The Utilities Board of The Town of Cedar Bluff
June 23, 2026

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a rescheduled business meeting Tuesday, June 23, 2026, 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:

Adam McNabb	Absent	Mattie Williams	Present
Linda Pickelsimer	Present	Loretta Higgins	Present
William Warren	Present		

Meeting attendees: Larry Southerland, Janet Warren, Christi Robinson, Marsha Kastl, James Wainwright

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

Approval of Minutes

Chairman Williams presented the minutes from the meeting of May 26, 2026. Board Member Warren made a motion to accept the minutes as corrected; Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Manager Report

Manager Dutton presented the Managers Report to the Board. The report consisted of thirteen turn ons, five turn offs, fourteen disconnect, ten re-reads, six read leave ons, two water tap, two sewer taps, sixteen water leaks, three sewer leaks, one meter replaced, one check water pressure, ten line locates, and one void. There was a total of seventy-one complete Work Orders.

Office Manger Bolton presented the Systems Total to the Board. The water pumped was 5,462,200 gallons and the water sold was 4,387,800 gallons; 5000 gallons were used to flush the lines, leaving a loss of 19.58%.

Financial Report

Treasurer Pickelsimer stated she had reviewed the financial reports for May 2026. Treasurer Pickelsimer made a motion to approve May 2026 Financial Reports. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Customer Concerns

James Wainwright, owner of Cornwall Apartments, who requested to speak to the Board concerning a leak was present at the meeting. Office Manager Bolton addressed the Board stating the adjustment amount was $430.50. Board Member Warren made a motion to refund Mr. Wainwrights account of $430.50 for the leak. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Amanda Burtons leak was addressed to the Board, in which she was absent. Her leak was repaired and her adjustment would be a credit of $18.27. Board Member Warren made a motion to refund Ms. Burton of $18.27 for the leak she had repaired. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None
Adrian Moore had requested a refund of $7.27 for his leak. Board Member Warren made a motion to refund Mr. Moore of $7.27 for the repair. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams

Nye: None
Abstained: None

Old Business
Chairman Williams asked the Board to move the Water Tower Grant Update and Lagoon Grant/Grant Schedule to executive session.

Chairman Williams addressed the Board about the Northeast Water Contract Revision. She stated that the Cedar Bluff Utilities Board revision for the contract was worked on by Attorney McWhorter and completed. Chairman Williams also explained that we are currently paying the new prices for water, but upon review of the contract the Board decided we may need to seek other sources for water. Mr. McWhorter drafted a revision document of the contract that includes an exit to the contract if needed and sent it to Office manager Bolton. It mentions that after a certain number of days either party can terminate the contract in case The Cedar Bluff Utilities Board develops another water source. Board Member Warren made a motion to accept the new Northeast Contract with the revision. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Chairman Williams addressed the Sewer Only Customers Policy Review. She mentioned not changing the policy at this time due to our possible inability to service new customers, who don't have water with us or access to sewer. It was discussed that LADD Engineering would review the policy but they have yet to respond to Manager Dutton's request. Chairman Williams suggested tabling the policy revision until LADD can make an assessment before making any changes. Board Member Warren mentioned the policy needs to include that; "we only accept sewer only customers within town limits of Cedar Bluff." Attorney McWhorter suggested we make a feasibility plan for billing if we changed the policy; such as, using Northeast's usage schedule to base our billing on. Board Member Warren made a motion to table the Sewer Only Customers Policy Review until more information is received. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams

Nye: None
Abstained: None

Board Member Warren addressed the board about exploring a new water source and asked if the board would hear Christi Robinson of Waggoner Engineering on the subject. All the board agreed. Ms. Robinson mentioned how we could have two breaks in ground water wells where the town could be more independent. She estimated it would cost about $2 million for the well and treatment as long as the water source is good. Additional costs would come from the extensions of the water mains depending on location. She also included information on additional purchases that would enhance the water source, such as: fluoride or corrosion inhibiter. This would possibly require increased operation from the water treatment side. These additions could have automated controls that meter the amount of chemicals put in the water. It would be a new system with ADEM, that the administrative side would have to be prepared for. She stated it would take approximately 3 years to complete if Cedar Bluff Utilities selected this route. This would include looking for the water source, testing wells, pump testing, submitting samples, a design to ADEM, and a construction plan. She then mentioned how some have an “interconnect” with current providers in case of catastrophic measures. You would just turn the system off until something happens and have a generator on standby for those situations. It would just require a separate contract with those providers. Board member Warren mentioned Google is generating a map to show all underground water sources. Board Member Higgins stated if we were to find a water source on a customer’s property, would we have to negotiate and enter into a contract with that customer to test for a well. Ms. Robinson stated that it would be good to have more than one water source, most towns generally have two wells.

Manager Dutton addressed the Board about the Utility tap fees. He stated the parts alone are around $439.80 for ¾ inch taps and $757 for 1 inch taps. Office Employee Ollina McClellan mentioned that all water taps are currently $800.00. Manager Dutton asked if we should be charging for employee time and equipment because four employees per hour is around $87 and equipment per hour is $150. He stated that the utilities is losing money with the current prices we charge with this service. Manager Dutton also included the different prices for ¾ inch and 1 inch water taps for surrounding businesses. He addressed the schools request for sewer tap services for their new building. The cost of the

sewer tap services for the school would be more than our current rate because the maintenance crew would have to bore under the road. That's $25 a linear foot if it is an aged construction. Manager Dutton suggested the two inch pipes price to be estimated upon request, and the ¾ inch & 1 inch to be increased for the parts, time and equipment. Board Member Warren suggested the water taps should be $1000 for ¾ inch and $1200 for a 1 inch, there for the language for regulations should be changed in the Service Application for customers and on the website. Board Member Warren made a motion to increase the ¾ inch to $1000, 1 inch to $1250, and 2 inch estimated upon request. Treasurer Pickelsimer seconded.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Manager Dutton spoke on the Cobia Sewer Extension. He mentioned to extend the sewer lines would estimate about $4000, 700ft. He stated she paid a water and sewer tap but had no further information of the Cobias plans. He also stated if the line is extended across their property we could tie into an existing line. Board Member Warren stated the customers will not be doing the development, only the lines for their home. Treasurer Pickelsimer stated if they decide to do the development it would be at the customer's expense.

Manager Dutton addressed the Livingston Sewer Tap Update. He stated he did get in contact with Alabama Grading and Excavation and asked for a quote on the bore and lines with 3 inch PVC pipe. They gave Manager Dutton a price on fused pipe $76,925.05. The directional bore alone costs $7200.00. Chairman Williams suggest the board table the decision until there are more quotes.

Chairman Willims stated the Employee Handbook was ready for review. The handbook will be discussed at the next Board Meeting.

Board Member Warren addressed the Bylaws. He mentioned Article 5 Sections 4 should be changed to a minimum of a once a week $500 deposit. Treasurer Pickelsimer suggested it be a minimum of a $500 daily deposit. Board Member Warren made a motion there be a minimum daily deposit of $500, if not the minimum the deposit be made once a week. Treasurer Pickelsimer seconded the

motion. Board Member Warren then listed Article 5 Section 2. He stated there should be two signatures on contracts and any instruments. Attorney McWhorter suggested the sentence could include the board can designate who can sign but it must be two signatures. Board Member Warren made a motion for Attorney McWhorter to make the changes listed in Article 5 of the Bylaws. Board Member Higgins seconded.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

New Business
Manager Dutton manager addressed the policy on dog attacks and PPE prevention. He stated Office Manager Bolton ordered Halt, dog spray, for the Maintenance employees. He also stated they have not discovered other helpful items besides halt. Chairman Williams also requested customer accounts should be flagged for aggressive dogs.

Chaiman Williams addressed the Cedar Bluff Utilities Disclaimer. She stated many customers believe the Cedar Bluff Utilities is a part of Cedar Bluff Town Hall. She stated we could give customers information on who to call about specific inquiries to lower confusion between the two separate businesses. This will allow customers to have information on the Utilities policies and protocols about the services we provide them. She stated The Post and Weiss Radio will be posting the disclaimer, and there will be a post made on our website and bulletin board for a reminder.

The other AC unit in the Utilities building has gone out. Officer Manager Bolton included the price from Grace Heating and Cooling, $1410.00. He was letting the board know about the service and price to get the other AC unit that has went out.

Board Member Warren asked about the survey on the water tanks and if we were moving our fence where the property line is. Manager Dutton stated he needed to ask the board about doing so. Board Member Warren asked Manager Dutton to get quotes on fencing in the water tank 3 inch inside the property line.

Board Member Warren asked if the policy has been written on the P.O System we are currently using. Chairman Williams stated Office Manager Bolton was still in the process of working on the policy. Board Member Warren suggested the board should see the policy next meeting.

Manager Dutton explained when he has taken the certifications they had vouchers. He suggested, with board approval, to do a onetime $150 for the first test and $150 for the second to help, or give the employee the $300 to take the test and if not past the cost for testing again would be their obligation. He mentions that Office Manager Bolton and Maintenance Employee Brock need to get their test done. Manager Bolton also mentions if the Board agrees to do wells in the future, Maintenance Employee Brock would need to become a Grade 2 Operator. Treasurer Pickelsimer suggested we pay $150 for the first test. If they pass the test, we give them the other $150 which would equal the $300 covering their cost of the test. If they don't pass the first test, the second test we would give them another $150. In both scenarios it would be $300 regardless. Treasurer Pickelsimer made a motion to contribute to the tests. Board Member Warren seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

At 5:38 P.M. Chairman Williams announced the board will be going into executive session, including Waggoner Engineer Ms. Robinson.

The Board reconvened to the regular meeting at 6:07 P.M.

Chairman Williams asked for a motion to approve going forth with the WTPP Reliability and Compliance Grant and for Chaiman Williams and Co-Chairman McNabb to sign the letter. Board Member Warren made a motion for them to sign the WTPP Reliability and Compliance Grant. Board Member Higgins seconded the motion.
Motion Carried (4-0)
Aye: Higgins, Pickelsimer, Warren, Williams
Nye: None
Abstained: None

Board Member Higgins made a motion to adjourn the meeting.
The meeting adjourned at 6:08 P.M.

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Mattie Williams, Chairman   Date

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Ollina McClellan, Secretary   Date