

Accepted by:

  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Daphne Utilities Central Services Facility ♦ October 28, 2015 ♦ 5:00 p.m.

### I. Call to Order

The regular October 2015 Board meeting for the Utilities Board of the City of Daphne was held on October 28, 2015 at 5:00 p.m. and called to order by Chairman Robert Segalla, proceeded by the Roll Call:

### II. Roll Call

**Members Present:** Robert Segalla, Chairman  
Randy Fry, Vice Chairman  
Billy Mayhand, Secretary/Treasurer  
Selena Vaughn

**Others Absent:** Dane Haygood, Mayor

**Others Present:** Jerry Speegle – Board Attorney  
Danny Lyndall – General Manager  
Van Baggett – Operations Manager  
Drew Klumpp – Administrative Services Manager  
Teresa Logiotatos – Finance Manager  
Lori May-Wilson – Executive Assistant  
Tim Patton – Volkert & Associates  
Melinda Immel – Volkert & Associates  
Ray Moore – HMR  
Robbie Strom – HMR

**Others Absent:**

### III. Pledge of Allegiance

The Chairman led the Board and meeting attendees in the Pledge of Allegiance.

### IV. Approval of Minutes

#### A. Utilities Board Minutes from September 30, 2015:

The Chairman inquired if there were any corrections recommended for the submitted Minutes for the September 30, 2015 Utilities Board meeting.

**MOTION BY** Billy Mayhand to approve the submitted Minutes for September 30, 2015; **Seconded by** Randy Fry.  
**AYE:** FRY, MAYHAND, SEGALLA, VAUGHN      **NAY:**      **ABSENT:** HAYGOOD      **ABSTAIN:** **MOTION CARRIED**

### V. OLD BUSINESS – No old business.

## VI. NEW BUSINESS –

### A. Review of the 2016 Board Meeting calendar

Danny Lyndall reviewed for the Board the upcoming calendar schedule of the Board meetings, explaining the 2016 scheduled board meetings and previous years holiday schedule.

### B. 2015 Update to Daphne Utilities Employee Handbook of Rules, Policies and Procedures (BOARD ACTION: Motion)

The Chairman called for discussion or questions on the submitted Employee Handbook of Rules, Policies and Procedures; Mr. Mayhand recommended clarification or wording change of "Human Resource Officer" on page 7 of the Handbook. Mr. Speegle also recommended that this specific section should identify someone within the organization. Mr. Fry requested an overview of the changes to which Mr. Lyndall clarified that the submittal letter had the condensed changes and that the whole document had been re-organized for better fluidity.

*MOTION BY Randy Fry to Approve the Daphne Utilities Employee Handbook of Rules, Policies and Procedures with the recommended changes; Seconded by Billy Mayhand.*

AYE: Fry, Mayhand, Segalla, Vaughn

NAY:

ABSENT: Haygood

ABSTAIN:

**MOTION CARRIED**

## VII. BOARD ATTORNEY'S REPORT

Mr. Speegle updated the Board on the EEOC claim filed by Anothony Adams.

## VIII. FINANCIAL REPORT

Teresa Logiotatos advised the Board that the recent physical inventory count was within 1% accuracy compared to the books. She continued and reviewed the highlights with the Board and answered any questions. She answered Mr. Fry's questions concerning the auditors' visit.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

Danny Lyndall recognized several Daphne Utilities' employees: Carlos Butler for passing his Operator's certification; additionally he recognized Carlos Butler, Fred Williams and Kelly DeLaney for their supervisory promotions, and Martin Dale for his promotion to Field Services Manager. Mr. Lyndall also advised the Board of the Plant of the Year award presented to the Trojan Water Treatment Facility.

### B. Operations Report

Van Baggett reviewed his report for the Board highlighting various projects.

Drew Klumpp updated the Board regarding the City-wide meter upgrades for the near future.

### C. Engineering & Consulting Reports

Melinda Immel from Volkert began her update with reviewing the Planned Capital Expense for the Board, followed by updated progress on proposed improvements at the Water Reclamation Facility and the water system for the City. She also thanked Daphne Utilities for their participation for the Daphne East Elementary fall festival.

Ray Moore from HMR elaborated on the projects on the HMR status report and answered questions from the Board.

X. **BOARD ACTION** – Previously addressed under “New Business”.

XI. **PUBLIC PARTICIPATION** – None.

XII. **BOARD COMMENTS** – Randy Fry complimented the upgraded sign at the main office and those who worked to put it place; he also expressed appreciation for the employees who completed their certifications as well as for those who have moved up in their responsibility level. Chairman Segalla expressed his gratification for those who passed their certification and for those who have moved into a supervisory position.

XIII. **ADJOURNMENT**

*MOTION BY Billy Mayhand to adjourn.*

**AYE:** *Fry, Mayhand, Segalla, Vaughn*

**NAY:**

**ABSENT:** *Haygood*

**ABSTAIN:**

**MOTION CARRIED**

The meeting adjourned at 5:41pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities