

KUSHLA WATER DISTRICT MEETING
BOARD OF DIRECTORS
December 19, 2023
Minutes

The 650th meeting of the Board of Directors of the Kushla Water District was held at 4:00pm on Tuesday, December 19, 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:

James Linley

APPROVAL OF MINUTES: Chairman, Christopher Williams entertained a motion to accept the minutes of the November 28, 2023, Board Meeting, as written. Motion to approve the minutes of the November 28, 2023, Board Meeting was made by Nathaniel Cotton. The motion was seconded by Shane McClain.

Web Report: The Web Report for December 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, update on ALDOT permit for Highway 45 at Dogwood Trail, reported KWD would be receiving funds from the Mobile County ARPA Funds, investigating water system supply needs for planning purposes, and the feasibility for KWD to sell water to other systems.

Attorney (Jay Ross / Asst: Taylor Pecci): Jay Ross reported on the gentleman who damaged KWD property in that the certified letter from attorney's office sent to the gentleman on paying for the damages to KWD property had been returned and moving forward with the suspension of the gentleman driver's license until pays for the damages to KWD property .. Mr. Ross was looking into a grant writer and lobbyist for KWD. He has found a few candidates for the Board to look at but request more time before ready to present to the Board. One last item he presented in a report the steps and procedures to be appointed a Notary Public.

Superintendent (Chad Hennis) -- Report of November 2023

1. Well 3 and 4: 13,378,238 gallons
2. Water sold: 11,833,032 gallons
3. Water loss: 7.0 % **Ridge Road Tank 500,000 gallons --cleaned, inspected, and refilled**
4. Service Cost: \$2.77 per 1000 gallons
5. Service Leaks: Oak Cliff Dr
Kali-Oka Rd
6. Number of Work Orders Completed: 120
7. Number of AL811 Locates: 23
8. All Bact-samples: Coliform Absent

Chad Hennis, Superintendent, presented two quotes on the repair of 2021 KWD truck. After discussion, Christopher Williams, Chairman, entertained a motion for the repair of the 2021 KWD truck to be done at Caliber Collision. A motion was made by Earl Hudson to repair the 2021 KWD at Caliber Collision. William Andrews seconded the motion and all of the Board were in favor of Caliber Collision to do the repairs on the 2021 KWD truck.

Secretary/Bookkeeper

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

Christopher Williams, Chairman, entertained a motion to accept the Profit and Loss Report ending November 30, 2023, as printed. Shane McClain made a motion to approve the Profit and Loss Report as printed and Earl Hudson seconded the motion.

Finance Committee Chairman (Earl Hudson):

- No movement of CD's in November 2023

Office Assistant (Susan Rodgers) – Report of November 2023

- Number of customers billed 11/01/2023: 2175 – \$78,440.88
- Number of payments received 11/01-11/30/2023: 2395- \$94,585.29
- Number of accounts with Late Penalty 11/16/2023: 429 - \$3,875.04
- Number of Bank Check payments received: 159 - \$7,178.18
- Number of Cash payments received: 359 - \$16,204.09
- Number of Credit Card/On Line payments: 738 - \$37,974.60
- Number of Delinquent/Locked Accounts: 37
- Number of Paid/Unlocked: 34

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 updated the Board on providing credit/debit card payment option in the office. After discussion with CUSI (KWD billing software) there is an additional fee of \$250.00 for software security program paid every two years added to contract with the one time setup fee of \$350.00 already approved at last board meeting for the equipment needed in office to take a credit/debit card. A motion was made by Nathaniel Cotton to approve the additional \$250.00 fee for the software security program paid every two years added to contract for the setup credit/debit cards use in office. The motion was seconded by Shane McClain and all were in favor.
- Discussion of a water rate increase -Christopher Williams, Chairman, stated Nathaniel Cotton along with Shane McClain would report later during the committee reports section.
- Discussion of cost of living pay increase for employees for 2024-Christopher Williams, Chairman, stated Nathaniel Cotton and Shane McClain would report later in the meeting during the committee reports section.
- Christopher Williams, Chairman, stated Jerry Luker, Engineer had already addressed earlier in his Engineer's report on KWD selling water to other water systems. Chad Hennis, Superintendent, and Jerry Luker, Engineer will get together to look at in detail and report back to the Board.

- Chairman, Christopher Williams, addressed the Board stating Jay Ross had provided a couple of names on grant writers and lobbyists that he shared with us earlier in which we need to make contact so this item will remain under old business until a time can be setup to meet with each one.
- Report on Notary –Jay Ross addressed about the Notary Public for office earlier in the meeting.
- Committee Reports-

KWD job descriptions were reviewed by the Board and there was one change on each description. The job descriptions will be updated with the change.

William Andrews reported on the training on the Phillips HeartStart AED Defibrillator that occurred on November 30, 2023. He mentioned if anyone was interested in CPR training that he could look into getting it setup.

Discussion of a water rate increase - Nathaniel Cotton along with Shane McClain need to do more research consulting with financial experts on debt service ratio 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.

Nathaniel Cotton and Shane McClain presented to the Board a proposal for cost of living pay increase for employees going into effect January 1st, 2024. After much discussion, Nathaniel Cotton made a motion to approve the 2024 cost of living pay increase of 3% for employees going into effect January 1st, 2024. There was no second to the motion therefore the motion died. The cost of living pay increase for employees in 2024 will stay on Agenda and be discussed in more detail at the next board meeting in January.

NEW BUSINESS –

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 December 19, 2023.

Jo Ann Marquis
Jo Ann Marquis, Secretary/Bookkeeper

1/18/2024
Date