

KUSHLA WATER DISTRICT MEETING
BOARD OF DIRECTORS
February 28, 2023
Minutes

The 640th meeting of the Board of Directors of the Kushla Water District was held at 4:00pm on Tuesday, February 28, 2023, at the Kushla Water District office, 6210 Highway 45, Eight Mile, Alabama.

CALL TO ORDER: The Chairman, Christopher Williams, called the meeting to order at 4:00 PM. Members present were Karen Taylor, Nannie Rolison, Nathaniel Cotton, Jennie Reese and Shane McClain. Member not present was Earl Hudson. Non-Members present were Jo Ann Marquis and Chad Hennis.

INVOCATION: was led by Nathaniel Cotton

ACKNOWLEDGEMENT OF VISITORS/REQUEST:

Erica Massey addressed the Board with questions concerning Mausap Road project. Chairman responded to her concerns and provided answers to her questions.

Shirley Stacey addressed the Board on her concerns as a customer on the operations of our water system from water quality to testing.

APPROVAL OF MINUTES: Motion to approve the minutes of the January 31, 2023, Board Meeting, was tabled for one month on the recommendation of Nannie Rolison to allow time for the board members to further review the minutes.

Web Report: The Web Report for February 2023 was given to each Board Member.

STANDING REPORTS:

Engineer (Jerry Luker): Not in attendance. In email to Board provided update on ADEM application.

Attorney (Jay Ross / Asst: Victoria Shoots): Victoria Shoots reported obtaining the death certificate on board member William Silver in order for Board to remove his name from accounts and add another board member to bank accounts.

Secretary/Bookkeeper

- Profit and Loss Report for January 31, 2023 was given to each Board Member.

Finance Committee Chairman (Earl Hudson):

- No movement of CD's in January 2023.

Superintendent – Report of January 2023

1. Well 3 and 4: 13,864,052 gallons
2. Water sold: 10,142,210 gallons
3. Water loss: 9.9 %.
4. Service Cost: \$3.06 per 1000 gallons
5. Service Leaks: 5195 Dogwood Trail
11301 Roberts Road
11170 Roberts Blvd
6. Number of Work Orders Completed: 145
7. Number of AL811 Locates: 40
8. All Bact-smples: Coliform Absent

Office Assistant (Susan Rodgers) – Report of January 2023

- Number of customers billed 01/01/2023: 2161 – \$68,298.66
- Number of payments received 01/01-01/31/2023: 2285 - \$84,195.40
- Number of accounts with Late Penalty 01/16/2023: 516- \$3,319.36
- Number of Bank Check payments received: 181 - \$7,932.22
- Number of Credit Card/On Line payments: 635 - \$31,773.77
- Number of Delinquent/Locked Accounts: 16
- Number of Paid/Unlocked: 13

OLD BUSINESS –

- Christopher Williams, Chairman, provided update on the Mausap Road project where obtained forms from county commission to fill out and return in order to try an obtain financial assistance on the water line relocate on Mausap Road.
- Christopher Williams, Chairman, reported on status of Rudolph Gallash Road in that Chad Hennis, superintendent is going to obtain several quotes on the work that needs to be done on Rudolph Gallash Road where presently there was only one quote obtained then present quotes to Board to make a decision on how to proceed.
- Committee Reports-

Personnel Committee presented the following policies reviewed by Attorney Jay Ross to be added to Kushla Water District's personnel manual:

Attendance, Scheduling, & Overtime Policies
On-Call Policy
Paid Leave Benefit
Workplace Violence Prevention
Weapon Free Workplace
Military Leave & Military Absences

Christopher Williams, Chairman recommended a vote on the policies listed above be added to personnel manual. The following board members were in favor of adding the policies to the Kushla Water District's personnel manual -Jennie Reese, Nathaniel Cotton, Karen Taylor, Shane McClain, and Christopher Williams. Nannie Rolison opposed the adding of policies. With a vote of 5 to 1, the following policies will be added to personnel manual- Attendance, Scheduling, & Overtime Policies, On-Call Policy, Paid Leave Benefit, Workplace Violence Prevention, Weapon Free Workplace, and Military Leave & Military Absences.

There were two more policies presented by Personnel Committee and reviewed by Attorney Jay Ross to be added to the personnel manual.

The two policies were Holidays/Holiday Pay and Time Clock Policy & Procedures recommended for a vote to be added to the personnel manual. The following board members were in favor of adding the following policies -Holidays/Holiday Pay and Time Clock Policy & Procedures to Kushla Water District's personnel manual -Nathaniel Cotton, Jennie Reese, Shane McClain, Karen Taylor, and Christopher Williams. Nannie Rolison abstained. With 5 votes in favor the policies of Holidays/Holiday Pay and Time Clock Policy & Procedures will be added to personnel manual.

All the approved policies listed: Attendance, Scheduling, & Overtime Policies, On-Call Policy, Paid Leave Benefit, Workplace Violence Prevention, Weapon Free Workplace, and Military Leave & Military Absences, Holidays/Holiday Pay and Time Clock Policy and Procedures will go into effect March 1st, 2023.

Nathaniel Cotton reported that he and Earl Hudson are working diligently on the restructuring of the wage scale and gathering more information before present to Board.

NEW BUSINESS –

- First Capital Insurance Renewal Effective March 9, 2023, Proposal: The renewal amount is \$34,913. Nathaniel Cotton made a motion to approve renewal of First Capital Insurance Proposal and it was seconded by Jennie Reese and unanimously approved.
- Christopher Williams, Chairman addressed the open board position – Kali -Oka District and the open board position would be listed on the back of the bills going out March 1, 2023 stating all resumes would need to be into the office by March 31, 2023 to be considered for the position. After the March 31st deadline is reached to turn in resumes the expectation would be a two-week time frame for the Board to review and interview applicants for the Kali-Oka District position.
- Christopher Williams, Chairman appointed Nannie Rolison to review and update the job descriptions for Kushla Water District.

Motion to adjourn Board Meeting was made by Nathaniel Cotton. The motion was seconded by Jennie Reese and unanimously approved by the Board.

I, Jo Ann Marquis, do hereby certify that this is a true and accurate report of the meeting of Kushla Water District Board of Directors held on February 28, 2023.

Jo Ann Marquis
Jo Ann Marquis, Secretary/Bookkeeper

3/23/2023
Date