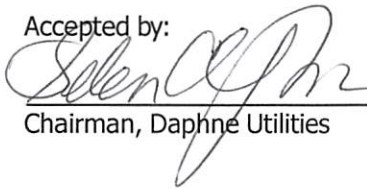


Accepted by:

  
Chairman, Daphne Utilities



# **APPROVED MINUTES**

## **Utilities Board Meeting**

**Jubilee Conference Room, Daphne City Hall ♦ August 27, 2025 ♦ 5:00 p.m.**

### **I. Call to Order**

The regular August 2025 Board meeting for the Utilities Board of the City of Daphne was held on August 27, 2025, in the Jubilee Conference Room 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  
Councilman Joel Coleman, Board Member

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

**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 DeLaney – Customer Service Manager  
Lori Wilson – Executive Assistant

**Others Absent:** Jerry Speegle – Board Attorney

### **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 July 30, 2025**

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of July 30, 2025.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of July 30, 2025, would stand approved.

## V. OLD BUSINESS –

A. None

## VI. NEW BUSINESS –

### A. Proposed FY 25/26 Budget and Capital Improvement Plan (Board Action – MOTION to Approve)

CEO/General Manager Scott Polk recapped the submitted budget and capital improvement plan presented at the previous budget work session. He noted the only change indicated in the submitted budget versus what was discussed was the raising the natural gas minimums reflected in the revenue, additionally the revised pay plan which adds the cost-of-living increase 2% as the standard pay scale as approved from last year and one additional one part-time employee.

*MOTION by Mr. Tim Patton to approve the Proposed FY25/26 Budget and Capital Improvement Plan as submitted, the Motion was seconded by Mr. Billy Mayhand.*

AYE: Coleman, Mayhand, Patton, Vaughn

NAY:

ABSENT: LeJeune

ABSTAIN:

**MOTION CARRIED**

### B. Recommendation for Bid Award – GOMESA Permanent Bypass Pumps for Various Sewer Lift Stations (Volkert Project No. 408279) (Board Action – MOTION to Approve)

Volker's Melinda Immel briefed the Board and answered questions regarding this bid project.

*MOTION by Mr. Tim Patton to award the GOMESA Permanent Bypass Pumps for Various Sewer Lift Stations (Volkert Project No. 408279) project to Kelley's Welding & Excavation for a total bid amount of \$1,109,272.84, the Motion was seconded by Mr. Billy Mayhand.*

AYE: Coleman, Mayhand, Patton, Vaughn

NAY:

ABSENT: LeJeune

ABSTAIN:

**MOTION CARRIED**

## VII. BOARD ATTORNEY'S REPORT

Mr. Tony Hoffman reported that the deposition was taken and moving forward towards a trial date.

## VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed for the Board: the increase in total assets while a decrease in cash and an increase in the CIP reflected an overlap in the SRF reimbursement and should level out by the end of the fiscal year or early into the next; the increase in inventory for the month due to delivery of several large orders; the total net income expected to come down due to large invoices being received. She concluded by highlighting some large monthly cash payments and answered questions.

## **GENERAL MANAGER'S REPORT**

### **A. GM Report**

CEO/GM Scott Polk informed the Board regarding: the CR64/Pollard Road intersection project completion is soon, however the interconnect between Daphne Utilities and Belforest is buried under pavement and the City of Daphne and city engineer have been contacted advising they will contact the contractor to correct; meeting with Krebs Engineering to discuss notes related to the WRF project; the project on Maxwell Avenue is 2/3 complete with only one customer disruption; a test well had been drilled behind the Trojan Treatment plant with promising results.

He advised that he had recently been contacted by EMA requesting updates regarding grants that were submitted for Hurricane Sally and we are responding to their requests. He then notified the Board of a situation of a local septic system company that may be illegally dumping into the Daphne Utilities' system and we are contemplating a best method of moving forward because we do not have legal accessibility to enter their property to determine what they are doing and possibly have ADEM get involved.

Chief Communications Officer Samantha Coppels had nothing to add to her report but pointed out upcoming events and thanked the Board for passing the budget so a new grill trailer can be purchased.

### **B. Operations Report**

Chief Operations Officer Alex Godfrey had nothing further to add but updated the Board on the demolition of the 6<sup>th</sup> Street tank.

### **C. Engineering & Consulting Reports**

#### **IX. BOARD ACTION – previously addressed.**

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

Rob Vaughn with Krebs Engineering introduced himself to the Board and expressed his appreciation for the opportunity to be working with Daphne Utilities.

#### **XI. BOARD COMMENTS –**

Councilman Joel Coleman had no comment.

Mr. Billy Mayhand had no comment.

Mr. Tim Patton recognized the AWPCA award to the WRF.

#### **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 5:27pm.

**Preceding minutes submitted to the Daphne Utilities Board by:**

  
Lori Wilson, Executive Assistant, Daphne Utilities