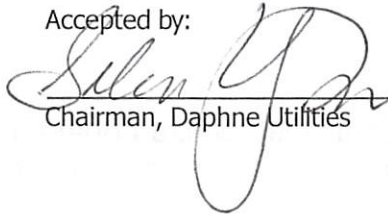


Accepted by:


Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ January 31, 2024 ♦ 5:00 p.m.

I. Call to Order

The regular January 2024 Board meeting for the Utilities Board of the City of Daphne was held on January 31, 2024 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

Members Absent: Mayor Robin LeJeune, Board Member
Councilman Joel Coleman, Board Member

Others Present: Tony Hoffman – Board Attorney
Scott Polk – General Manager
Bobby Purvis – Operations Manager
Alex Godfrey – Administrative Services Manager
Lori Wilson – Executive Assistant
Lexus Carlee – Finance Manager
Samantha Coppels – Communications Manager

Others Absent: Jerry Speegle

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 October 25, 2023

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of November 29, 2023, and the Daphne Utilities Board Special meeting of December 18, 2023.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of November 29, 2023, and the Daphne Utilities Board Special meeting of December 18, 2023 would stand approved.

V. OLD BUSINESS –

A. None

Chairwoman Vaughn announced that due to several New Business items that required Board action and recognized members from the Diamante HOA present, she rearranged the agenda order for Public Participation to be conducted before the New Business topics.

VI. Public Participation – Chairwoman Vaughn opened Public Participation at 5:04 pm and welcomed Henry Spizzirri.

Mr. Spizzirri, president of the Diamante HOA, thanked the Board for the opportunity to speak and gave background information on the issues they are facing with their subdivision and DR Horton, specifically the well and water irrigation/fountain. He concluded requesting the Board to issue Diamante HOA a waiver to drill 100' beyond what is stipulated. Mr. Patton explained that the concern is to protect the public water supply. Mr. Spizzirri commented that it is not the HOA's intention to tap into the Daphne Utilities' water aquifer but to find a water source to use the subdivision irrigation system in the way it was designed to function. Chairwoman Vaughn expressed that she believes it should be left to the geotechnical survey professionals to determine the depths, considering they should invest another survey report. Mr. Patton reiterated that it is not so much as the depth of the well as it is the depth of the aquifer and recommended obtaining and researching more information and sympathized in settling issues with the developer/builder. Mr. Spizzirri commented that there have been a lot of issues with the builder/developer and initially appealed to the City [of Daphne] as their responsibility to make sure that when a developer and a builder brings their plan forth to the City that outlines the function of the HOA from the developer and builder that it is a functioning corporation before the HOA is turned over to [the residents of the subdivision]. Mr. Patton noted that more information is needed from the report to review. Mr. Spizzirri stated that the HOA does not have the money for additional surveys and hiring geologist. Mr. Patton stated that they would not want to recommend or agree to a resolution with the possibility of not resolving the HOA's problem and advocating some time to ponder. Mr. Scott also empathized with the HOA in terms of having issues with that development and offered to find a solution to help within the confines of the Utilities' constraints.

Chairwoman Vaughn thanked Mr. Spizzirri for coming and presenting the HOA's concerns and issues and noted that Mr. Patton will research for a resolution. She then closed Public Participation at 5:27 pm.

VII. NEW BUSINESS –

A. Authorization for Sale of Office Chairs, Miscellaneous Electronic Hardware, and various Utility Sinks on GovDeals.com (Board Action – MOTION)

Mr. Patton asked how our items stay posted for sale on GovDeals; Ms. Kimberly Nicholson, buyer, answered that there is a time limit, approximately 10-14 days. Mr. Patton advised that there is a ministry in Chickasaw that accepts discarded electronics for use in job training for dispirited people to rework and help to get them back on their feet.

MOTION by Vice-Chairman Tim Patton to approve the Authorization for Sale of Office Chairs, Miscellaneous Electronic Hardware and various Utility Sinks on GovDeals.com; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

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

- B. Recommendation for Approval – Requisition 54** - for the purchase of 2 Flygt NP3301-464 85hp pumps for the Timbercreek West lift station upgrade project from Jim House & Associates (single source vendor) in the amount of \$149,251.00. (Requisition amount was based off first quote, but by the time of bid the price had dropped.) (Board Action – MOTION)

Operations Manager Bobby Purvis advised the Board members that this Requisition is for replacement pumps and saved money by delaying the purchase then the prices dropped. Mr. Purvis commended Wastewater Collections Manager Bruce Watson by researching vendors for the purchase.

MOTION by Vice-Chairman Tim Patton to approve Requisition 54 for the purchase of 2 - Flygt NP3301-464 85hp pumps for the Timbercreek West Liftstation Upgrade project from Jim House & Associates (single source vendor) in the amount of \$149,251.00; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

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

- C. Recommendation for Approval – Requisition 204** - for the purchase of 2 Portable Bypass Pumps, Godwin CD150S Critically Silenced Diesel Pumps with FT4 Isuzu engines through the Houston-Galveston Area Council Co-Op for \$123,964.50. These portable bypass pumps will help keep wastewater moving through the system and prevent SSOs during power outages. (Board Action – MOTION)

Mr. Bobby Purvis informed the Board members of these portable bypass pumps to be used at lift stations where by-pass pumps are not permanently positioned which will be especially beneficial during power outages.

MOTION by Secretary/Treasurer Billy Mayhand to approve Requisition 204 for the purchase of 2 Portable Bypass Pumps, Godwin CD150S Critically Silenced Diesel Pumps with FT4 Isuzu engines through the Houston-Galveston Area Council Co-Op for \$123,964.50; Motion was Seconded by Vice Chairman Tim Patton.

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

- D. Recommendation for Bid Award** - Annual Contract for Cleaning and Television Inspection of Various Sanitary Sewer Mains FY23-24 (Volkert Project #408264) for the total bid amount of \$186,275.00 to Ranger Environmental Services, LLC (Board Action – MOTION)

It was confirmed that this was an annual budgeted contract and that Ranger Environmental Services had previously performed work for Daphne Utilities.

MOTION by Secretary/Treasurer Billy Mayhand to approve the Annual Contract for Cleaning and Television Inspection of Various Sanitary Sewer Mains FY23-24 (Volkert Project #408264) for the total bid amount of \$186,275.00 to Ranger Environmental Services, LLC; Motion was Seconded by Vice Chairman Tim Patton.

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

- E. Recommendation for Bid Award** - Annual Contract for Easement/ROW Clearing FY23-24 (Volkert Project #408266) for the total bid amount of \$85,650.00 to Ranger Environmental Services, LLC (**Board Action – MOTION**)

It was confirmed that this was an annual budgeted contract and that Ranger Environmental Services had previously performed work for Daphne Utilities.

MOTION by Vice Chairman Tim Patton to approve the Annual Contract for Easement/ROW Clearing FY23-24 (Volkert Project #408266) for the total bid amount of \$85,650.00 to Ranger Environmental Services, LLC; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

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

- F. Recommendation for Bid Award** - Contract for CIPP of Various Sanitary Sewer Mains (Volkert Project #408268) for the total bid amount of \$375,257.95 to Gulf Coast Underground, LLC (**Board Action – MOTION**)

It was confirmed that Gulf Coast Underground, LLC had previously performed work for Daphne Utilities satisfactorily.

MOTION by Secretary/Treasurer Billy Mayhand to approve the Contract for CIPP of Various Sanitary Sewer Mains (Volkert Project #408268) for the total bid amount of \$375,257.95 to Gulf Coast Underground, LLC; Motion was Seconded by Vice Chairman Tim Patton.

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

VIII. BOARD ATTORNEY'S REPORT

Mr. Tony Hoffman filled in for Mr. Jerry Speegle and had nothing to add to the submitted but was available for questions

IX. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed 2 months of financials for the Board, highlighting: the net income, total expenses, and several checks.

X. GENERAL MANAGER'S REPORT

A. GM Report

General Manager Scott Polk updated the Board members on: the completion of the Village Drive water main replacement project; a meeting regarding US90 force main stabilization project with work to begin the following week with notification to the City of a lane diversion; Well #15, formerly #2, documentation has been submitted to ADEM and awaiting approval; the Trojan elevated storage tank rehab has begun with public signage displayed on the northeast corner of Champions Way and CR13; and the grit removal system is in place and running with a ribbon-cutting planned for the future.

Mr. Polk advised the Board of the upcoming plans for the Strategic Plan involving the members.

B. Operations Report

Mr. Bobby Purvis notified the Board members that gas lines installation had begun in Hope Vineyards subdivision, anticipating it to be a big project encompassing approximately 20-feet of gas line. He also pointed out the completion of the lid for the wet well at the end of Belrose.

Samantha Coppels noted that she is using a new video platform to add new video shorts to the social media page.

C. Engineering & Consulting Reports –

- XI. **BOARD ACTION** – Chairwoman Vaughn reminded the members of the General Manager's performance review and called for a motion to approve a 3% salary increase retroactive to January 1, 2024 for Scott Polk.

MOTION by Vice Chairman Tim Patton to approve a 3% salary increase retroactive to January 1, 2024 for General Manager Scott Polk; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

AYE: Mayhand, Patton, Vaughn

NAY:

ABSENT: Coleman, LeJeune

ABSTAIN:

MOTION CARRIED

- XII. **PUBLIC PARTICIPATION** – Previously addressed.

XIII. BOARD COMMENTS –

Mr. Billy Mayhand wished the participants a Happy New Year, commented on a great last year and looking forward to a very successful year.

Mr. Tim Patton thanked the staff; he mentioned the interconnect with Spanish Fort and thanked the staff for getting this organized.

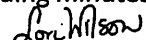
Mr. Mayhand asked about a company picnic get-together for all the employees. Mrs. Coppels answered that it typically takes place in the spring or summer and not so much as a picnic but rather a family fun day. She advised that this year would be a family fun day at the zoo on April 13th.

XIV. ADJOURNMENT

With no additional comments, the Chairwoman Vaughn adjourned the meeting.

The meeting adjourned at 5:48pm.

Preceding minutes submitted to the Daphne Utilities Board by:


Lori Wilson, Executive Assistant, Daphne Utilities