The Utilities Board of The Town of Cedar Bluff
July 15, 2025

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, July 15, 2025 at 4:00 p.m. at 4971 Alabama HWY 68, Cedar Bluff, Alabama 35959. The meeting was called to order by Chairman Williams.

Roll Call:

Allen Baker	Absent	Mattie Williams	Present
Linda Pickelsimer	Present	Loretta Higgins	Present
William Warren	Present		

Meeting attendees: Bobbie Hicks, Attorney McWhorter, Larry Sutherland, Janet Warren, Jack Bond, Marsha Kastel, Rebecca Holcomb

The prayer was led by Chairman Williams followed by the Pledge of Allegiance led by Board Member Warren.

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of June 3, 2025. Board Member Warren made a motion to accept the minutes as presented; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Office Manager Bolton presented the minutes from the meeting of June 17, 2025. Board Member Warren made a motion to accept the minutes as presented; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Manager Report

Office Manager Bolton presented the Managers Report to the Board. The report consisted of 1sewer tap, thirty-six water leaks, two meter replacements and one pump station repair. There were a total of one hundred twenty eight complete Work Orders.

Chairman Williams informed the Board of a new leak policy that was put in place. She stated the new policy was working well. The policy has the office staff contact a customer who has called in a leak with an update of when the leak will be fixed.

Financial Report

Treasurer Pickelsimer presented the June Financial Reports to the Board. She stated Financial Reports were in order and made a motion to approve the June Financial Reports, Board Member Warren seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Customer Concerns

Rebbecca Holcomb addressed the Board concerning a high utility bill. Ms. Holcomb explained to the Board that she was unable to find a leak and the water usage for the next bill was back to normal usage. Office Manger Bolton informed the Board Ms. Holcomb's bill was $547.47 and the twelve-month average of the sewer was $132.00. The remaining bill would be $415.47. The Board discussed if they should credit more to Ms. Holcomb because a leak was never found on her end. Manager Bolton explained to the Board that they could remove the sewer charge that was a total of $177.70 but the water that was used would need to be paid for because Cedar Bluff Utilities purchases the water from Northeast Water. After some discussion, Board Member Warren made a motion to credit Ms. Holcomb's account by $177.70; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Warren, Williams
Nye: Higgins
Abstained: None

Old Business

Office Manager Bolton gave an update on the old service truck. He sated the truck had been auctioned for $2300 on GovDeals. Board Member Pickelsimer asked Manager Bolton to contact Katherine Gargus, with BMSS, and inform her the truck had been sold so it could be removed from the depreciation schedule. The discussion ended.

Manger Dutton gave an update on the Bush hog. He stated they had replaced the PTO shaft on the Bush hog that day and it was still not working properly. He stated he would contact Garrett Tractor for a solution. The discussion ended.

Board Member Warren gave an update on the Tower Grant. He presented a copy letter that Senator Andrew Jones sent to ADEM supporting the new Tower. He stated Christi Robinson, the representative with Waggoner Engineering, told him ADEM started reviewing the grant applications on June 20th and are now in the process of rating the grant application. He also stated ADEM asked Office Manager Bolton for a copy of the 2023 -2024 Audit. Chairman Williams read the letter to the Board. The discussion ended.

Board Member Warren gave an update on the Dredging Grant. He reported Christi Robinson, the representative with Waggoner Engineering, road with himself and Manager Dutton to take pictures of the lagoons. Ms. Robinson told Board Member Warren she had found a couple of sources other than ADEM to get a grant for dredging the lagoons. He stated USDA was one of the sources and they would like to meet with the Board along with Ms. Robinson. Chairman Williams asked if there was any paperwork they may need for the meeting. Board Member Warren stated beyond asking for a copy of the audit he did not know. Chairman Williams asked if there was any documentation on how old the lagoons were. Board Member Pickelsimer stated it may be on the depreciation schedule and asked Office Manager Bolton to get the depreciation schedule for the lagoons from Katherine Gargus, with BMSS. The discussion ended.

New Business

Chairman Williams addressed the Board. She stated Brock Black told her he will be taking the Grade 1 Water Operators test on August 2nd. She also stated one of the maintenance employee, Terry White has hurt his back and has been taken out of work. She explained to the Board two of the maintenance employees are approaching sixty years of age and will be at retirement age soon after. She also stated Office Manager Bolton will also be taking his Water Operator test but he was meant to be a backup for the field. Chairman Williams told the Board they need to think of hiring a forth maintenance employee to train so there is not a gap once Manager Dutton and Terry White retires. Board Member Warren made a motion to start advertising for a new employee and put salary negotiable. He also stated he would like the ad to be posted in Fort Payne, Gadsden, Rome and Alabama Ruel Water Association. Board Member Warren stated he has been talking to the president of Gadsden State about teaching a class for preparing for the Operators test. Board Member Pickelsimer seconded Board Member Warrens motion.

Motion Carried (4-0)
Aye: Pickelsimer, Warren, Williams
Nye: Higgins
Abstained: None

Board Member Pickelsimer addressed the Board and stated the end of the fiscal year is coming up and a budget needs to be voted on in September. She asked Office Manager Bolton if he could start working on next year's budget. The discussion ended.

Board Member Pickelsimer addressed the Board concerning the conditions of the lobby chairs. She stated the chairs need to be cleaned and suggested the maintenance staff clean the chairs on their down time. The discussion ended.

Board Member Bill made a motion to adjourn the meeting; Board Member Pickelsimer seconded the motion.
Motion Carried (5-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

The meeting adjourned at 5:07 P.M.

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Mattie Williams, Chairman   Date

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Joshua Bolton, Secretary　　　　　　　　　　Date