

Accepted by:

Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ April 24, 2019 ♦ 5:00 p.m.

### I. Call to Order

The regular April 2019 Board meeting for the Utilities Board of the City of Daphne was held on April 24, 2019 at 5:01 p.m. in the Council Chambers at Daphne City Hall and called to order by Chairman Randy Fry, followed by the Roll Call:

### II. Roll Call

**Members Present:** Randy Fry, Chairman  
Selena Vaughn, Secretary/Treasurer  
Robin LeJeune, Board Member

**Members Absent:** Billy Mayhand, Vice Chairman  
Mayor Dane Haygood, Board Member

**Others Present:** Jerry Speegle – Board Attorney  
Danny Lyndall – General Manager  
Bobby Purvis – Operations Manager  
Drew Klumpp – Administrative Services Manager  
Teresa Logiotatos – Finance Manager  
Samantha Coppels – Communications Manager  
Lori May-Wilson – Executive Assistant  
Melinda Immel – Volkert & Associates  
Ray Moore – HMR

**Others Absent:** Joe Asarisi – Asarisi & Associates

### III. Pledge of Allegiance

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

### IV. Approval of Minutes

#### A. Utilities Board Meeting Minutes March 24, 2019

The Chairman requested any additions, corrections, or deletions for the submitted minutes for the March 24, 2019 Utilities Board meeting.

With no additions, deletions, or corrections, the Chairman declared that the submitted March 24<sup>th</sup> minutes would stand approved.

V. OLD BUSINESS –

**A. Requisition R41L-021219 for Windscape Lift Station Improvements**

Danny Lyndall notified the Board that this item is being pushed back, redesigned and will be removed from the agenda for now to be addressed at a later date.

**B. Capacity Fees for Daphne Sports Complex**

Chairman Fry confirmed waiting on the AG decision regarding this agenda item.

**C. Proposed Administrative Fees Increase (BOARD ACTION: Resolution 2019-01)**

Danny Lyndall advised that recommended changes had been made and is requesting approval of this Resolution.

*MOTION by Selena Vaughn to adopt Resolution 2019-01 Proposed Administrative Fees Increase; Seconded for discussion by Robin LeJeune*

Councilman Robin LeJeune proposed a delay for the vote from the entire Board on this agenda item since it involves a fee increase. Mrs. Vaughn inquired about board member response after last month's meeting. Mr. Lyndall advised that he received no further comments from board members after the re-proposed resolution and that notification to customers would take place for the next two months for an effective date of July 1, 2019.

Chairman Fry called for a vote.

AYE: Fry, LeJeune, Vaughn      NAY:      ABSENT: Haygood, Mayhand      ABSTAIN:      **MOTION CARRIED**

VI. NEW BUSINESS –

**A. RESOLUTION 2019-02–MWPP(Municipal Water Pollution Prevention) Program  
(BOARD ACTION: Resolution 2019-02)**

Danny Lyndall recapped and reviewed for the Board the MWPP resolution and the report that was distributed at last month's meeting.

*MOTION by Robin LeJeune to adopt Resolution 2019-02 Municipal Water Pollution Prevention Program (MWPP) indicating support for management and staff to continue performing routine and preventative maintenance for meeting the requirements of the NPDES permit for the Water Reclamation Facility. Seconded by Selena Vaughn.*

AYE: Fry, LeJeune, Vaughn      NAY:      ABSENT: Haygood, Mayhand      ABSTAIN:      **MOTION CARRIED**

**B. Presentation of 2017/2018 Audit by Mike Andreoli of Robertson, Andreoli & Covington, PC**

Mr. Mike Andreoli of Robertson, Andreoli & Covington, PC addressed the Board regarding the audit they prepared. He highlighted and reviewed: the Management's Responsibility for the Financial Statements, Management's Discussion and Analysis, the Basic Financial

Statements. He concluded announcing how well the Utility has been financially performing and offered to answer any questions.

Mrs. Vaughn expressed her appreciation for the good report and careful work that is invested in it. Chairman Fry conveyed his appreciation as well.

## **VII. BOARD ATTORNEY'S REPORT**

Mr. Speegle had nothing to add to the submitted report.

## **VIII. FINANCIAL REPORT**

Teresa Logiotatos reviewed the March 2019 financials for the Board, noting the current work on the mid-year comparison of budget versus actual to be forthcoming to the Board. She advised the Board of an upcoming exploration of current general ledger software. She then highlighted the Financial Summary, graphs, the Cash Flow Report, and the Check History Report.

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

### **A. GM Report**

Danny Lyndall introduced Communications Manager Samantha Coppels to give a presentation to the Board. Mrs. Coppels explained the vision and future of a proposed strategic communications and public relations plan for the Utility. She reviewed: the events in which the Utility participates, the Work Force Development program in which the Utility is involved in community outreach and employee development, and various examples of Education Outreach in which the Utility will be engaged.

Councilman LeJeune inquired as to the feedback from the article that appeared in the Courier. Mr. Lyndall explained that we had positive response from it and would like the Courier to reach out to the Utility when they contact the City for information on articles they plan to publish.

Mr. Lyndall spoke about the Osprey Initiative and the Litter Gitter and his interest in participating. He advised of a grant from Mobile Bay NEP (National Estuary Program) to give financial support for the installation of this device in D'Olive Creek, then leaving Daphne Utilities responsible for the first year's maintenance which would entail the staff of the Osprey Initiative cleaning out the device every other week and after rain storms, classifying and sorting the litter. Mr. Lyndall requested the Board's input, emphasizing his plan for moving forward and displaying the area that the Osprey Initiative representative suggested installing the device.

Councilman LeJeune expressed his opinions of the partnership and location of the device. Mr. Lyndall gave more specific details of this endeavor. Chairman Fry expressed concern about the response cleaning time after a big rain. Mr. Lyndall suggested having Mr. Bates (the Osprey Initiative representative) speak to the Board about the program. Councilman LeJeune asked to know the locations of current Litter Gitter devices.

Mr. Lyndall highlighted the collaboration of Daphne Utilities with Alabama Coastal Foundation with "Utilities United" involving utilities in Mobile and Baldwin counties to improving public education outreach to the communities to prevent pollution in our waterways. He also notified the Board of the press release distributed announcing the Baldwin County Commission Public Forum with Sewer Providers and encouraged their attendance.

Mr. Lyndall called attention to the upcoming Board retreat, noting the dates of Monday, May 13<sup>th</sup> and May 20<sup>th</sup> as the dates to work for the most people. He advised that the retreat will take place at 5 Rivers Delta Resource and the topics of discussion.

**B. Operations Report**

Bobby Purvis gave an update on many projects taking place: the disk golf course is completed and being cleaned up, the new screen at WRF has been installed, the aeration project at WRF, Meadow Circle tank, Monroe Street lift station, and natural gas steel replacement.

**C. Engineering & Consulting Reports**

Ray Moore with HMR announced that HMR had been acquired by Goodwyn, Mills, & Cawood, and that their Daphne office will remain open as GMC. He stated there was nothing further to add.

Melinda Immel with Volkert gave an update on the right-of-way clearing in Lake Forest. She had nothing further to add.

Joe Asarisi with Asarisi & Associates was not in attendance.

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

**XI. PUBLIC PARTICIPATION** – the Chairman invited participants to address the Board at 6:00pm; with no participants, the Chairman closed Public Participation at 6:00pm.

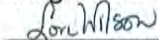
**XII. BOARD COMMENTS** – No further comments were made.

**XIII. ADJOURNMENT**

*MOTION by Selena Vaughn to adjourn the meeting.*

The meeting adjourned at 6:01pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities