

BEULAH UTILITIES DISTRICT
Minutes of Regular Board of Directors Meeting
November 21, 2023
5320 Lee Road 270, Valley, Alabama 36854
6:00 PM CST

The Board of Directors of Beulah Utilities District met in a Regular Meeting at 6:00 pm on November 21, 2023, 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, Lamar Sims, David Jackson, James Majors, and Andrew Bryan.

For 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. Jackson motioned to adopt the agenda. The motion was seconded by Mr. Bryan and the agenda was unanimously adopted.

6. **APPROVAL OF PREVIOUS MEETING MINUTES**

Chairman Sims asked for approval of the minutes of the regular meeting of October 17, 2023. Mr. Bryan motioned to approve the minutes. The motion was seconded by Mr. Jackson and the Minutes were unanimously approved.

7. **APPROVAL OF FINANCIAL STATEMENTS**

A. **Approval of October 2023 Financial Statements**

Chairman Sims updated the Board on corrections made to the financial statements to fix an error in how the Clearwater Management Fee payments were accounted. Mr. Jeff Aston was the recognized, and he reviewed financial statements for October. After review Mr. Jackson motioned to approve the corrected October

financial statements. The motion was seconded by Mr. Bryan and the corrected financial statements for October were unanimously approved.

8. **OLD BUSINESS**

A. New Fire Station No. 2 Building on Lee Road 266

Mr. Jackson was recognized and announced that there were a few remaining touch-up items left to complete. He said he expected the structure to be ready for a Certificate of Occupancy inspection next week.

B. ARPA Funds

Chairman Sims announced that Mr. Jackson, Chief Simpkins and he had visited with County officials regarding making a change in the use of the ARPA funds to assist with remedying the District's water loss issues. He stated that the County said they would work with the District to find ways to free up money for this purpose and that the District's Engineer was preparing an updated report for the reallocation of funds.

C. DWSRF Funds

Chairman Sims announced that the financing paperwork for the funds had been received. Mr. Jackson motioned to approve the SRF financing and to authorize the Chairman and Secretary to sign the necessary paperwork to close on the loan. Motion was seconded by Mr. Bryan and unanimously approved.

D. ARWA Report

Chairman Sims summarized the findings of the ARWA Report for the Board. The Board then discussed next steps for the District based upon the Report's findings.

a. ARWA Utility Management Training

i. Chief Simpkins and Jeff Aston to register and attend

Chairman Sims announced that Chief Simpkins had recently attended an ARWA Utility Management Training Seminar. Chief Simpkins was recognized and provided the Board with a summary of the topics covered at the seminar.

Mr. Jeff Aston stated that he was registered to attend an upcoming seminar.

E. Water Loss.

a. Updates from CWS

Mr. Jeff Aston was recognized, and he reviewed for the Board the water loss spreadsheet for October. He also provided the Board with a list of large meters, greater than 1," that were in the District and discussed some of the accuracy issues that had been discovered with some of these meters.

He then reviewed the Zone Comparison spreadsheet with the Board for October and November.

F. Fire Hydrant Testing

a. Update on maintenance schedule

Mr. Aston was recognized and stated that the testing was scheduled to begin on January 8, 2024.

G. SCADA Upgrades

Mr. Aston was recognized and stated that the SCADA equipment had been ordered and was scheduled to be installed and programed in mid-December.

9. **NEW BUSINESS**

A. New Committee Assignments

Chairman Sims announced that he was considering appointing committees to review and study certain issues. These were the current health insurance offered to employees, the District's engineering contract and the District management contract. The Board asked their attorney, Stephen Clay, to research and provide an opinion as to how open meeting laws would apply to the committees.

B. Policy Change Regarding New Construction and Concrete Work

Mr. Jeff Aston was recognized and informed the Board that he was working on a policy to prevent customers from concreting over the District's mains and water vaults.

The Board discussed with Mr. Aston the implementation of a Vehicle Use Policy. It was noted that one of the newer vehicles purchased by the District already had tens of thousands of miles on it. The Board was concerned that the vehicle was being taken out of the District for non-District use. Mr. Aston assured the Board

that a policy would be implemented and followed to prevent the use of District vehicles for personal use.

C. Bid Law Update

The Board’s Attorney, Mr. Stephen Clay, was recognized and he provided the Board with a summary of the changes to the Competitive and Public Works Bid Laws that had recently gone into effect.

D. Live-In Firefighter Program

Chief Blake Simpkins was recognized and presented the Board with a new Live-In Firefighter program policy he had prepared. After discussion, Mr. Bryan motioned to approve the policy as presented. Motion was seconded by Ms. Holt and the Live-In Firefighter Policy was unanimously approved.

B. Clearwater Solutions Report

Mr. Jeff Aston was recognized, and he briefed the Board on Clearwater’s activities over the past month.

He stated that there were two adjustments for the month:

Rivers & Company, LLC (Justin Rivers)	\$538.65
Bobby Fuller	\$141.90

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

Mr. Aston presented the Board with a request for a late fee waiver of \$800.00 from Ridge Valley Trailer Park. He indicated that the District did not have a late fee waiver policy. After discussion, the Board approved a one-time late fee waiver for the trailer park.

Mr. Ashton then announce the link incentive program winner for the month.

C. Beulah Fire & Rescue Report.

Chief Blake Simpkins was recognized to give the Fire & Rescue Report to the Board for the month. He stated there were 72 total calls, one of which was a fire call. He stated that there were no notable calls.

He announced to the Board that there had not been any extra overtime worked in the prior month.

He then briefed the Board on the training activities conducted by the Department during the past month.

He announced there had been one random drug tests with the prior month.

He provided the Board with a summary of the Department's community involvement over the past month.

He closed by recognizing Captain Chris Payne for his work in repairing the department's air compressor.

10. **OTHER BUSINESS**

NONE.

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

Mr. Neal Shelton was recognized, and he stated that he was the chef at Backwaters Restaurant and that he was requesting an adjustment from the Board. The Board was informed that the policy was a minimum adjustment of \$100 and that Mr. Shelton was just below that amount. After discussion, the Board declined to alter its policy.

12. **NEXT MEETING**

Chairman Sims stated that the next regular meeting would be at 6:00 PM CST on December 19, 2023.

13. **ADJOURNMENT**

There being no further business Mr. Jackson motioned to adjourn. The motion was seconded by Ms. Holt and unanimously approved. The meeting was adjourned at 7:47 PM CST.

Signed _____

