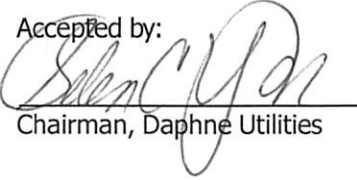


Accepted by:


Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ December 4, 2024 (for November) ♦ 5:00 p.m.

I. Call to Order

The regular November 2024 Board meeting for the Utilities Board of the City of Daphne was held on December 4, 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 – arrived at 5:04pm
Councilman Joel Coleman, Board Member

Members Absent:

Others Present: Jerry Speegle – Board Attorney – arrived at 5:03pm
Scott Polk – CEO/General Manager
Lexus Carlee – Chief Finance Officer
Alex Godfrey – Chief Information Officer
Samantha Coppels – Chief Communications Officer
Lori Wilson – Executive Assistant

Others Absent: Bobby Purvis – 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 October 30, 2024

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of October 30, 2024.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of October 30, 2024, would stand approved.

V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

- A. Resolution 2024-04** – to Modify the Current Accrual Rate for Annual Vacation for Employees of Daphne Utilities as Posted in the Daphne Utilities Employee Handbook of Rules, Policies and Procedures (**Board Action: RESOLUTION Adoption**)

CEO/GM Scott Polk advised that it was identified that, after reviewing the Department of Labor and consulting with HR Consultant Stephanie Constantine, our 5-to-10-year employees were accruing at rates that were below industry standards for municipalities and for private industries as well. He noted this this modification would align with the City [of Daphne] policy as well as with industry standards for utilities and municipalities reducing the gap of the accrual rate between 5 and 10 years.

MOTION by Mr. Billy Mayhand to Adopt Resolution 2024-04 – to Modify the Current Accrual Rate for Annual Vacation for Employees of Daphne Utilities as Posted in the Daphne Utilities Employee Handbook of Rules, Policies and Procedures; the Resolution was seconded by Mr. Tim Patton.

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

Mayor Robin LeJeune arrived at 5:04pm.

- B. Recommendation for Bid Award** – for Annual Contract for CIPP of Various Sanitary Sewer Mains - FY 24-25 (Volkert Proj. No. 408276) for a Total Bid Amount of \$334,144.00 to Gulf Coast Underground, LLC (**Board Action: MOTION TO AWARD**)

Mrs. Melinda Immel with Volkert explained to the Board that this is a renewal of the annual CIPP, the recommended contractor had previously performed work for Daphne Utilities, and that this is a budgeted item.

MOTION by Mr. Tim Patton to Approve the Annual Contract for CIPP of Various Sanitary Sewer Mains FY2024-25 (Volkert Project No. 408276) for a total bid amount of \$334,144.00 to Gulf Coast Underground, LLC; the Motion was seconded by Mr. Billy Mayhand.

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

- C. Recommendation for Bid Award** – for Water Storage Improvements: Loma Alta Tank (Volkert Proj. No. 408277) for a Total Bid Amount of \$355,121 .00 to Tank Pro, Inc. (**Board Action: MOTION TO AWARD**)

Mrs. Melinda Immel with Volkert clarified the project as a complete refurbishment to the Loma Alta Tank similar to the refurbishment performed on other tanks over the last 10 years, with this being the last tank and once completed, all tanks will have had an exterior blast with only maintenance being required for the cycle. She noted that this is a budgeted project, and the contractor had previously performed work for Daphne Utilities.

MOTION by Mr. Tim Patton to Approve the Water Storage Improvements: Loma Alta Tank (Volkert Project No. 408277) for a total bid amount of \$355,121.00 to Tank Pro, Inc.; the Motion was seconded by Councilman Joel Coleman.

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 slightly decreased, money market account still earning a good interest rate, revenue and expenses were slightly under budget predictions resulting in the net income on track with the budget for the year and concluded with clarifying notable expenses under construction costs.

GENERAL MANAGER'S REPORT

A. GM Report

CEO/GM Scott Polk updated for the Board on: notification of 67 customers of the galvanized findings in their system, but no real feedback from customers for the EPA's mandatory Lead Service Line Inventory; a couple of options for the 20-year WRF program and would like to schedule a work session with the board to discuss; final work involving on Well #15 (formerly #2); gave congratulations to Bobby Purvis on his ADEM Water Operator Grade II certification; positive review of open house of the City's new animal shelter.

B. Operations Report

Mr. Polk spoke on topic of Operations in Bobby Purvis' absence, noting recent issues with the boring contractors hitting Daphne Utilities' gas and water lines and commended Public Works' BJ [Eringman] and his assistance with the contractors. He concluded by stating Larry English's official retirement announcement and Michael Powell's promotion to Warehouse Specialist.

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

IX. BOARD ACTION – previously addressed.

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

XI. BOARD COMMENTS –

Councilman Joel Coleman gave Merry Christmas greetings.

Mr. Billy Mayhand commended Samantha Coppels and "Drip for the good work with the schools and wished everyone a safe holiday.

Mr. Tim Patton wished all a merry Christmas and appreciated all the hard work everyone had done during the past year and looking for to a new year.

Mayor Robin LeJeune appreciated the Daphne Utilities donation with respect to the animal shelter, expressed optimism in seeing everyone at the tree lighting, also commented on the work contractors had been performing, and thanked all for what they do and wished everyone a merry Christmas

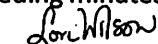
Mrs. Lori Wilson gave a reminder to the Board members of the next meeting will be held on January 29th.

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 5:17 pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson
Lori Wilson, Executive Assistant, Daphne Utilities