The Utilities Board of The Town of Cedar Bluff
March 18, 2025

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a regular business meeting Tuesday, March 18, 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: David Erdner, Larry Sutherland, Brian Lawson, Ashley Sanders, Janet Warren, Tracy Marks, Bobbie Hicks, Terri Zuber, Diane Winn

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

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of February 18, 2025. Board Member Warren made a motion to accept the minutes as presented, Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Manager Report

Office Manager Bolton presented the Managers Report to the Board. The report consisted of one water tap, three sewer taps and thirteen water leaks. There were a total of fifty-five completed Work Orders.

Office Manager Bolton reported that the office staff had found several accounts on Kelly Street that were not being charged for sewer where sewer was available.

He stated that the customers had been sent a letter, and the charges were added to the accounts. The discussion ended.

Chairman Williams asked if there was an update on the Harvy Brock's sewer availability status. Office Manager Bolton reported the maintenance staff had not located the sewer yet. Chairman Williams asked Attorney McWhorter if there was a statute of limitation to the number of years we would need to compensate the customer if sewer is not found. Attorney McWhorter stated it may be a four-to-six-year limit. Chairman Williams asked if he could find out the exact number of years. Chairman Williams explained the town ordinance that stated if sewer is within one hundred feet of a customer's property, who have water with the Utilities Board of the Town of Cedar Bluff, they are eligible and will be charged for sewer regardless of having the service connected. The discussion ended.

Board Member Warren asked Office Manager Bolton if he had devised a way to keep up with the Wastewater and Water licenses dates. Office Menager Bolton stated he could put it into a calendar as an alert. He also stated Manager Dutton had not received his physical licenses which will have an expiration date printed on the front of the card. Chairman Williams stated she would like both the administrative staff and the operator themselves to keep up with when the license will become out of date. The discussion ended.

Financial Report

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

Gerald Pentecost presented the 2023 -2024 audit to the Board. He reported they did not find any violation. He gave an overview of the audit. Board Member Warren asked if the audit encompassed all the Utilities Board of the Town of Cedar Bluff's bank accounts and all revenue coming in and going out. Mr. Pentecost answered yes. Board Member Warren also asked if the audit was the highest-level audit that could be done. Mr. Pentecost answered yes, and he also stated that the report that was presented to the Board was the highest level of reporting. Board Member Warren asked if there was any room for improvement. Board Member Pickelsimer stated there was always room for improvement. Mr. Pentecost stated the controls put in place by the Board were working but he would continue to review the finances on a yearly bases and will inform the Board if there is room to improve. The discussion ended.

Customer Concerns

Jeffery Kennon, who asked to be put on the agenda to address the Board, was not present.

Terri Zuber addressed the Board concerning a leak. After some discussions, Board Member Warren made a motion to adjust Ms. Zuber's account by $413.62 and remove the late fee; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Diane Winn addressed the Board concerning a leak. After some discussion, Board Member Warren made a motion to adjust Ms. Winn's account by $31.57; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Manager Bolton addressed the Board in Terry Hensley stead. He stated Mr. Hensley could not come to the meetings because he Is unavailable during the third Tuesday of every month. After some discussion, Board Member Warren made a motion to adjust Mr. Hensley's account by $23.42; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Board Member Warren asked Office Manager Bolton if Jeffery Kennon's problem had been resolved. Office Manager Bolton replied by stating Mr. Kennon had paid his bill. He added that he will reach out to Mr. Kennon to ask if he wanted to be on the next meeting's agenda.

<u>Old Business</u>

Dave Erdner with Blood Assurance addressed the Board. The Board questioned Mr. Erdner during the last meeting about if Blood Assurance supplied blood to the local hospital. Mr. Erdner responded to that question during this meeting, answering yes. After some discussion, Board Member Warren made a motion to host a Blood Drive on Saturday June 21, 2025 at the Utilities Board of the Town of Cedar Bluff office; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Attorney McWhorter asked Mr. Erdner if he could provide a letter of addendum. Mr. Erdner stated he could provide a copy of Liability Insurance Certificate. He stated he would email the Liability Insurance Certificate to Attorney McWhorter so he could write a letter of addendum.

Office Manager Bolton presented the Boil Notice Contingency Plan to the Board. After some discussion, Board Member Warren made a motion to accept the Boil Notice Contingency Plan; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Office Manager Bolton presented the Safety Plan to the Board. After some discussion, Board Member Warren made a motion to accept the Safety Plan; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

New Business
Brian Layson with Fenix addressed the Board about Ultra Sonic Meter or AMI Meters. He explained the operations of the meters to the Board and presented the Board with three quotes. He explained that the AMI meter would eliminate manual meter reading. The meters would be read every hour, and the reading would be sent to the office three times a day. He stated it would assist with leak detection on the customer's side. The first quote was for a trial base for $2400.00. The next was $636,066.35 for the Quad Carrier. The last quote was $580,907.35 for the Dule Carrier. He stated he could determine which quote would best fit the company if he could get a copy of the Service Addresses. Office Manager Bolton stated he could supply the Service Addresses to Mr. Layson. Board Member Warren asked if the entire amount would need to be paid at once. Mr. Layson answered no and stated a three-time payment plan could be made and it depended on what the Board was comfortable with doing. He also stated the Board did not have to convert completely to the AMI meters on all the meters. Board Member Warren was concerned with the cost and asked Mr. Layson if he was aware of any grant that would be available to The Utilities Board of the Town of Cedar Bluff. Mr. Layson answered stating; besides the state revolving fund, no. Board Member Pickelsimer stated The Utilities Board of the Town of Cedar Bluff had been paying an extra $100,000.00 a year to the USDA Loan and may be able to get a loan or arrange financing and continue to carry the loan. Board Member Warren asked Mr. Layson what billing software was best compatible with the AMI meters. Mr. Layson answered they could interface with any billing software but stated Edmunds Gov Tech and CNI was the easiest billing software to interface with. After some discussion, Board Member Warren made a motion to table the discussion until more information could be provided; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Office Manager Bolton addressed the Board concerning the old service truck. He asked if the Board wanted to sale the truck using the sealed bid process or to auction it on GovDeals with a set limit amount. After some discussion, Board

Member Warren made a motion to auction the old service truck with a limit set by Manager Dutton; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Office Manager Bolton addressed the Board concerning surplus supplies that Manager Dutton wanted to put on GovDeals. After some discussion, Board Member Warren made a motion to auction the surplus supplies on GovDeals; Board Member Pickelsimer seconded the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Office Manager Bolton presented a quote from Network Solutions for a new computer. He explained his computer had been crashing. The quote was for a Lenovo Think Centre NEO 50s SFF with an intel i5-13400 2.5Ghz Processor, 16GB of DDR4 RAM and a 250GB SSD Hard Drive. The computer was quoted for $1,068.00. The Board was concerned with the type of computer and the amount of RAM and storage on the hard drive. After some discussion, Board Member Warren made a motion to have Office Manager Bolton order a Dell with 32GB of DDR4 RAM and a 512GB SSD Hard drive from Network Solutions; Board Member Higgins second the motion.
Motion Carried (4-0)
Aye: Pickelsimer, Williams, Warren, Higgins
Nye: None
Abstained: None

Office Manager Bolton addressed the Board concerning the Employee Per Diem. He stated he had asked two different Board Members if Brock Black and himself were eligible for the employee per diem for attending a refresher course for the Water Operator License in Montgomery, AL. He reported he received two different answers, and he thought the best thing to do was for the Board to discuss the issue. After some discussion the Board decided that Brock Black and

Office Manager Bolton are not eligible for the Employee Per Diem because the class was not required.

Bobbie Hicks addressed the Board by asking the Board to revert her pay back to the normal amount before she had it reduced. The Board agreed to Ms. Hicks request.

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

The meeting was adjourned at 5:56 P.M.

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Mattie Williams, Chairman Date

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Joshua Bolton, Secretary Date

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