/GM Scott Polk notified the Board regarding: an award from Digital Assurance Certification for 15 years of dedicated compliance with our bond, reporting and disclosure reporting; work is progressing on the project at Pollard Rd & CR64; arrange a date for the WRF 20-year plan; ADEM has inspected the Well #15 rehab discovering issues with the flow meter and are being addressed and once confirmed the flow meter is accurate, ADEM will not require a 2nd visit but will certify it to be used; the large gravity main break in which the Mayor alerted us in Lake Forest Tiawasee Creek between Rolling Hill Drive and Buena Vista Drive has been by-passed initiating Alex Godfrey as the new COO and it has been declared an emergency situation. He further commented on this emergency situation stating that the

original repair is estimated to be under \$100,000 but that would not include the restoration work of the area, making the overall project over \$100,000 requiring the Board's approval, unless the projects are separated. Chairwoman Vaughn summarized the request, making the repair and restoring the area, both projects would be under threshold of \$100,000 each and with 2 separate contractors. She noted that the Board would not have an issue separating the projects.

B. Operations Report

With COO Alex Godfrey's absence, Mr. Polk informed the Board that with his promotion, Johnny Grimes was promoted to Planning and Technology Manager, handling planning aspects, technology, GIS and Microsoft 365 and Outlook, and Kelly DeLaney has been promoted to Customer Service Manager handling customer issues that Alex Godfrey managed, and with Kelly DeLaney's promotion Kelly Bryant has been promoted to Customer Service Supervisor position. With the recent promotions, the vehicle assigned to Alex Godfrey has now been assumed in the Operations vehicle pool. Mr. Tim Patton requested a new organization chart.

Mr. Polk advised the Board of a phone call he recently received from ADEM asking when Daphne Utilities would be publishing a public notice of a reporting violation from last January. He stated that when it was investigated, it was determined that ADEM sent the violation notice to an incorrect address and the public notice is due by January 31st. He noted that we were working with ADEM to publish the violation and advised that the violation is a reporting violation only and not a water quality violation.

Mr. Polk then announced that Mr. Troy Strunk, City of Daphne Executive Director of City Development, had received information and requests from residents to have their sewer fees waived because they are not connected to Daphne Utilities sewer system. He pointed out that the City [of Daphne] ordinance states that residents are supposed to connect and there is a certain amount of time to do so, but an addendum was passed that stated the City's Zoning and Adjustments could issue a waiver to an applicant for an appropriate reason. The City, through their legal staff, is under the impression that although they can issue a waiver they cannot waive the Daphne Utilities' fees. He stated that this customer, as well as others that have addressed this with Daphne Utilities, had been paying sewer fees for years without being connected to our sewer as part of the sewerage the City project that took place years before with the ordinance enacted that residents are required to connect with the sewer system within a certain amount of time.

Mr. Strunk answered questions from the Board members regarding the situation, and commended the cooperation and coordination regarding the Pollard Road/CR64 project.

Mrs. Samantha Coppels, Communications Officer, spoke about the upcoming high school interns coming to Daphne Utilities.

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

- X. BOARD ACTION – previously addressed.**
- XI. PUBLIC PARTICIPATION – At 5:35pm, Chairwoman Vaughn opened and closed public participation noting that there was no participation.**

XII. DISCUSSION - General Manager Performance Review

MOTION by Mr. Tim Patton to approve the General Manager's 3% merit increase retro-active to January 1, 2025; the Motion was seconded by Mr. Billy Mayhand.

AYE: Coleman, Mayhand, Patton, Vaughn

NAY:

ABSENT: LeJeune

ABSTAIN:

MOTION CARRIED

XIII. BOARD COMMENTS –

Councilman Joel Coleman had no comment.

Mr. Billy Mayhand had no comment.

Mr. Tim Patton asked to pass along his appreciation of the hard work our employees.

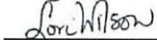
Chairwoman Selena Vaughn expressed how many changes have occurred in the past year and all seems to be running optimistically and smoothly.

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 5:37 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lorr Wilson, Executive Assistant, Daphne Utilities