

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

The 649th meeting of the Board of Directors of the Kushla Water District was held at 4:00pm on Tuesday, November 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 Earl Hudson, Nathaniel Cotton, Jennie Reese, Nannie Rolison, Shane McClain, and William Andrews. Karen Taylor was not present. Non-Members present were Jo Ann Marquis and Chad Hennis.

INVOCATION: was led by Earl Hudson

ACKNOWLEDGEMENT OF VISITORS/REQUEST:

APPROVAL OF MINUTES: Chairman, Christopher Williams entertained a motion to accept the minutes of the October 31, 2023, Board Meeting, as written. Motion to approve the minutes of the October 31, 2023, Board Meeting was made by Nathaniel Cotton. The motion was seconded by Shane McClain.

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

STANDING REPORTS:

Engineer (Jerry Luker): See Addendum -- Engineer's Report. Topics listed in report were the Mausap Road project, ALDOT permit for Highway 45 at Dogwood Trail, an update on our application for the DWSRF/ARPA Funds, investigating water system supply needs, feasibility for KWD to sell water to other systems, and discussion of what documents are requested in an EPA inspection.

Attorney (Jay Ross / Asst: Taylor Pecci): Jay Ross reported on two matters. The first was pertaining to the gentleman who damaged KWD property with discussion occurring on options of how the Board could proceed since a certified letter from attorney's office had already been sent to the gentleman on paying for the damages to KWD property with no response. Christopher Williams, Chairman, recommended to the Board for our attorney to pursue suspension of the gentleman's driver's license until the KWD property he damaged is paid. A motion was made by Shane McClain and seconded by Earl Hudson for our attorney to pursue suspension of the gentlemen's driver's license until pays for damages. The Board was all in favor. Karen Taylor was not present. The second matter was looking into a grant writer for KWD. He has found a few candidates for the Board to look at but does not have all the information and is not ready to present to the Board.

Superintendent (Chad Hennis) -- Report of October 2023

1. Well 3 and 4: 15,843,724 gallons
2. Water sold: 14,210,552 gallons
3. Water loss: 4.0 %.
4. Service Cost: \$3.13 per 1000 gallons
5. Service Leaks: Oak Cliff Dr
Old Citronelle Hwy.
St. John Chapel Rd.
6. Number of Work Orders Completed: 147
7. Number of AL811 Locates: 47
8. All Bact-samples: Coliform Absent

Secretary/Bookkeeper

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

Christopher Williams, Chairman, entertained a motion to accept the Profit and Loss Report ending October 31, 2023, as printed and discussion will follow with Ms. Rolison at the end of the meeting to address her concerns. William Andrews made a motion to approve the Profit and Loss Report as printed and Nathaniel Cotton seconded the motion.

Finance Committee Chairman (Earl Hudson):

- No movement of CD's in October 2023

Office Assistant (Susan Rodgers) – Report of October 2023

- Number of customers billed 10/01/2023: 2184 – \$85,305.65
- Number of payments received 10/01-10/31/2023: 2379- \$97,181.56
- Number of accounts with Late Penalty 10/16/2023: 470- \$3,535.01
- Number of Bank Check payments received: 177 - \$8,005.97
- Number of Cash payments received: 351 - \$14,509.65
- Number of Credit Card/On Line payments: 673 - \$36,615.10
- Number of Delinquent/Locked Accounts: 44
- Number of Paid/Unlocked: 41

OLD BUSINESS –

- Christopher Williams, Chairman, stated Jerry Luker, Engineer had already reported earlier in his Engineer's report on the Mausap Road project –water line relocation.
- Chad Hennis, Superintendent, reported no updates on the erosion occurring around our water lines on Rudolph Gallash Road.
- Christopher Williams, Chairman reported on providing credit/debit card payment option in the office. After speaking with CUSI (KWD billing software) a quote was obtained stating a one time setup fee of \$350.00 based on KWD being a turnkey company for equipment needed in office to take a credit/debit card after that our normal monthly fee on credit card usage which is already passed along to the customer using the card. A motion was made by Nathaniel Cotton to proceed with Christopher Williams, Chairman obtaining a contract from CUSI stating the one time setup fee of \$350.00 for credit/debit cards being taken at the office then letting our attorney review contract before signing the contract to setup credit/debit cards use in office. The motion was seconded by Shane McClain and all were in favor.

- After some discussion of a water rate increase -Christopher Williams, Chairman, appointed Nathaniel Cotton along with Shane McClain to do more research on a water rate increase and report back to the Board where an informed decision can be made on what the rate increase needs to be and when it needs to happen basing on financials and other rate studies.
- Christopher Williams, Chairman, stated Jerry Luker, Engineer had already addressed earlier in his Engineer's report on KWD selling water to other water systems.
- Committee Reports-

William Andrews reported training at the office on the Phillips HeartStart AED Defibrillator will be Thursday, November 30, 2023 at 10:00 AM.

Jennie Reese, Chairperson of Personnel Committee, stated discussion of change to the 2024 Holiday schedule will be discussed under new business section on the Agenda.

KWD job descriptions in Word format were passed out to board members to review. Ms. Rolison stated waiting on information from Mr. Williams to complete the extreme heat policy for field employees.

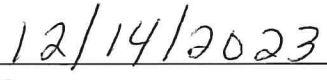
NEW BUSINESS –

- Revision to holiday schedule effective Year 2024—after discussion of upcoming 2024 holiday schedule, all the Board were in favor of removing the Mardi Gras holiday from the schedule and moving the day to December 26 at Christmas as the new holiday. Karen Taylor was not present.
- Christopher Williams, Chairman, stated we would table the cost of living pay increase for the employees until we have determined and discussed fully the water rate increase first.
- Until the next board meeting Christopher Williams, Chairman, stated would table discussion of the lobbyist and grant writer.
- Christopher Williams, Chairman, recommended the need for a person or persons become a Notary in our office. Jay Ross, attorney, stated very simple process to become a Notary and would send information to Mr. Williams on the process. Christopher Williams, Chairman, stated would discuss at next board meeting.
- The December 2023 board meeting will be held on December 19, 2023, at 4:00PM at the Kushla Water District's office.

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 November 28, 2023.


 Jo Ann Marquis, Secretary/Bookkeeper


 Date