

BEULAH UTILITIES DISTRICT
Minutes of Regular Board of Directors Meeting
February 20, 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 February 20, 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. Bryan motioned to adopt the agenda. The motion was seconded by Mr. Jackson 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 January 16, 2024. 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. Audit Report, Jackson Thornton CPA

Erica Bailey and Logan Renson from the Jackson Thornton CPA firm were recognized to present the Audit Report to the Board. They said the audit report was clean and there were no findings. They then walked the Board through several sections of the report.

At the conclusion of the presentation, Mr. Majors motioned to accept the Audit Report. Motion was seconded by Mr. Bryan and the report was unanimously accepted.

B. Approval of November 2023 Financial Statements

Mr. Jeff Aston was recognized, and he presented the revised November 2023 Financial Statements to the Board. He stated that these had been revised to include the missing information identified last month. After review, Mr. Majors motioned to approve the November 2023 Financial Statements. Motion was seconded by Mr. Bryan and the November Financials were unanimously approved.

C. Approval of December 2023 Financial Statements

Mr. Aston then presented the revised December 2023 Financial Statements to the Board. Like the November statements, these had been revised to include missing information. After review, Mr. Bryan motioned to approve the December 2023 Financial Statements. Motion was seconded by Mr. Jackson and the December Financials were unanimously approved.

D. Approval of January 2024 Financial Statements.

Mr. Aston then reviewed the financial statements for January. Ms. Holt had a question about the retirement figures. After discussion, the Board tabled approval of the January financial statements until March.

Mr. Aston 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 Blake Simpkins was recognized, and he announced that the Department was planning for an open house in early April but that no date had been set yet.

B. ARPA Funds.

Chairman Sims stated that he had received information back from the County about the new projects the District had discussed. He said the County gave approval for the new projects but did not raise the amount of ARPA funds designated to the District. He said the funds designated would remain at approximately \$2.6 million.

Mr. Aston was recognized, and he updated the Board on the meter replacement study. He said that of the meters removed and tested, all were at least 12 years old. He said that the ages of these meters warranted replacement. After discussion, the Board requested that the meters be sent to Neptune for testing.

The Board then discussed the ARPA projects to prioritize.

C. DWSRF Funds.

Mr. Aston was recognized and announced that the bid for the Lake Crossing at Long Bridge Project had been sent out and that the opening date for the bids was March 12, 2024.

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 stated that he was still working on revisions and that a draft would be brought to the Board in March.

F. Water Loss.

Mr. Aston updated the Board on the current number of leaks in the system. He stated that water loss was down to 8.16%. He said that it appeared that the large leak on Lee Road 177 was responsible for a large amount of the water loss the District had been seeing.

G. Fire Hydrant Repair Schedule.

Chief Simpkins was recognized and informed the Board that he had received the report from the testing company. He summarized the report for the Board and explained the color coding of the hydrants. He then updated the Board on the repair plans based off of the report.

H. Policy Change to Include RV Parks in the Trailer Park Policy.

The Board discussed adopting a policy that RV parks would be charged a Fire Fee for permanent residents. The Board defined permanent residents as those parked for more than 30 days. After discussion, Mr. Jackson motioned to implement a policy to charge RV parks a Fire Fee for permanent residents and to define permanent residents as those parked in the RV park for more than 30 days. Motion was seconded by Mr. Bryan and the policy was unanimously approved.

I. Committee Updates.

Health Insurance

Ms. Holt updated the Board on her review of the District Health Insurance coverage study. She proposed that the District pay \$350 a month per employee toward the employee's health insurance. She also recommended to stay with the District's current insurance carrier. After discussion, Mr. Jackson motioned to adopt Ms. Holt's recommendations. Motion was seconded by Mr. Bryan and the recommendations were unanimously adopted.

9. NEW BUSINESS

A. Review of Letter to Creekside Developer, Allan Campfield.

Chairman Sims updated the Board on a recent matter that arose with Creekside Subdivision.

B. Clearwater Proposal to Increase Personnel.

Mr. Aston was recognized and he presented the Board with a proposal from Clearwater to upgrade the part time office position to full time and have four full time field personnel. He stated that this would increase the monthly management

fee to \$48,446, which he said was approximately \$8,000 increase from the current fee.

The Board discussed options for the division of work and accounting services. After discussion, the Board tabled a vote on the Clearwater proposal to allow them time to review.

C. Clearwater Solutions Report.

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

Mr. Aston stated that there were seven adjustments for the month:

Deborah Hutchingson	\$293.55
Robert White	\$442.90
Richard Burns	\$698.84
Michael Howarth	\$103.20
Patricia Livingston	\$206.40
Rodney Williams	\$335.40
Herman Green	\$ 94.60

Mr. Bryan motion to approve the adjustments. Motion seconded by Ms. Holt 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 86 calls, four of which were fire calls. He said that there had been no notable calls for the month.

Chief Simpkins stated that there had been ten hours of excess overtime worked during the month. He said that this was primarily due to sickness in the Department.

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

He said that he had informed ISO that Station 2 was now operational and provided the organization with the requested information. He said the Station should be in the ISO database by July 1, 2024 for review and consideration by insurance companies. He said the Station would not affect the District's ISO grade until the next grading.

He updated the Board on future equipment purchases that would help with the ISO grade. He said he would try to secure grant funding for these purchases but may have to bring a budget amendment to the Board if he could not get such funding.

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 March 19, 2024.

13. **ADJOURNMENT**

There being no further business Mr. Jackson motioned to adjourn. The motion was seconded by Mr. Majors and unanimously approved. The meeting was adjourned at 8:20 PM CST.

Signed_____

