

Beulah Utilities District

Minutes of Regular Board of Directors Meeting

May 19, 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 May 19, 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. **WELCOME NEW BOARD MEMBER**

Chairman Sims welcomed and introduced new Board Member, Linda Holt. He stated that Ms. Holt is a lifetime resident of Beulah and has spent a little over 20 years in the water field with East Alabama.

4. **ROLL CALL**

The following Board Members were present: James Majors, Shane Franks, Linda Holt, Lamar Sims, and Dan Roberts.

Visitors in Attendance - See attached Visitor Sign In Sheet.

5. **DECLARE QUORUM**

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

6. **ADOPT AGENDA**

Chairman Sims presented the proposed agenda for adoption. He mentioned that an additional item was added right before the meeting, a ARWA Class for Board Members. Mr. Franks motioned to adopt the agenda. Motion was seconded by Mr. Roberts and the agenda was unanimously adopted.

7. **APPROVAL OF PREVIOUS MEETING MINUTES** April 21, 2015

Chairman Sims thanked Stephen Clay from Davidson, Davidson & Umbach, LLC, the Board's Attorney's Office, for all of his work in preparing the meeting minutes. Chairman Sims asked for approval of the minutes from the April 21, 2015 Regular Meeting. Mr. Roberts motioned to approve the minutes. Motion was seconded by Mr. Franks and unanimously adopted and the minutes were approved.

8. **APPROVAL OF FINANCIAL STATEMENTS**

Chairman Sims reviewed the financial statements. He mentioned that the finance committee discussed closing some of the District's bank accounts to simplify things. He mentioned that this would be looked into further because the accounts are there for particular reasons and that they didn't want to close an account that didn't need to be closed.

Mr. Majors motioned to approve the financial statements. Motion was seconded by Mr. Franks. The motion was unanimously adopted and the Financial Statements were approved.

Chairman Sims stated that the Budget Committee made recommendations to adjust the budget. Chairman Sims suggested tabling discussion until the next meeting because the necessary documentation was late getting to the Board members. Mr. Franks motioned to table the discussion of budget changes. Motion was seconded by Ms. Holt. The motion was unanimously adopted.

9. **OLD BUSINESS**

a. **Loop Project Lee Road 379/380**

Mr. Josh Pierce from the District's engineering firm Goodwyn, Mills & Cawood, Inc., was recognized and mentioned that there was a bid opening for the Lee Road 379/380 project on May 14. He stated that three bids were received. The winning bid was made by Hilton Cooper Contracting in the amount of \$46, 899.18 for a 10" water main. Mr. Pierce presented an alternate bid if the Board preferred an 8" water main. Mr. Pierce noted that incorrect unit prices were listed in the bidding documents but that he had corrected those numbers in the documents he gave to the Board.

Mr. Roberts motioned to accept the bid of Hilton Cooper Contracting. Motion was seconded by Mr. Franks. The motion was unanimously adopted.

Mr. Majors motioned to sign a resolution awarding the project to Hilton Cooper Contracting. Motion was seconded by Mr. Franks. The motion was unanimously adopted and the resolution was signed.

b. Update on Tank and Lee Road 270 Project

- i. Mr. Pierce also updated the Board on the bid process for the Storage Tank and Lee Road 270 Water Main Project. He said they were preparing to advertise the projects for bid. He presented a draft of the advertisement to be sent to the *Opelika Observer*. He mentioned that the bid opening would be held Wednesday, July 15, 2015 at the Beulah Water Department at 3:00 P.M. Mr. Pierce said he will have a recommendation for the project before the July Board meeting. He also mentioned that the scope of work is intact and will proceed as discussed at the April 21 Board meeting.

10. **NEW BUSINESS**

a. Alabama Rural Water Association (ARWA) Class for Board Members

Chairman Sims stated that the Board received a letter from the ARWA informing them of free seminars that multiple water districts are invited to. He stated that there is a possibility attending such seminars will require Board Members to travel to Birmingham, Selma or Tuskegee. He pointed out that because there are so many new Board Members for Beulah Utilities District, the ARWA offered to come to Beulah or Opelika to teach a six-hour course covering relevant topics. The cost of the course is \$1,275. Chairman Sims proposed that the Board take ARWA up on their offer to do the course in Beulah or Opelika. He suggested that the course take place on July 28, 2015. He also suggested that if a vote took place tonight, it could just be on taking the course and paying the cost, Houston Black could be informed later of the most convenient date and time for the Board members.

Mr. Franks motioned to hire ARWA to give the class for just the Beulah Board in Opelika. Motion was seconded by Ms. Holt.

The Honorable Robert Ham, Lee County Commissioner asked if Beulah could do the class with other water districts and help share the cost. Chairman Sims stated that the lady suggested they do it alone, so all the new Board Members could get their questions asked and answered and so problems specific to Beulah could be addressed.

Motion was unanimously approved by Board.

b. Bridge Project Lee Road 375

Houston Black stated that the County would be working on the bridge and requested that the water line be moved over to the edge of the right-of-way. He stated that it is currently a 3" line. He mentioned the possibility of the line becoming a 6" line. He stated that he felt it was in the Board's best interest to go

ahead and upgrade the line if they move it. After determining cost, they will decide if the line is to remain above ground or be moved underground.

Mr. Franks motioned to ask Goodwyn, Mills & Cawood, Inc. to study the project and determine most cost effective option. Motion was seconded by Ms. Holt and unanimously approved by Board.

c. Mr. Burkes Lee Road 341

Houston Black stated that he received a phone call from Mr. Burkes asking for an update on moving a water line that runs under his house. A year and a half prior, he had asked East Alabama to move the line. East Alabama told him they would move forward with trying to move the line. The line is not on any maps, but it is evident that it does run directly under the middle of his house. Mr. Black stated that to the best of his knowledge, there is no right-of-way or easement for the water line, and if a problem were to arise it would be a huge liability for the Board.

Mr. Franks motioned to authorize Goodwyn, Mills & Cawood, Inc. to work with Clearwater and determine the cost of moving the water line and to bring a recommendation to Board. Motion was seconded by Mr. Roberts and unanimously approved by Board.

d. Fire Department Report

Chief Jacob Geiger was recognized to give the report on the Fire Department.

He said he did not have the run reports prepared because their system went down and he had not had a chance to print them the previous day.

Chief Geiger recognized the Fire Department's milestone of breaking one hundred 911 calls for the month. He stated that they responded to 102 emergency calls, and that it was the first time the Fire Department had ever done that. He mentioned that the Department is on track to surpass 100 calls again this month.

Chief Geiger asked to move the training officer's position from part-time to full-time with a salary of \$38,000. He mentioned there was money for this in the budget and that they will receive ISO points for it. Chairman Sims asked if a grant which the District had applied for could be used to help fund the position. Chief Geiger responded by saying that the grant money could only be used to create new staff fire fighter position; it could not be used for administrative positions. Chief Geiger went on to explain the many duties the training officer would have such as performing inspections, giving CPR classes for the community, promoting prevention of fires, and responding on calls.

Ms. Holt asked if fire fees would increase by adding this new position. Chief Geiger responded by saying all expenses had been budgeted including pension and insurance.

Mr. Roberts motioned to approve the new full-time position. Motion was seconded by Mr. Franks and approved by a Majority of the Board.

e. Clearwater Solutions Report

Mr. Houston Black was recognized and updated the Board on the status of the District entering the State retirement system. He stated that it should start July 1, 2015.

The drawing was held of the names of the people who had participated in the Leak Incentive Program. Jennifer Sapp was the winner for last month and Wanda Gilley was the winner for this month. Mr. Black said he would get the rewards out to those two individuals.

Mr. Black briefed the Board on the requested bill adjustments for the prior month:

Bill Davis	\$182.15
Mary E. Meyers	\$133.55
Edna Crook	\$1,171.15
Fay Hamm	\$55.45

Mr. Black clarified that Ms. Hamm was paid part of her total amount at the last meeting; this is the remaining amount. Ms. Holt motioned to approve the adjustments. Motion was seconded by Mr. Franks and unanimously approved.

Mr. Black then briefed the Board on Clearwater’s activities over the past month.

Mr. Black suggested that the Board look into purchasing equipment to start taking debit/credit cards and phone payments at the office. He mentioned that the only cost to the board would be if Clearwater is charged for the card reader and to set up the phone payment program. He said everything else would be an expense that the customer would pay. Mr. Black stated that he would contact CNI about adjusting some of the quoted prices and have more information at the next meeting.

Mr. Black stated that Clearwater’s total repair and maintenance expenditures in April were \$3,379.08. Mr. Franks motioned to pay Clearwater \$3,379.08. Motion seconded by Mr. Majors and unanimously approved.

11. **OTHER BUSINESS**

None.

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

Mr. B.J. Crenshaw, 52 Lee Road 965, was recognized and asked for a time frame on the Lee Road 379/380 Loop Project, specifically when it would be started and completed. Mr. Josh Pierce responded by saying he would get with the contractor, but it would likely be three to four weeks. Mr. Crenshaw said that he appreciated Mr. Black's and Clearwater's prompt response to his report about water pressure drops on Mother's Day. Mr. Crenshaw then asked about the East Side water tank project and how much it might be. Chairman Sims stated that the Board is looking for the approximately \$1,000,000 it will cost to complete that project and explained some of the discussions that have been happening regarding it. Lastly, he thanked the Board for moving the training officer at the Fire Department to full time and told of all the benefits the District would enjoy.

Chairman Sims stated that the next Regular Meeting would be at 6:00pm on June 16, 2015.

There being no further business, Mr. Franks motioned to adjourn. Motion was seconded by Ms. Holt and unanimously approved and the meeting was adjourned at 7:02 p.m. C.S.T.

Signed \_\_\_\_\_

