

Beulah Utilities District
Minutes of Regular Board of Directors Meeting
January 20, 2015
5320 Lee Road 270 Valley, AL 36854
6:00 pm CST

The Board of Directors of Beulah Utilities District met in a regular meeting on January 20, 2015 at the Beulah Water Department.

1. **WELCOME**

Chairman Sims welcomed those in attendance.

2. **CALL TO ORDER**

Chairman Sims called the meeting to order.

3. **ROLL CALL**

The following Board Members were present: Dan Roberts, James Majors, Shane Franks and Lamar Sims. Absent: Leon McCloskey.

Visitors in Attendance - See attached Visitor Sign In Sheet.

4. **DECLARE QUORUM**

After the roll was called, Chairman Sims declared that a quorum was present.

5. **ADOPT AGENDA**

Chairman Sims presented the proposed agenda for adoption. Mr. Franks motioned to adopt the agenda. Motion was seconded by Mr. Roberts and unanimously approved and the agenda was adopted.

6. **APPROVAL OF PREVIOUS MEETING MINUTES** December 16, 2014

Chairman Sims asked for approval of the minutes from the December 16, 2014 Regular Meeting of the Board of Directors. Mr. Roberts motioned to approve the minutes. Motion was seconded by Mr. Franks. Mr. Roberts asked that the minutes reflect the name of the Board member who seconded a motion. The motion was unanimously adopted and the minutes were approved.

7. **APPROVAL OF FINANCIAL STATEMENTS**

Chairman Sims recognized Mr. Lanier Ridden to give a report on the work he had done for The District to help with the transition from East Alabama to the Quickbooks accounting software.

Ms. Carolyn Lott, 345 Lee Road 904, asked about the possibility of getting a year-to-date statement. Mr. Ridden replied he should be able to get that for her. Ms. Lott also stated that she felt better about how the District's financials were being handled after talking to Mr. Ridden.

Chairman Sims asked for approval of the Financial Statements for December 2014.

Mr. Majors motioned to approve the Financial Statements. Mr. Roberts seconded the motion and the Board approved unanimously.

8. **OLD BUSINESS**

a. **Office Module Unit**

i. **Front Deck, Ramp and Steps**

Chairman Sims recognized Houston Black from Clearwater to update the Board on the Construction of the front deck, ramp and steps. Mr. Black stated that the low bidder could not be found despite repeated efforts to contact him. As a result new bids were sought. He stated that one bid from Chris Carmack came in at \$6,128.00. They also received a bid from Innovative Construction Services which came in at \$6,297.00.

Mr. Roberts asked what the project would entail. Mr. Black stated that the porch would be 8' x 12' and the ramp would be 36' long. The porch would have a metal roof and bumpers to keep cars from running into it. Mr. Roberts motioned to accept the low bid of \$6,128.00 from Chris Carmack. Mr. Majors seconded the motion. Mr. Franks stated that he would abstain from voting as he knew Mr. Carmack. The motion was approved by the remaining Board members.

ii. **Floodlights/Gutters**

Chairman Sims stated that the Board had received bids for the installation of flood lights and gutters on the exterior of the office module.

Mr. Black stated that only one bid was received for the installation of the flood lights and that was \$310.00 from Michael Carmack. Mr. Franks motioned to accept the bid. Mr. Roberts seconded the motion. Mr. Franks stated again that he would abstain from voting and the motion was approved by the remaining Board members.

Mr. Black stated that two bids had been received for the installation of the gutters. One bid was from Michael Carmack for \$750.00. The other bid was from Hudmund Welding & Machine Co. Inc. for \$720.00. Mr. Franks motioned to accept the low bid from Hudmund. Mr. Roberts seconded the motion and it was approved unanimously by the Board.

b. Fence to Protect Equipment

Mr. Black stated that the installation of the fence to protect the District's equipment was scheduled to start this week.

9. **NEW BUSINESS**

a. Fire Department Report

Chief Jacob Geiger was recognized to give the report on the Fire Department. He stated that the Department ran 59 calls in December. He stated that in 2014, the Department ran 948 emergency calls which was the busiest year ever.

He also stated that the Department had hired a new training officer, Mr. Tray Edwards.

Chief Geiger also asked the Board to approve the purchase of 10 Motorola Radios for \$8,190.00. Chief Geiger stated that these new radios would replace old equipment which no longer worked. Mr. Franks motioned to approve the purchase of the radios. Mr. Roberts seconded the motion. Mr. Roberts stated that it was important for the Fire Department units to have the ability to communicate with each other. Mr. Franks asked if the radios were new and was told by Chief Geiger that they were. The motion to purchase the radios was unanimously approved.

b. ClearWater Solutions Report

Mr. Houston Black was recognized to give the ClearWater Solutions Report. He briefed the Board on Clearwater's activities over the past month.

Mr. Black stated that the situation at the Magic Rock Trailer Park discussed at the last meeting had been resolved and that the District would adjust the bill by \$650.23. Ms. Linda Holt, 315 Lee Road 377, was recognized and stated that since the customer was overbilled, there was no need to vote on it as it was an ordinary bill adjustment.

Mr. Black briefed the Board on the two adjustments that had been received the previous month. He stated that the first adjustment was for Mr. Gregory Vickers for \$444.40. He stated that the other adjustment was for Glenn Stokes \$178.85. Mr. Franks motioned to approve the adjustments. Mr. Majors seconded and the motion was unanimously approved.

Mr. Black also stated that a lady had requested an adjustment of \$63 despite the District's policy being a minimum of \$100 before an adjustment can be granted. Mr. Black stated that the lady felt she was due an adjustment even though the leak was on her side of the meter since the leak was located inside the meter box. Ms. Holt, 315 Lee Road 377, was recognized and stated that sometimes East Alabama would make an adjustment for a leak on the customer's side of the meter depending on how far from the meter it was. Mr. Black stated that the man who went out to inspect the leak also fixed it free of charge as it was a simple fix. Mr. Roberts motioned to deny the adjustment as it was below the \$100 minimum threshold. Mr. Majors seconded and the motion was unanimously approved.

Mr. Black stated that the Sentinel Hills Subdivision wanted an 87' extension to the waterline and to add five water taps. Mr. Black stated that the subdivision would pay all costs but the Board did need to approve the extension. Mr. Roberts asked if there was enough water pressure available to accommodate the extension. He was informed by Mr. Black and Mr. Franks that there was enough pressure. Mr. Roberts motioned to approve the extension. Mr. Franks seconded and the motion was approved unanimously. Mr. James Hudmon, 580 Lee Road 372, was recognized and asked if the district would inspect the lines when they were put in. Mr. Sims stated that Mr. Black would monitor and inspect the pipe installation. Mr. Hudmon stated that the subdivision should be the party paying for the inspections. Ms. Linda Holt asked if the subdivision would be charged the tap fee. Mr. Black stated that they would be charged that fee and they would pay all costs.

c. Policy and Procedure Handbook Update

Chairman Sims stated that work was underway to review and, where necessary, revise the Policy and Procedure Handbook for both the Water and Fire Departments. He stated that copies would be distributed to all Board Members and that it would soon be posted on the website. He said that if necessary, the Board would revise the manuals section by section rather than all at once. Chief Geiger said that the Fire Department Handbook would likely have to be revised section by section given the numerous contingencies the department must prepare for.

10. **OTHER BUSINESS**

Mr. Franks asked about the status of the tank and transmission line projects which had been discussed to help improve the District's water pressure. It was stated that the District's engineer, Goodwyn, Mills & Cawood would be reporting to the Board by March about the best ways to improve the water system.

Mr. Toby Westfall was recognized and stated that reports of low water pressure should be looked at and verified as just because someone has bad water pressure it doesn't mean that there is a problem with the water system. Mr. Black recommended that anyone in the system with low water pressure needed to call the office so someone could go out and inspect the situation. Mr.

Roberts asked what the District's policy is on the water pressure on the customer's side of the water meter. Mr. Black stated that State regulations required 20 p.s.i.

11. **CITIZEN COMMUNICATIONS ON NON-AGENDA ITEMS**

Mr. B.J. Crenshaw, 52 Lee Road 963, was recognized and asked whether the District would need a pumping station to help with water pressure. It was stated that the engineer was studying and would recommend projects to split the system to help with water pressure. He also asked whether insurance would limit the warranty Clearwater offers on its equipment and labor. Mr. Black stated that he would look into that.

An unidentified citizen asked whether the old tank by Anna's Way was ever used and if it was, when did it stop being used. Mr. Franks stated that the tank had been used and Mr. Westfall stated that the tank had been used up until a few years ago.

Mr. Dave Jacobs, 996 Lee Road 380, was recognized and said that water loss in the District was too high and stated his support for an incentive program for reporting leaks. He also stated that he felt that the new pumper truck would not help the District with its ISO rating. Chief Geiger stated that he was aware that the ISO rating was a problem and that it was being worked on but that it was not something that could be fixed overnight. He did say the new pumper truck would help with the ISO Deployment Analysis rating. Mr. Sims said he would like to do an incentive program but that a plan would need to be worked up and put in place to administer the program to avoid any problems with reporting of false leaks and multiple reports of the same leak.

Ms. Martha Pugh, 641 Lee Road 270, was recognized and asked for help resolving a water issue where she was having to pay for water on property she no longer owned. She asked that a new line and meter be installed so the water would no longer have to go through her meter.

Mr. James Hudmund, 580 Lee Road 275, was recognized and expressed his concern that the Beulah water system was not isolated enough from East Alabama's system and that might be the cause of some of the water loss. Mr. Hudmund was informed that the connections between the two systems had been sealed.

Chairman Sims announced that the next Regular Meeting would be February 17, 2015.

There being no further business, Mr. Franks motioned to adjourn. Motion was seconded by Mr. Roberts and unanimously approved and the meeting was adjourned.

Signed _____

