

Beulah Utilities District
Minutes of Special Board of Directors Meeting
October 30, 2018
5320 Lee Road 270 Valley, AL 36854
6:00 p.m. C.S.T.

The Board of Directors of Beulah Utilities District met in a Special Meeting on October 30, 2018 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: Linda Holt, David Jackson, James Majors, Lamar Sims and Andrew Bryan

Absent: None

Visitors in Attendance – See attached Visitor Sign-In Sheet

4. **DECLARE QUORUM**

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

5. **ADOPT AGENDA**

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

6. **OLD BUSINESS**

A. **Report on Pending System Updates**

a. **Extension Request Letter to USDA**

Mr. Houston Black was recognized and updated the Board on the letter the District had sent to the USDA requesting an extension of time for the loan and grant application. He stated that based on the USDA's response, he didn't think there were any other issues.

Mr. Black also informed the Board that he was contacted by a customer who was constructing a residence on the property adjacent to the proposed Crown Castle tank site. He stated that the customer was aware of the District's plans to construct the water tower.

b. **Sale of Surplus Fire Board**

Chairman Sims announced that the District had received an offer of \$2,650 for the purchase of the surplused fire boat. Mr. Jackson motioned to accept the offer. Motion was seconded by Ms. Holt and the offer was unanimously accepted.

c. **Overtime Payment Issue**

Ms. Jackie Moon from the District's accountants was recognized and she briefed the Board on the details of some issues that were discovered with the District's miscalculation and payment of overtime for some of the Fire Department employees. She informed the Board of the steps taken to properly calculate the overtime due. She stated that the overtime issues affected four current employees, one retired employees and three former employees. She stated that the total the District would need to pay the employees to correct the errors was \$9,300. She stated that the current employees would have their payment direct deposited during the next pay period while the former employees would be mailed a check.

7. **NEW BUSINESS**

A. **Executive Session**

Chairman Sims stated that the Board needed to confer with legal counsel concerning the legal ramifications and legal options of a proposed course of action that the Board might take. He asked for a motion that the Board convene in an executive session for this discussion.

Mr. Jackson motioned to convene in an executive session. Motion was seconded by Mr. Majors. Mr. Stephen Clay, the Board's legal counsel, stated that the matter was appropriate to discuss in an executive session. The Board voted as follows:

Lamar Sims:	Aye
David Jackson:	Aye
James Majors:	Aye
Linda Holt:	Aye
Andrew Bryan:	Aye

Chairman Sims announced that the Board would reconvene after the executive session, in approximately one hour.

The Board convened in an executive session at 6:12 p.m.

B. District HR Policy

The Board reconvened at 7:37 p.m.

The Board reviewed revisions to the Water Service Rules and Procedures to add anti-discrimination policies required by the USDA loan. Mr. Jackson motioned to adopt the revisions. Motion was seconded by Ms. Holt and the revisions were unanimously adopted.

The Board discussed another of the USDA anti-discrimination requirements, designating someone with the District to receive any complaints of discrimination. Mr. Jackson motioned to designate the Board Chairman as the complaint recipient. Motion was seconded by Mr. Majors and the Board Chairman was unanimously designated as the complaint recipient.

The Board discussed a draft of a new HR Policy and debated certain aspects of the policy. The Board discussed whether or not to pass a condensed version of the policy with only the essential provisions and then take some time to consider other provisions to include in the policy. The Board instructed legal counsel to prepare a revised version of the HR Policy consistent with what had been discussed. The Board would also be presented with a draft of a policy containing only the necessary provisions to comply with USDA requirements.

8. **OTHER BUSINESS**

The Board noted that the regular November meeting was currently set for November 20, the Tuesday before Thanksgiving. The Board members discussed their availability that night and it was determined that it would be best to push back the meeting date. Mr. Jackson motioned to reschedule the November Regular Board meeting to November 27 at 6:00pm C.S.T. Motion was seconded by Ms. Holt and unanimously approved.

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

None

Chairman Sims stated that the next Regular Board Meeting would be on November 27, 2018 at 6pm C.S.T.

There being no further business, Ms. Holt motioned to adjourn. Motion was seconded by Mr. Bryan and unanimously approved and the meeting was adjourned at 7:48 p.m. C.S.T.

Signed _____

