

BEULAH UTILITIES DISTRICT
Minutes of Regular Board of Directors Meeting
September 17, 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 September 17, 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, David Jackson, James Majors, Lamar Sims, 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. He stated that the proposed Executive Session had been removed from the Agenda. Mr. Jackson motioned to adopt the agenda. The motion was seconded by Mr. Majors 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 August 20, 2024. Mr. Jackson motioned to approve the minutes as presented. The motion was seconded by Mr. Bryan and the Minutes were unanimously approved.

7. APPROVAL OF FINANCIAL STATEMENTS

A. Approval of August 2024 Financial Statements

Chairman Sims stated that there had been some issues with the Water Department salaries being charged to the Fire Department. He stated that this was being fixed but that the financial statements would not be approved tonight. Chief Blake Simpkins was recognized, and he reviewed the August financial statements for the Board.

Mr. Jeff Williams informed the Board that the auditors would be coming to the District on October 7 to begin the audit.

8. OLD BUSINESS

A. ARPA Funds.

Mr. Tim Mitchell from Goodwyn, Mills & Cawood was recognized, and he updated the Board on the meter, service line and select main replacements project and County approval of the project. He said they were working on identifying right-of-way with the County Engineer. He said that priority would be given to roads where garbage trucks had been breaking mains and meters.

Ms. Dana Raughton from the Hazen & Sawyer Engineering firm was recognized, and she updated the Board on installing pressure reducing valves. She stated that it was determined that seven PRVs would be needed and that they were working on identifying the best locations for them.

B. DWSRF Funds.

1. Lake Crossing at Long Bridge

Mr. Tim Mitchell was recognized, and he informed the Board that Georgia Power had issued a Stop Work Order on the project because the contractor was using Georgia Power property without an easement. He that the necessary paperwork had been completed and sent to Georgia Power and that he was working with the Contractor to remobilize.

C. Infrastructure Development Fee

Ms. Raughton was recognized and informed the Board that she was in the process of reviewing the District's information in order to prepare a rate study.

D. Fire Hydrant Repair Schedule.

The Board discussed ideas for moving forward with the repairs. Tim Mitchell recommending reaching out to hydrant vendors for training on how to repair their hydrants.

E. Lead and Copper Study Updates.

Ms. Dana Raughton was recognized, and she updated the Board on the status of the Lead and Copper Study. She stated that all information had been collected and that it needed to be summarized for submittal to ADEM.

F. Crown Castle Tank Status

Mr. Jeff Williams was recognized and updated the Board on the tank status. He said that the tank was losing water and that they would need to fill the Highway 29 tank in order to raise the level of the Crown Castle Tank.

H. Transitional Item Checklist

Mr. Blake Simpkins was recognized, and he updated the Board on the status of the items on the checklist.

I. Tank Maintenance

Mr. Jeff Williams was recognized, and he updated the Board on some vendor quotes he had received for tank maintenance services.

9. **NEW BUSINESS**

A. Election of Officers for September 2024 through August 2025.

Chairman Sims stated that it was time for the Board to elect officers for the next year. Ms. Holt nominated the following slate of Officers:

Chairman:	Lamar Sims
Vice Chairman:	David Jackson
Secretary/Treasurer:	James Majors
Assistant Secretary/Treasurer:	Linda Holt

Mr. Jackson seconded the nomination of the slate of Officers, and the slate was unanimously approved.

B. Administrative Report.

Business Office Update

Chairman Sims briefed the Board on changes to the office layout and efforts to streamline bookkeeping with Quickbooks.

Mr. Simpkins informed the Board that he had found a company, Small Business Solutions, that could come down and take a look at the District's bookkeeping operation and Quickbooks and assist with making it more efficient. He stated that the cost would be approximately \$740. After discussion, Ms. Holt motioned to hire Small Business Solutions to review the District's bookkeeping operation. Motion was seconded by Mr. Jackson and the motion was unanimously approved.

Budget Adjustment

Chairman Sims, Blake Simpkins and Jeff Williams updated the Board on the recent budget adjustments.

The Board was informed how the On Call Pay for Water Department Employees would work.

The Board was informed that the District's telephone expense had increased due to the tablet/phone system the District had moved to.

Jeff Williams then briefed the Board on Life/Disability Insurance for employees. He stated that he had found a vendor for life insurance that would offer a \$10,000 life insurance policy for employees for \$2/month per employee. He stated that this monthly payment would be paid by the District. After discussion, Ms. Holt motioned to approve offering the life insurance plan to employees. The motion was seconded by Mr. Bryan and unanimously approved.

C. Water Department Report.

Mr. Jeff Williams was recognized, and he updated the Board on the current status of the Water Department. He stated that there were 9 total employees. Himself, three employees in the office and 5 employees in the field.

Mr. Williams then provided the Board with the monthly operations report.

The Board discussed options for reducing leaks.

Mr. Williams presented the Board with the Adjustments for the month. Mr. Bryan motioned to approve the adjustments. Motion was seconded by Mr. Majors and the adjustments were unanimously approved.

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

C. Beulah Fire and Rescue Report.

Chief Blake Simpkins was recognized to give the Fire and Rescue report for the month. He stated that there were a total of 87 calls, 3 of which were fire calls. He said that there were no notable calls.

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

Chief Simpkins then briefed the Board on the training activities conducted by the department during the past month.

He informed the Board that there had been one random drug test.

10. **OTHER BUSINESS**

The Board discussed the need to raise water rates due to rising costs. After discussion, Mr. Jackson motioned to raise the minimum residential water rate by \$5 effective October 1, 2024. Motion was seconded by Mr. Bryan and the rate increase was approved by a vote of three to two, with Ms. Holt and Chairman Sims voting no.

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

None.

12. **NEXT MEETING**

Chairman Sims stated that the next regular meeting would be at 6:00 PM CST on October 15, 2024.

13. **ADJOURNMENT**

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

Signed _____

