Accepted by:

Chairman, Daphne Utilities

DAPHNE UTILITIES

WATER • NATURAL GAS • SEWER

APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ◆ September 29, 2021 ◆ 5:00 p.m.

I. Call to Order

The regular September 2021 Board meeting for the Utilities Board of the City of Daphne was held on September 29, 2021, in the Council Chambers at Daphne City Hall and called to order at 5:00 p.m. 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 Doug Goodlin, Board Member

Members Absent:

Others Present:
Jerry Speegle – Board Attorney
Scott Polk – General Manager
Bobby Purvis – Operations Manager
Teresa Logiotatos – Finance Manager
Drew Klumpp – Administrative Services Manager
Lori Wilson – Executive Assistant
Rebecca Williamson – Accounting Assistant

Others Absent: Samantha Coppels – Communications Manager

III. Pledge of Allegiance

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

IV. Approval of Minutes

A. Utilities Board Meeting Minutes August 25, 2021

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the August 25, 2021, Daphne Utilities Board meeting.

With no additions, deletions, or corrections, the Chairwoman declared that the submitted August 25th minutes would stand approved.

V. OLD BUSINESS – None

VI. NEW BUSINESS –

A. Election of Board Officer Positions: (Board Action: MOTION)

1. Chairman

MOTION by Tim Patton to nominate Selena Vaughn for the officer position of Chairman; Motion was Seconded by Doug Goodlin.

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

2. Vice Chairman

MOTION by Billy Mayhand to nominate Tim Patton for the officer position of Vice Chairman; Motion was Seconded by Robin LeJeune.

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

3. Secretary/Treasurer

MOTION by Tim Patton to nominate Billy Mayhand for the officer position of Secretary/Treasurer; Motion was Seconded by Doug Goodlin.

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

B. Proposed FY21/22 Budget and Capital Improvement Plan

Mr. Scott Polk advised the Board that an adjustment of an approximately $700,000 reduction may be made on the grit removal system for the WRF budget, making the change from two to one but still keeping it in the budget for the potential of adding the 2nd one at a later time.

MOTION by Councilman Doug Goodlin to accept the proposed 21-22 Budget as proposed by the staff with the correction as stated; Motion was Seconded by Billy Mayhand.

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

C. **Recommendation for Bid Award** – (Volkert Project #408239) for Annual Contract for Cleaning and Television Inspection of Various Sanitary Sewer Mains (FY 21-22) to: Ranger Environmental Services, LLC. in the amount of $183,024.00(Board Action: MOTION)

Volkert's Marcus Stacey noted that they contacted clients of the contractor for verification of their work and that Ranger Environmental Services was also the contractor for Daphne Utilities' right-of-way clearing that was bid last year. He also noted that WRF Manager, Goeff Wilkins, considered that it may be advantageous to work with this contractor since they did complete the right-of-way clearing project.

MOTION by Tim Patton to award the contract [for the Annual Contract for Cleaning and Television Inspection of Various Sanitary Sewer Mains Volkert Project #408239] to Ranger Environmental Services LLC. for $183,024.00; Motion was Seconded by Councilman Doug Goodlin.

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

D. **Recommendation for Bid Award** – (Volkert Project #408240) for Annual Contract for Point Repairs (FY 21-22) to: W.R. Mitchell, Contractor, Inc. in the amount of $332,599.00(Board Action: MOTION)

Marcus Stacey with Volkert explained that this project was rebid, W.R. Mitchell, Contractor, LLC has had the contract for the past couple of years and has done a good job. He stated that the costs of the current bid were in line with their prior contract accounting for any material price increases and that they were the low bidder.

MOTION by Tim Patton to award the Annual Point Repair contract [Volkert Project #408240] to W.R. Mitchell, Contractor, Inc. for $332,599.00; Motion was Seconded by Councilman Doug Goodlin.

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

VII. BOARD ATTORNEY'S REPORT

Mr. Speegle had no new or remaining matters to report but offered to answer any questions the Board may have.

VIII. FINANCIAL REPORT

Finance Manager Teresa Logiotatos reviewed for the Board the Financial Summary commenting on the upcoming inventory audit, Net Income, Balance Sheet and the Check History Report.

IX. GENERAL MANAGER'S REPORT

A. GM Report

General Manager Scott Polk reviewed and updated for the Board the Project Updates, Areas of Focus and Items of Note.

B. Operations Report

Mr. Purvis reviewed and updated his report for the Board and gave a shout-out for Martin Dale and the Water Distribution Department for their AWPCA Award for Best Water Distribution System.

C. Engineering & Consulting Reports

Mr. Marcus Stacey with Volkert had nothing to add to the submitted report.

Mr. Ray Moore with GMC had nothing further to add to the submitted report.

X. BOARD ACTION – Previously addressed.

XI. PUBLIC PARTICIPATION –

With no participants, Chairwoman Vaughn opened and closed Public Participation at 5:33 pm.

XII. BOARD COMMENTS –

Councilman Goodlin complimented the staff on the budget.

Mr. Billy Mayhand congratulated the staff on a successful year.

Mr. Tim Patton acknowledged the hard work of the employees and asked to convey his appreciation.

Mayor Robin LeJeune thanked Mrs. Vaughn in her hard work as Chairwoman as well as Tim Patton and Billy Mayhand. He reminded about the property that the Utilities' owns and proposed giving it to the City for the Animal Shelter growth and requested to discuss at the next Board meeting.

Chairman Vaughn thanked everyone.

XIII. ADJOURNMENT

With no further discussions, the Chairwoman called for adjournment at 5:35pm.

The meeting adjourned at 5:35pm.

Preceding minutes submitted to the Daphne Utilities Board by:

Lori Wilson

Lori Wilson, Executive Assistant, Daphne Utilities