

Beulah Utilities District  
Minutes of Regular Board of Directors Meeting  
December 15, 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 December 15, 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: Shane Franks, Linda Holt, Dan Roberts, Lamar Sims and James Majors.

Absent: None

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. Chairman Sims thanked Clearwater for providing each Board Member with a hat and shirt and for the relationship that it had developed with the District over the past year.

5. **ADOPT AGENDA**

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

6. **APPROVAL OF PREVIOUS MEETING MINUTES** November 17, 2015

Chairman Sims asked for approval of the minutes from the November 17, 2015 Regular Meeting. Ms. Holt motioned to approve the minutes. Motion was seconded by Mr. Roberts and the minutes were unanimously approved.

7. **APPROVAL OF FINANCIAL STATEMENTS**

Chairman Sims reviewed the financial statements. Mr. Majors motioned to accept the financial statements. Motion was seconded by Mr. Franks and the Financial Statements were unanimously accepted.

8. **OLD BUSINESS**

A. Update on Hwy. 29 Tank, Lee Road 270 and 375 Projects

Mr. Joshua Pierce from the District's engineering firm, Goodwyn, Mills & Cawood, Inc. (GMC) was recognized to update the Board on the various projects ongoing in the District. He stated that there was roughly 2,000 feet of pipe left to install for the Lee Road 270 project and that substantial completion of the project was expected by year's end. He said that substantial completion of the Hwy. 29 Tank project was imminent. Concerning the Lee Road 375 project, he stated that the bore was complete and that the tie-ins should be made during the first week of January.

B. Update on Board Compensation

Chairman Sims stated that he had received from the District's Attorney a draft resolution to submit to the Lee County Commission for their approval updating the compensation to Board Members for attending meetings.

C. Update on Fire Station #2

Fire Chief Jacob Geiger was recognized to update the Board on the status of Fire Station 2. He stated that the mobile unit was installed and set up. He said that power would be hooked up in the next couple of days and that the Department should be able to move in by the end of the week. He mentioned that most items that would furnish the Station were donated by several individuals and that this greatly cut down on the cost of setting up the station.

9. **NEW BUSINESS**

A. Credit Card Policy

Chairman Sims reviewed a new policy for the use of credit cards by the Fire Department. Mr. Majors motioned to approve the new policy. Motion was seconded by Ms. Holt and the new policy was unanimously approved.

B. Petty Cash Policy

Chairman Sims reviewed a new policy for the establishment and operation of a petty cash fund. He stated that the auditors recommended that the initial amount of the fund be reduced from \$300 to \$100 until it was demonstrated that a \$300 fund was necessary. Mr. Roberts motioned to approve the Petty Cash Policy. Motion was seconded by Mr. Majors and the new policy was unanimously approved.

C. Fire Dept. Report

Chief Geiger was recognized to give a report on the Fire Department. He stated that in November the Department ran 67 emergency calls and that for the year, the department had responded to over 1,000 emergency calls.

He stated that the ISO re-grading was set for February 16, 2016 and that it could take 4-6 months for the District to get its score back.

Chief Geiger summarized the Fire Committee Meeting recently held.

He said the committee recommended that the Department hire a "Fleet Maintenance Technician" to perform repairs on equipment. He stated that they hoped to find someone within the department to do this job so that person could still respond to fires and help cover open shifts. He said the salary range would be set at \$9-9.75/hour depending on qualifications/experience. Mr. Majors asked about the costs of training this person to maintain the equipment. Chief Geiger said that he wasn't sure of the exact costs as some companies might offer free training while others may require the new hire to travel to them be trained. Mr. Franks motioned to accept the recommendation from the Fire Committee to hire a Fleet Maintenance Technician at the stated pay range. Motion was seconded by Mr. Majors and unanimously approved.

He then discussed the various grants that were discussed during the committee meeting that the Department would try to secure funds from. He stated that the District was joining with the Huguley and Lanett Fire Departments to attempt to obtain a grant to replace the departments' air packs. He stated that a grant writer was approached and that the cost to the District would be \$350 for the grant writer and, if they were awarded the grant, about \$8,000 in grant money would be owed to the grant writer as well. He mentioned that the District would try to secure grant money for EMS/paramedic training. Finally, he said the Department would also be looking into securing a grant to purchase a ladder truck. He stated that these grant request would be written in house.

D. Clearwater Solutions Report

Mr. Houston Black was recognized to give the Clearwater Report for the Month of November.

He presented the Board with Pay Request #3 from Dixie Painting & Sandblasting, Inc. for the Hwy. 29 Tank Project in the amount of \$47,901.53. Ms. Holt motioned to pay the pay request. Motion was seconded by Mr. Majors and unanimously approved.

He next presented the Board with Pay Request #4 from L&K Contracting for the Lee Road 270 project in the amount of \$61,602.88. Mr. Majors motioned to pay the pay request. Motion was seconded by Ms. Holt and unanimously approved.

Mr. Black then presented the Board with a bill from GMC for the work it had done for the District in overseeing the various projects in the amount of \$13,039.64. Ms. Holt motioned to pay the pay request. Motion was seconded by Mr. Majors and unanimously approved.

Mr. Black then drew the names for November and December for the District's Leak Incentive Program.

He stated that there were two qualifying requests for rate adjustments for November:

W.R. Hindsman	\$425.25
Joe W. Camp	\$234.30

Mr. Franks motioned to approve the qualifying adjustment requests. Motion was seconded by Mr. Roberts and the rate adjustments were unanimously approved.

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

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

Mr. B.J. Crenshaw, 52 Lee Road 965, was recognized and spoke concerning the District potentially purchasing a ladder truck.

Chairman Sims stated that the next Regular Meeting would be at 6:00pm C.S.T. on January 19, 2015.

11. **OTHER BUSINESS**

Chairman Sims announced that the Board needed to convene in an executive session to discuss the general reputation and character of a District Employee. Mr. Majors motioned to convene in an executive session to discuss the general reputation and character of a District Employee. Motion was seconded by Ms. Holt and the Board voted as follows: **Mr. Majors – Yea; Mr. Roberts – Yea; Mr. Franks – Yea; Ms. Holt – Yea; Chairman Sims – Yea.**

Chairman Sims stated that the Board would take no action during and would not reconvene after the executive session. The Regular Meeting was then adjourned and the executive session was called to order at 6:43 p.m. C.S.T.

Signed \_\_\_\_\_

