

KUSHLA WATER DISTRICT MEETING
BOARD OF DIRECTORS
October 31, 2023
Minutes

The 648th meeting of the Board of Directors of the Kushla Water District was held at 4:00pm on Tuesday, October 31, 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, Earl Hudson, Nathaniel Cotton, Jennie Reese, Nannie Rolison, Shane McClain, and William Andrews. Non-Members present were Jo Ann Marquis and Chad Hennis.

INVOCATION: was led by Earl Hudson

ACKNOWLEDGEMENT OF VISITORS/REQUEST:

Dr. Elizabeth Williams addressed the Board about her high water bill.

APPROVAL OF MINUTES: Chairman, Christopher Williams recommended to the Board to accept the minutes of the September 26, 2023, Board Meeting, and the Special Called Meeting on October 11, 2023 as written. Motion to approve the minutes of the September 26, 2023, Board Meeting, and the Special Called Meeting on October 11, 2023 was made by Earl Hudson. The motion was seconded by Nathaniel Cotton and approved by the Board with the exception of Nannie Rolison who said no to approval of the minutes from September 26, 2023, meeting and Special Called meeting on October 11, 2023.

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

STANDING REPORTS:

Engineer (Jerry Luker): Reported since the ALDOT permit has been obtained for the Hwy 45/Dogwood Trail project that ALDOT is requiring a bond for the work. Discussion between the Board and Engineer over the scope of work that needs to be done and to move forward with bidding out the Hwy 45/ Dogwood Trail project. With the completion of Mausap Road project plans on water line relocation, Mr. Luker stated ready to bid out the project. The Board discussed the possibility of bidding out Mausap Road project with the Hwy 45/ Dogwood Trail project. Christopher Williams, Chairman, requested the Board think about the possibility of bidding the two projects together in order to get a better price and would discuss further at next board meeting. He stated still have not heard anything on our ADEM application.

Attorney (Jay Ross / Asst: Ben Kearns): Jay Ross reported that there are no legal matters to address at this time.

Superintendent (Chad Hennis) -- Report of September 2023

1. Well 3 and 4: 17,326,463 gallons
2. Water sold: 13,942,799 gallons
3. Water loss: 10.4 %.
4. Service Cost: \$2.73 per 1000 gallons
5. Service Leaks: 8250 Hwy 45
5378 Lynd Road
8050 Henry Morgan Rd.
6454Hwy 45
7400 Hwy 45
4550 Country Estates Dr
8500 Dogwood Trail
5565 Dogwood Trail
7487 Henry Morgan Rd.
6. Number of Work Orders Completed: 127
7. Number of AL811 Locates: 33
8. All Bact-samples: Coliform Absent

Secretary/Bookkeeper

- Profit and Loss Report for September 30, 2023, was given to each Board Member.

Finance Committee Chairman (Earl Hudson):

- No movement of CD's in September 2023

Office Assistant (Susan Rodgers) – Report of September 2023

- Number of customers billed 09/01/2023: 2184 – \$85,305.65
- Number of payments received 09/01-09/30/2023: 2386- \$119,722.95
- Number of accounts with Late Penalty 9/16/2023: 470- \$3,535.01
- Number of Bank Check payments received: 179 - \$9,951.20
- Number of Cash payments received: 343 - \$17,293.26
- Number of Credit Card/On Line payments: 729 - \$49,029.90
- Number of Delinquent/Locked Accounts: 58
- Number of Paid/Unlocked: 56

OLD BUSINESS –

- Christopher Williams, Chairman, reported the funds from Mobile County Commission and the plans from Mr. Luker, Engineer have been received for water line relocation on Mausap Road. Now ready to move forward with bidding out the job for the Mausap Road project. Christopher Williams, Chairman, stated if Board is in agreement to have a motion for Chad Hennis, superintendent with Mr. Luker, Engineer, to reach out to obtain bids on the Mausap Road project -water line relocation. Nathaniel Cotton made a motion for Chad Hennis with Mr. Luker work together to obtain bids on the Mausap project. Shane McClain seconded the motion and the Board were all in favor of the motion.
- Chad Hennis, Superintendent, reported no changes on the erosion occurring around our water lines on Rudolph Gallash Road. The Board requested Chad Hennis, superintendent contact the other utility companies involved on Rudolph Gallash Road and for him to get pictures showing the erosion problem to present at the next meeting. In the end there is need for erosion control on Rudolph Gallash Road and adding dirt would help alleviate some of the problem.

- Christopher Williams, Chairman reported obtaining different quote prices on the cost of setup for providing credit/debit card payment option in office. He will contact the company later this week to go over the different price quotes and report back at next month's board meeting.
- Discussion of water rate increase -Christopher Williams, Chairman, stated if all in agreement we would stop here and go out of order of agenda and let Deborah Hodges, CPA with Prichard, Dewberry, & Hodges speak and discuss about the KWD 2024 Budget.

Deborah Hodges, CPA addressed the Board about KWD 2024 Budget. She discussed in detail each part of the budget answering any questions or concerns the Board might have with the 2024 budget.

- Christopher Williams, Chairman, moved back to the order of the Agenda with the discussion of water rate increase for KWD. The Chairman, Christopher Williams and the Board agreed to come back at next month's meeting and discuss after questions were asked where more information is needed to make an informed decision on a water rate increase from how much to increase to when it needs to happen?
- Committee Reports-

William Andrews reported the Phillips HeartStart AED Defibrillator and Narcan are in the office and will get with Chief Brooks to setup training at the office on the AED.

Jennie Reese, Chairperson of Personnel Committee, stated she received a request from the KWD employees requesting no longer getting Mardi Gras Day as an official holiday changing to an additional day at the Christmas holidays. It would then be three days at Christmas. Since this would not go into effect until the 2024 Holiday Schedule, Christopher Williams recommended to be prepared to come back on next month's board meeting to vote on request for change to holiday schedule-Mardi Gras Day.

Nathaniel Cotton presented a tentative pay scale for a cost of living pay increase for employees for next year. The pay scale sheet was passed out to the board members to review and discuss at next month's board meeting.

Mr. Cotton addressed the Board of being worth investigating leasing space to cell phone companies to put their cell tower on KWD well tanks to bring in additional income.

Karen Taylor reported on her research of a CPA firm to do our audit. After receiving a quote from one CPA firm who quoted a higher price than the one we have currently, she suggested keeping the one we have now but will continue looking.

Nannie Rolison handed all the KWD job descriptions to the Board. Ms. Rolison stated that job descriptions are not done in Word as she does not have access to Word. The job descriptions were emailed to Christopher Williams and Karen Taylor. Ms. Taylor was able to convert the job descriptions to a Word document.

Ms. Rolison addressed the Board on extreme heat policy for employees working out in the field and stated waiting on information from Mr. Williams to complete the policy.

Christopher Williams, Chairman, stated the Board would review and discuss the information on job descriptions and heat policy at next month's board meeting.

NEW BUSINESS –

- Discussion of selling water to other water systems—Christopher Williams, Chairman, stated research needs to be done on the feasibility of selling water to other systems to see if KWD has the capabilities to do so.
- After discussion of changing the date and time of the board meeting and with of vote of 6 to 1, the Board agreed to keep board meetings at 4:00 pm on Tuesday. Ms. Rolison was not in favor of keeping this date and time for board meetings.
- Christopher Williams, Chairman, stated would address the lobbyist at the next board meeting.
- William Andrews made a motion for purchasing turkeys for Thanksgiving for employees and the 2023 Christmas Bonus of \$350 for full time employees and \$175 for part time employees. Earl Hudson seconded the motion and approved by the Board.

Motion to adjourn the Board Meeting was made by Earl Hudson. The motion was seconded by Shane McClain and 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 October 31, 2023.

Jo Ann Marquis
Jo Ann Marquis, Secretary/Bookkeeper

11/20/2023
Date