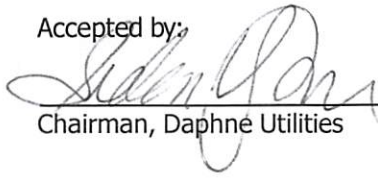


Accepted by:


Chairman, Daphne Utilities



APPROVED MINUTES

Utilities Board Meeting

Council Chambers, Daphne City Hall ♦ September 24, 2025 ♦ 5:00 p.m.

I. Call to Order

The regular September 2025 Board meeting for the Utilities Board of the City of Daphne was held on September 24, 2025, in the Council Chambers at Daphne City Hall and called to order at 5:00 pm 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 – CEO/General Manager
Alex Godfrey – Chief Operations Officer
Lexus Carlee – Chief Finance Officer
Samantha Coppels – Chief Communications Officer
Kelly DeLaney – Customer Service Manager
Lori Wilson – Executive Assistant

Others Absent: Jerry Speegle – Board Attorney

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 August 27, 2025

The Chairwoman requested any additions, corrections, or deletions for the submitted minutes of the regular Daphne Utilities Board meeting of August 27, 2025.

With no additions, deletions or corrections, the Chairwoman declared that the submitted minutes of the regular Daphne Utilities Board meeting of August 27, 2025, would stand approved.

V. OLD BUSINESS –

A. None

VI. NEW BUSINESS –

A. Election of Board Officer positions – (Board Action – MOTION)

Chairwoman Vaughn called for nominations for officer positions.

1. Chairman

MOTION by Mr. Tim Patton to nominate Selena Vaughn for the officer position of Chairman; the Motion was seconded by Mr. Billy Mayhand.

AYE: Mayhand, Patton

NAY:

ABSENT: Coleman, LeJeune

ABSTAIN: Vaughn

MOTION CARRIED

2. Vice Chairman

MOTION by Mr. Billy Mayhand to nominate Tim Patton for the officer position of Vice Chairman; the Motion was seconded by Mrs. Selena Vaughn.

AYE: Mayhand, Vaughn

NAY:

ABSENT: Coleman, LeJeune

ABSTAIN: Patton

MOTION CARRIED

3. Secretary/Treasurer

MOTION by Mr. Tim Patton to nominate Billy Mayhand for the officer position of Secretary/Treasurer; the Motion was seconded by Mrs. Selena Vaughn.

AYE: Patton, Vaughn

NAY:

ABSENT: Coleman, LeJeune

ABSTAIN: Mayhand

MOTION CARRIED

B. Authorization for Sale of Trucks and Equipment on GovDeals.com (Board Action – MOTION)

CEO/GM Scott Polk advised the Board that the listed equipment's' maintenance and repair costs outweigh the costs of keeping them operational and are therefore presented for surplus sale after Board and City of Daphne approval.

MOTION by Vice Chairman Tim Patton to approve the Authorization for Sale of Miscellaneous Surplus trucks and equipment on GovDeals.com as submitted; Motion was Seconded by Secretary/Treasurer Billy Mayhand.

AYE: Mayhand, Patton, Vaughn

NAY:

ABSENT: Coleman, LeJeune

ABSTAIN:

MOTION CARRIED

C. Authorization to Approve the Krebs Engineering, Inc. Task Order #25306 Proposal for Engineering Design Services for Phase 1 Improvements to the Daphne Water Reclamation Facility for a total cost of \$680,000.00 ([Board Action – MOTION to Approve Krebs Task Order #25306 in amount of \\$680,000.00](#))

CEO/GM Scott Polk recapped for the Board that the 33% solution was previously presented and approved by the Board and are in line to accept this idea to move forward to 100% solution to determine the capabilities for a complete construction with a successful timeline and to decide how to pay for the overall costs. He acknowledged receipt of suggestions and comments from some of the Board members noting that the task order has been updated accordingly and approval is now needed for Krebs to start the process to take the proposal to 100% solution, requesting comments from Mr. Patton.

Board Vice Chairman, Tim Patton, stated that the agreement looked good but recommended several clarifications of some procedural responsibilities. Mr. Polk remarked that those changes can be made to expedite the approval process in order to move forward and would be a prudent course of action. Mr. Patton remarked regarding the proposed schedule, noting the long process. Mr. Polk indicated that this was an item included in the fiscal year budget at the last board meeting.

MOTION by Mr. Tim Patton to approve the agreement [for Krebs Engineering, Inc. Task Order #25306 Proposal for Engineering Design Services for Phase 1 Improvements to the Daphne Water Reclamation Facility for a total cost of \$680,000.00] with the noted changes, the Motion was seconded by Mr. Billy Mayhand.

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

MOTION CARRIED

VII. BOARD ATTORNEY'S REPORT

Mr. Tony Hoffman reported that the deposition was taken and trial date was moved to January.

VIII. FINANCIAL REPORT

Finance Manager Lexus Carlee reviewed for the Board: the increase in total assets primarily from our capital improvement projects, the monthly revenue and expenses ending under projections with the total net income over budgeted projections, and the net income for the month of August was close to budgeted projections; no significant checks or spending to highlight for construction costs for the month except for annual gas main servicing and well improvements with minimal costs but many invoices coming in for September with year-end projects concluding. She concluded reviewing a few checks from the check history report.

Mr. Polk added that after 11 months, we are off 1% of revenue projections for the year.

GENERAL MANAGER'S REPORT

A. GM Report

CEO/GM Scott Polk gave updates for: the Pollard Rd./Daphne Avenue intersection upgrade advising that they did uncover and raise the interconnect with Belforest; the WRF engineered solution that was previously addressed and thanked the Board for moving forward; the Maxwell Avenue line replacement is nearly complete; positive reports from water quality on the new test well that was drilled behind the Trojan plant with the geologist performing a draw-

down analysis to determine the impact on the other wells in the area, and also commented on a test well that was drilled years ago at the Stanton Road tank performing a water quality test there as well; the interconnect with Spanish Fort discussion took place and an easement with Baldwin County School was obtained located near Rockwell Elementary; pointed out the gas rate relative to the prepaid agreement that was recently made and goes into effect in October so our customers will be seeing a discount though they may not see it on their bill and the notice of the gas rate minimum charge will also be sent to gas customers; the site tank work for the Loma Alta tower rehab project has been completed with additional site work finishing up.

Chief Communications Officer Samantha Coppels had nothing to add to her report and answered questions from the Board related to Daphne Utilities' grant applications.

B. Operations Report

Chief Operations Officer Alex Godfrey had nothing further to add but offered to answer any questions the Board had.

Chairwoman Vaughn inquired about the OldeTown water quality. Mr. Polk gave an update. He and Mr. Godfrey also answered questions regarding certifications and testing for employees.

C. Engineering & Consulting Reports

IX. BOARD ACTION – previously addressed.

X. PUBLIC PARTICIPATION – At 5:29 pm, Chairwoman Vaughn opened Public Participation.

Ms. Terri Osborne of 2084 Sea Cliff Drive North, Daphne, addressed the Board members. She stated that she's lived here 31 years, recently ran for city council in Daphne on "It's all about the water" and explained that she is a geologist with a B.S. and Master's degree in geology and has done a lot of groundwater work in Baldwin County the past 31 years and reading Envision Daphne 2042 plan noted a statement about the water levels and the wells declining over time. She emphasized that it is concerning to her, as a geologist and Daphne citizen, and would like to see the data if possible. She stated that she works for the Geological Survey of Alabama, would like to see the e-logs of the wells that have been drilled, [even though] there is a lot of data at the Survey on their databases and offered to help in any way that she can.

CEO/GM Scott Polk advised that [Daphne Utilities] is happy to work with her and that the City put that information together so we would have to find out where they got that information. He stated that there were other agencies that had input for the City's Plan but offered to get information for her.

Board Vice Chair Tim Patton asked if Geological Survey does any studies on groundwater. Ms. Osborne noted that it does. And a discussion regarding different studies followed.

Chairwoman Vaughn closed Public Participation at 5:33pm.

XI. BOARD COMMENTS –

Mr. Tim Patton thanked staff for the book and for letting the Board know about all the training that is taking place.

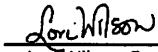
Mr. Billy Mayhand thanked all the employees for all the hard work done this past year.

Mrs. Selena Vaughn noted how proud she is of the good group of people as the Daphne Utilities team as well as the engineering community.

XII. ADJOURNMENT

With no additional comments, the Chairwoman Vaughn called for a motion to adjourn the meeting. Mr. Billy Mayhand made the Motion to Adjourn. The meeting adjourned at 5:34pm.

Preceding minutes submitted to the Daphne Utilities Board by:



Lori Wilson, Executive Assistant, Daphne Utilities