

BEULAH UTILITIES DISTRICT
Minutes of Regular Board of Directors Meeting
January 16, 2024
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 January 16, 2024, 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 December 19, 2023. Ms. Holt motioned to approve the minutes. The motion was seconded by Mr. Bryan and the Minutes were unanimously approved.

7. APPROVAL OF FINANCIAL STATEMENTS

A. Approval of November and December 2023 Financial Statements.

Chairman Sims presented the Board with revised November financial statements. He stated that the payroll figures had been adjusted to the correct amount. Mr. Jackson motioned to approve the November financials. Motion was seconded by Mr. Byan and the November financial were unanimously approved.

Mr. Jeff Aston then was recognized to review the financial statements for December. After the review the Board noted that the financial statements were missing certain line items related to depreciation. These missing line items were also noticed on the November financial statement. Mr. Aston said he would correct both the November and December financial statements to include those line items and would bring them to the Board next month. The Board tabled approval of the December financial statement until this issue was corrected.

Mr. Ashton then reviewed the CNI-QuickBooks accounts receivable reconciliation report for the Board.

8. OLD BUSINESS

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

Chief Simpkins was recognized, and he announced that the structure was completed and that the certificate of occupancy had been issued. He stated that the trucks had already been moved in and that the furniture would be moved in this coming week. The Board thanked Mr. Jackson for his work in helping to construct the fire station.

B. ARPA Funds.

Chairman Sims stated that he had spoken with the County about adding the project on Lee Road 379. He said this project would increase the size of the pipe from Lee Road 380 to the Crown Castle Tank to assist with filling the tank and reducing pressure. He stated that the County had indicated that the project could be added to the project list for ARPA funds. Chairman Sims then informed the Board of the conversation he had with the County ARPA Fund Administrator regarding the approval process of the projects.

Mr. Aston was recognized, and he updated the Board on a meeting with Goodwyn, Mills and Caywood regarding issues with the USDA funds. He stated that the USDA was taking the position that the unspent grant funding needed to be returned from the District. He stated this was approximately \$489,000.00.

C. DWSRF Funds.

Mr. Aston was recognized and updated the Board that he had been told that an additional \$400,000.00 could be secured through ADEM. He said that this would require a new application but that it would give the District a chance to make up some of the USDA funds which have been returned.

Mr. Aston announced that Goodwyn, Mills and Caywood planned to advertise the bid for the Long Bridge Pipe Project soon.

D. Awaiting Approval from the County for Additional Funding.

Mr. Ashton was recognized and updated the Board on the process once the APRA money had been approved by the County. He stated that the projects would have to be finished and paid for by 2026.

Mr. Ashton then presented a plan to the Board to replace certain meters in the District's water loss zones. He stated that the meters that were replaced would be examined to determine the age of the meters. He recommended that five (5) meters from each zone be replaced and tested. He said that the testing would enable them to determine if some of the water loss was due to faulty meter readings.

Mr. Aston then updated the Board on the transition from the 1000 gallon base measure for billing to the 100 gallon base.

E. Policy changes regarding concrete around water meters.

Mr. Aston was recognized, and he updated the Board on the policy changes and updates he was working on. He stated that during his review he noticed several other errors and issues with the District's Policy Manual. He suggested that he be allowed to clean up all the issues that he found and come back to the Board with one document correcting all of these for approval.

Chairman Sims was recognized, and he updated the Board on the study for the RV Park Fire Fee.

F. Water Loss.

a. Updates from CWS

Chairman Sims updated the Board on a meeting he and Mr. Majors had had with Opelika utilities to discuss the water loss efforts. He also updated the Board on what Opelika said regarding the PFAS litigation.

b. Water Loss Construction Issues at High School

Mr. Jeff Aston was recognized, and he updated the Board on the issues that occurred with the High School construction. He stated that a contractor had hooked a hose to a fire hydrant without a meter and was taking water. Mr. Aston stated that he had addressed this issue with the contractor as well as with the school system. He also informed the District that a contractor had tapped into a main without notifying the District or receiving permission. The Board discussed ways in which to prevent this from happening in the future. This included a closer relationship with the Lee County School Construction Supervisor.

G. Fire Hydrant Testing.

Mr. Aston was recognized, and informed the Board the testing was ongoing. He stated that approximately 130 hydrants have been reviewed so far.

H. SCADA Upgrades.

Mr. Aston was recognized and informed the Board that the SCADA upgrades have been completed and were online.

I. Committee Updates.

Chairman Sims was recognized, and he updated the Board on where the various committees stood studying their respective issues.

9. **NEW BUSINESS**

A. Water budget adjustment to reflect hydrant maintenance from fire to water.

Chairman Sims stated that this was a budget adjustment to have the expenditure for the hydrant maintenance changed from the Fire to the Water Department since it was the Water Department that owned the hydrants. Mr. Jackson motioned to approve the budget adjustment to transfer the hydrant maintenance from the Fire Department to the Water Department. Motion was seconded by Mr. Bryan and unanimously approved.

B. Submit Clearwater Solutions Cost Model for Review.

Chairman Sims announced that Clearwater had presented a cost proposal for adding the fourth field technician and moving the part time office staff position to full time. The Board would study the proposal before considering and voting on it.

C. Clearwater Solutions Report.

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

He announced that the Department's work orders were down to two leaks in seven taps on the To Do List.

Mr. Aston stated that there were three (3) adjustments for the month:

Rodney Williams	\$189.20
Denise Harris	\$184.90
Herman Green	\$288.10

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

Mr. Aston then announced the Leak Incentive Program winner for the month.

D. Beulah Fire & Rescue Report.

Chief Blake Simpkins was to give the Fire and Rescue report to the Board for the month. He stated that there was a total of 87 calls, four of which were fire calls. He then briefed the Board on the notable calls.

For 2023 he stated that there had been a total of 1038 total calls, 59 of which were fire calls.

Chief Simpkins stated that there had been no excess overtime worked during the month.

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

He announced that there had been one random drug test the past month.

10. **OTHER BUSINESS**

NONE.

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

NONE.

12. **NEXT MEETING**

Chairman Sims stated that the next regular meeting the at 6:00 PM CST on February 20, 2024.

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 7:34 PM CST.

Signed _____

