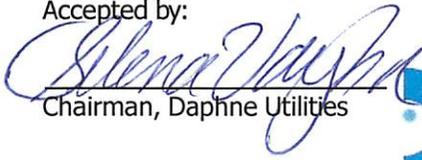


Accepted by:

  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ January 28, 2026 ♦ 5:00 p.m.

### I. Call to Order

The regular January 2026 Board meeting for the Utilities Board of the City of Daphne was held on January 28, 2026, 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:** Jerry Speegle – Board Attorney  
Scott Polk – CEO/General Manager  
Lexus Carlee – Chief Finance Officer  
Samantha Coppels – Chief Communications Officer  
Kelly DeLaney – Customer Service Manager  
Lori Wilson – Executive Assistant

**Others Absent:** 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 3, 2025

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of December 3, 2025.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of December 3, 2025, would stand approved.

V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

- A. **RESOLUTION 2026-01** – Resolution Designating Official Representative for DWSRF (Board Action: MOTION to Adopt RESOLUTION 2026-01)

CEO/GM Scott Polk explained that this was a standard form to be completed for ADEM to release the SRF funds in loans for which Daphne Utilities recently applied. He noted that the funds would be used to install a new well behind or around Trojan Plant or possibly Johnson Road area.

*MOTION by Mr. Billy Mayhand to approve Resolution 2026-01 designating Scott Polk as the [Daphne Utilities'] Official Representative [for the DWSRF loan from the Alabama Department of Environmental Management (ADEM)], the Motion was seconded by Mr. Tim Patton.*

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

- B. **Recommendation for Bid Award** – Annual Contract for Manhole Rehabilitation FY25-26 (Volkert Project No. 408283) (Board Action: MOTION to Approve)

Volkert's Mrs. Melinda Immel reminded the Board that it was time to rebid the annual manhole project and that BLD [Services, LLC] was the apparent low bidder and had previously worked on past projects for Daphne Utilities. She then gave recommendation that they be awarded the annual contract project.

*MOTION by Mr. Tim Patton to award the Annual Contract for Manhole Rehabilitation FY25/26 (Volkert Project No. 408283) to BLD Services, LLC [in the amount of \$227,829.00], the Motion was seconded by Mr. Billy Mayhand.*

Before voting, Mrs. Immel gave a more detailed explanation of the annual manhole rehabilitation project for the board members.

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

VII. BOARD ATTORNEY'S REPORT

Mr. Jerry Speegle notified the board members that the Tonsmeire case was not tried due to the judge giving a continuance and issuing a mediation order because of the time to try the case stated by the parties was over the allowable 2 hours. He advised that a tentative mediation date of March 12<sup>th</sup> with all board members welcome to attend.

VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed for the Board of performances for: revenue for the year, metered services, year-to-date revenue, expenses for the year, total net income for the year, net income for November, and sewer, water, irrigation and natural gas services, and total

expenses. She reviewed financials for November and December 2025. Ms. Carlee also highlighted major expenses and checks for board members. She answered questions regarding natural gas rates.

## **IX. GENERAL MANAGER'S REPORT**

### **A. GM Report**

CEO/GM Scott Polk gave updates for: the delay for the bypass pump projects funded by GOMESA grants due to long lead times; the second workshop meeting for the WRF Improvement Plan took place with minutes included within the board book and a third meeting scheduled to take place later this week; with acceptable water quality at the test well behind the Trojan Plant, advertisement for bid requests were sent out; interconnect with Spanish Fort has slowed due to personnel and leadership changes; success at finding water south of Johnson Road in Daphmont on City-owned property & awaiting final results on water quality to aid in sequestering water in dealing with discolored water issues. He then answered a board question regarding the WRF meeting schedule and the objectives of the meetings.

He continued by updating board members regarding a situation developing between Ridgewood and Woodside Drive regarding an easement and a City storm drain in that area, most likely due to a significant rain event late last year that eroded the storm water main and in turn washed out some of our sewer gravity main in that area, noting that it should not interfere with anything the City may ultimately do. He noted that it may be a significant cost to the Utilities to move it out of the way. He thanked the City managers with their expedient action to assist.

Mr. Polk pointed out that the Sixth Street water tank had been removed with no incidents or street closings. He also reported that the latest Leadership Academy held its last meeting and three graduates will be at next month's board meeting. He pointed out that some changes would be implemented before resuming upcoming classes.

### **B. Operations Report**

Chief Operations Officer Alex Godfrey was absent, but Mr. Polk offered to answer any questions the board may have relating to his report.

Communications Officer Samantha Coppels commented that pieces from the Sixth Street water tank would be donated to the Daphne Museum along with archived pictures in the Utilities' collection. She reported that 5 high school interns will be working at the Utilities this summer. She gave news the Board of the new grill trailer and the preparation to be used at upcoming events throughout the City.

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

Mrs. Melinda Immel with Volkert updated the Board regarding the 6<sup>th</sup> Street tank removal.

## **X. BOARD ACTION – None**

## **XI. PUBLIC PARTICIPATION – At 5:21pm, Chairwoman Vaughn opened and closed Public Participation noting that there was no participation.**

## **XII. Discussion – General Manager's Performance Review**

Chairwoman Vaughn called for either an Executive Session to discuss the General Manager's Performance Review or a Motion to Approve a Raise for the General Manager.

*MOTION by Vice Chairman Mr. Tim Patton to approve a 3% raise for the General Manager retroactive to January 1, 2026; the Motion was seconded by Mr. Billy Mayhand.*

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

**NAY:**

**ABSENT:** **ABSTAIN:**

**MOTION CARRIED**

### **XIII. BOARD COMMENTS –**

Councilman Joel Coleman had no comment.

Mr. Billy Mayhand congratulated GM Scott Polk for his increase and that he deserved it.

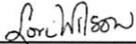
Mr. Tim Patton had no comment.

Mayor Robin LeJeune thanked the board for shouldering the burden while he was dealing with absences the past few meetings, noting that he was cancer clear.

### **XII. ADJOURNMENT**

With no additional comments, the Chairwoman Vaughn called for a motion to adjourn the meeting. Councilman Joel Coleman made the Motion to Adjourn. The meeting adjourned at 5:22pm.

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



Lori Wilson, Executive Assistant, Daphne Utilities