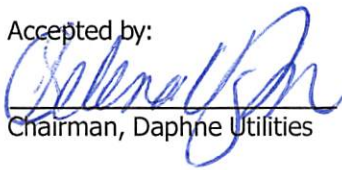


Accepted by:

  
Chairman, Daphne Utilities



# APPROVED MINUTES

## Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ October 26, 2022 ♦ 5:00 p.m.

### I. Call to Order

The regular October 2022 Board meeting for the Utilities Board of the City of Daphne was held on October 26, 2022, 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

**Members Absent:** Councilman Joel Coleman, Board Member

**Others Present:** Jerry Speegle – Board Attorney – arrived 5:03pm  
Scott Polk – General Manager  
Bobby Purvis – Operations Manager  
Teresa Logiotatos – Finance Manager  
Drew Klumpp – Administrative Services Manager  
Samantha Coppels – Communications Manager  
Lori Wilson – Executive Assistant

**Others Absent:**

### 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 September 28, 2022

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the September, 2022, Daphne Utilities Board meeting.

With no additions, deletions, or corrections, the Chairwoman declared that the submitted September 28<sup>th</sup>, 2022 minutes would stand approved.

### V. OLD BUSINESS - No Old Business.

## VI. NEW BUSINESS –

### A. Utility Board Member/Decisionmaker Training presented by Alabama Rural Water Association

Mr. Scott Polk advised the Board of this training opportunity hosted by the Alabama Rural Water Association and invited them to notify him or Lori Wilson if they planned to attend in order to register for the event.

### ~~B. Recommendation for Bid Award for: GOMESA – Windscape L.S. Force Main Extension (Volkert Project No. 408252 DU GL 1835 – (Board Action – MOTION)~~

~~To accommodate for bidder participation, the bid date was postponed to Tuesday, October 25<sup>th</sup>; therefore, the bid tabulation and recommendation will be delayed and distributed as soon as it is available. **TABLED FOR A LATER DATE**~~

### C. Proposed Pay Scale Adjustment Update – (Board Action – MOTION)

Mr. Scott Polk stated that this is the updated based on the recent salary survey to attract more applicants as well as to remain competitive in the industry. He noted that there was not a significant discrepancy and that the company behind the survey has worked with the City of Daphne, Dothan, and Riviera Utilities.

*MOTION by Mayor Robin LeJeune to approve the Pay Scale Adjustment as submitted; Motion was Seconded by Billy Mayhand.*

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

**MOTION CARRIED**

## VII. BOARD ATTORNEY'S REPORT

Mr. Jerry Speegle had nothing to add to the submitted report except to advise that after speaking with Patrick Dungan, it was determined that an easement for anode placement for our gas lines will be required for the Animal Shelter property.

## VIII. FINANCIAL REPORT

Finance Manager Teresa Logiotatos reviewed for the Board: the results from the physical inventory audit; revenue, expenses and net income for the year, Net Increase or Decrease In Cash and Cash Equivalents on the Cash Flow Statement; various checks on the Check History Report.

Mr. Polk answered Board questions regarding the rate increase notification printed at the bottom of our bills.

## IX. GENERAL MANAGER'S REPORT

### A. GM Report

General Manager Scott Polk updated the Board on: expecting the pump, shaft and topside generator for Diamante well; continuing work on well #15 to prepare for upcoming drilling; re-evaluating plans for 4<sup>th</sup> Street water/sewer expansion due to excessively high bids; the high bids received as well for North Main Street sewer line upgrade, re-evaluating this project; the Admin office remodel slightly delayed due to cabinets; the Grit Removal System project in the contracting phase. He spoke about his strategy for developing the 5-Year Strategic Plan



involving feedback from some employees and had also spoke with the director of planning for the sewer and water board for the City of New Orleans about their recent process, which involved Raftelis. He re-emphasized about nominations for Daphne Utilities for the Best of Baldwin 2023 in the “best utility” and “best place to work” categories. Mr. Polk enlightened the Board about a recent encounter with a customer our employees had gone beyond in helping and commended Mr. Bobby Purvis and Kam Mitchell with their dedication to our customers.

Samantha Coppels thanked the Board’s participation for the Grant Day.

## **B. Operations Report**

Mr. Bobby Purvis updated his submitted report involving Well #12’s shut down, a leak at the WRF in the existing concrete, moving forward on the rehabs on lift stations and the new employee hired for the natural gas department.

He went on to speak about the Maintenance/Facilities department and the vast and various work they do for Daphne Utilities and commended and introduced the Facilities Manager, Antonio Winston. Mr. Winston presented Mr. Demetri Williams, Mr. Maurice Rasheed who was absent, Mr. Myron Mosely, Mr. Matthew Collins Jr., Mr. Clyde Campbell Jr., and Mr. Michael Powell, applauding all the employees in the department. Mayor LeJeune thanked the all the staff for participating and helping with the City-sponsored events.

## **C. Engineering & Consulting Reports** – nothing further was added to the submitted reports.

### **X. BOARD ACTION** – Previously addressed.

### **XI. PUBLIC PARTICIPATION** – Chairwoman Vaughn invited any public participants at 5:31pm to address the Board and with no participants, closed Public Participation at 5:31pm.

### **XII. BOARD COMMENTS** –

Mr. Billy Mayhand commented on the salary increases by helping to recruit new employees and keep current staff.

Mr. Tim Patton expressed appreciation to staff by always trying to improve the company.

Mayor LeJeune thanked the staff and articulated the pride he has to represent not only the City but to serve on the Utility Board as well. He also mentioned that he wanted to add to the agenda for the next month the Summer Oak [tap fees] issue that has been previously mentioned.

### **XIII. ADJOURNMENT**

With no further discussions, the Chairwoman called for adjournment at 5:36pm.

***MOTION by Billy Mayhand to adjourn; Motion was Seconded by Tim Patton.***

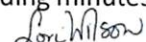
**AYE:** LeJeune, Mayhand, Patton, Vaughn **NAY:** **ABSENT:** Coleman

**ABSTAIN:**

**MOTION CARRIED**

The meeting adjourned at 5:36pm.

Preceding minutes submitted to the Daphne Utilities Board by:

  
Lori Wilson, Executive Assistant, Daphne Utilities