

Beulah Utilities District
Minutes of Regular Board of Directors Meeting
November 27, 2018
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 November 27, 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 that a quorum was present.

5. **ADOPT AGENDA**

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

6. **APPROVAL OF PREVIOUS MEETING MINUTES** October 16, 2018
October 30, 2018

Chairman Sims stated that there were two sets of minutes for the Board to approve. He first asked for approval of the minutes from the October 16th, 2018 Regular Meeting. Mr. Jackson motioned to approve the minutes. Motion was seconded by Mr. Byran and the minutes were unanimously approved.

Chairman Sims next asked for approval of the minutes from the October 30th, 2018 Special Board Meeting. Mr. Jackson motioned to approve the minutes. Motion was seconded by Mr. Bryan and the minutes were unanimously approved.

7. **APPROVAL OF FINANCIAL STATEMENTS**

Mr. Houston Black was recognized and reviewed the October financial statements for the Board. Mr. Majors motioned to approve the October financial statements. Motion was seconded by Ms. Holt and the October financial statements were unanimously approved.

8. **OLD BUSINESS**

A. Report on Potential Land Acquisition for Pending System Updates

a. Tank near Long Bridge

The Board was informed that Crown Castle could not grant shared access to their easements as their easement documents restricted access to those working on the cell tower. The District would need to negotiate for access with the property owners.

b. Tank on Lee Road 270/266

The Board was informed that the appraiser should have the appraisal ready in time for the December Board meeting.

c. Booster Station on Lee Road 266

The Board was informed that there had been an issue between the surveyor and the bank and that it was in the process of being resolved.

B. District's Employee Manual

The Board reviewed a revised draft of the proposed Employee Manual. The Board asked various questions of legal counsel and staff. The Board discussed several matters amongst themselves, staff and legal counsel.

Mr. Bryan motioned to revise the draft Manual to change the awarding of vacation/sick days to an accrual method starting on day one of employment and to change the one year period before which employees could take vacation/sick days to 90 days. Motion was seconded by Mr. Jackson and unanimously approved.

Mr. Jackson motioned to revise the draft Manual to change the hours of vacation/sick day accrual from 106 hours the first year to 78 hours, 159 hours the second year to 156 and 216 to 234 hours the eighth year. Motion was seconded by Mr. Bryan and unanimously approved.

Ms. Holt motioned to revise the draft Manual to add Martin Luther King, Jr. Day to the list of the District's recognized holidays. Motion was seconded by Mr. Bryan and approved by a vote of 4 to 1.

Mr. Jackson motioned to approve and adopt the Employee Manual as previously amended. Motion was seconded by Mr. Majors and the amended Employee Manual was unanimously adopted.

9. **NEW BUSINESS**

A. Surplus of 2007 GMC Yukon

Chairman Sims stated that the District needed to surplus the old Fire Chief's vehicle. Mr. Jackson motioned to surplus the 2007 GMC Yukon. Motion was seconded by Mr. Majors and unanimously approved.

The Board heard a report on the value of the vehicle from Mr. Jackson.

B. Clearwater Solutions Report

Mr. Black was recognized and announced that Clearwater had promoted him to the position of Regional Manager. He said that in his new position he would be responsible for overseeing seven different projects. He said he would still be responsible for the District but would no longer be able to manage the day-to-day operations. He said the interview process for a day-to-day manager was underway and that he had already interviewed two candidates. He said once the interviews were concluded, he would introduce the top two candidates to the Board Members.

Mr. Black stated that there were six requests for rate adjustments for the month:

Jonathan Herndon	\$174.80
Richard McCary	\$358.34
Emily Fryer	\$396.61
P.A. Riddle	\$117.46
Sandra Belcher	\$204.86
Ruby Ratliff	\$106.80

Mr. Jackson motioned to approve the adjustments. Motion was seconded by Ms. Holt and the adjustments were unanimously approved.

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

Mr. Majors asked about the status of the high DBP levels. Mr. Black stated that he had taken the water tank offline and had increased the District's flushing program. He said he had submitted the necessary reports and updates to ADEM.

The Board discussed water sales to East Alabama Water. Chairman Sims asked Mr. Black to get a contract ready to send to East Alabama.

Mr. Black then announced the winner of the Leak Incentive Program.

C. Fire Dept. Report

Chief Keith Padgett was recognized to give a report on the Fire Department. He reviewed the October Call Report.

He said the Department would be burning a lake house over the weekend and would use it as a training fire.

He announced that Daniel Cushman had joined the Department as a volunteer.

He updated the Board on a time change to the Department's annual Christmas Party and stated that he looked forward to a good turnout.

He spoke to the Board about a motor vehicle accident the Department had worked the prior night and announced that it involved a former volunteer with the Department. He asked everyone to keep that individual in their thoughts and prayers.

10. OTHER BUSINESS

None.

11. CITIZEN COMMUNICATIONS ON NON-AGENDA ITEMS

None.

Chairman Sims stated that the next Regular Meeting would be at 6:00pm C.S.T. on December 18, 2018.

There being no further business, Ms. Holt motioned to adjourn. Motion was seconded by Mr. Jackson and unanimously approved and the meeting was adjourned at 7:38 p.m. C.S.T.

Signed _____

