

Accepted by:

Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ June 25, 2025 ♦ 5:00 p.m.

I. Call to Order

The regular June 2025 Board meeting for the Utilities Board of the City of Daphne was held on June 25, 2025, in the Council Chambers at Daphne City Hall and called to order at 5:00 pm 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: Tony Hoffman – Board Attorney
Scott Polk – CEO/General Manager
Alex Godfrey – Chief Operations Officer
Lexus Carlee – Chief Finance Officer
Samantha Coppels – Chief Communications Officer
Kelly Bryant – Customer Service Supervisor
Lori Wilson – Executive Assistant

Others Absent: Jerry Speegle – Board Attorney
Kelly DeLaney – Customer Service 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 28, 2025

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of May 28, 2025.

Mr. Tim Patton requested the meeting adjournment time be corrected to reflect PM instead of AM. With the correction noted, the Chairwoman called for a Motion to Approve the Corrected Minutes of the regular Daphne Utilities Board meeting of May 28, 2025.

MOTION by Mr. Tim Patton to approve the Approve the Corrected Minutes of the regular Daphne Utilities Board meeting of May 28, 2025; the Motion was seconded by Mr. Billy Mayhand.

AYE: Coleman, LeJeune, Mayhand, Patton, Vaughn

NAY:

ABSENT:

ABSTAIN:

MOTION CARRIED

V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

A. Recommendation for Bid Award – Daphne WRF Screen Installation (GMC Project No. CMOB250025) for a total bid amount of \$292,560.00 to Hemphill Construction Company
(Board Action: [MOTION TO AWARD](#))

CEO/GM Scott Polk advised this is a Capital Project that was budgeted, noting this is for the actual labor to install the screen that was previously purchased and still under the projected budget for the year.

MOTION by Mr. Tim Patton to accept the Recommendation for Bid Award – Daphne WRF Screen Installation (GMC Project No. CMOB250025) for a total bid amount of \$292,560.00 to Hemphill Construction Company, the Motion was seconded by Mr. Billy Mayhand.

AYE: Coleman, LeJeune, Mayhand, Patton, Vaughn

NAY:

ABSENT:

ABSTAIN:

MOTION CARRIED

VII. BOARD ATTORNEY'S REPORT

Mr. Tony Hoffman had nothing to add to the report submitted by Mr. Jerry Speegle but offered to answer any questions.

VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed for the Board: increase in total assets while revenue and expenses for the year are just slightly under projections; total net income for the year is over budgeted projections. She noted there were no notable contracting projects as large payments were at a minimum during the month.

Chairwoman Vaughn asked about the timeline for the budget process. Mr. Polk explained that the preliminary work is being performed right now for department level budgets and once compiled, he will coordinate with the Board for a review and input meeting for our projected budget for the upcoming year with a goal of presenting a final budget at the August board meeting.

GENERAL MANAGER'S REPORT

A. GM Report

CEO/GM Scott Polk updated for the Board regarding: Daphne Utilities' assistance at the CR64/Pollard Road intersection project; the preliminary engineering report for the future of the water reclamation facility will meet to discuss early designs still on target to be delivered no later than mid-July; Well #15 is complete and discussion to remove sign to enhance visual appeal took place; the preconstruction meeting for the Maxwell Avenue Water Main Replacement project occurred with no anticipated issues with the familiar contractor performing the work.

He then commented on Items of Note relating to: assembling applications and finalizing arrangements for the upcoming new session of the Leadership Academy; the positive progress of this year's summer interns; the 3 projects submitted for the GOMESA grants; ongoing evaluations for a new well site at the Trojan Water Plant with positive feedback from the geologist; and concluded with completion of the prepaid gas agreement with the appropriate discount and commended Mr. Speegle for helping to move this agreement to a close.

Mayor Robin LeJeune asked about the Fairhope Gas incident at W.J. Carroll involving the sidewalks; Mr. Polk responded that this may have been due to a water-main break. Mr. Godfrey confirmed that Fairhope Gas is on the west side and Daphne Utilities is on the east.

Councilman Joel Coleman asked about the Loma Alta tank being brought back online; Mrs. Melinda Immel with Volkert explained the reason for a delay and had been informed by the contractor that they should meet the deadline, which is mid-July.

B. Operations Report

While Chief Operations Officer Alex Godfrey had nothing to add to his submitted report, he informed the Board that Chris Leonard, who was the Water Quality Manager, decided to permanently retire and after interviews and consideration, the position was offered to Mr. Ryan Thomley who is dual certified water and wastewater. Mr. Thomley was hired only four weeks prior for a WRF position and after an impressive interview for the manager position, accepted and is making rapid progress.

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

IX. BOARD ACTION – previously addressed.

X. PUBLIC PARTICIPATION – At 5:17 pm, Chairwoman Vaughn opened and closed public participation noting that there was no involvement.

Chief Communications Officer Samantha Coppels updated the Board that the Eastern Shore Chamber has a new workforce initiative for the upcoming school year enabling Daphne Utilities to have an intern for the next school year and possibly keeping one of the summer interns being paid through the Chamber's grant funds.

XI. BOARD COMMENTS –

Councilman Joel Coleman had no comment.

Mr. Billy Mayhand had a question about the Locke Lane force main and relocation; Mr. Polk and Volkert's Mrs. Melinda Immel explained the reason for the relocation of those sewer laterals.

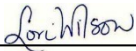
Mr. Tim Patton commended the continuation of the Leadership Academy.

Mayor Robin LeJeune wished everyone a have and safe Fourth of July and invited everyone to come and watch the fireworks.

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 5:21pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities