

The Utilities Board of The Town of Cedar Bluff
August 18, 2026

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a rescheduled business meeting Tuesday, August 18, 2026, at 3:00 p.m. at 4971 Alabama HWY 68, Cedar Bluff, Alabama 35959. The meeting was called to order by Chairman Williams.

Roll Call:

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

Meeting attendees: Larry Sutherland, Attorney Bob McWhorter, Tracy Marks, Debbie Shaw, Samantha West, LaHayne Livingston, Jannet Warren, Mr. Elrod

The prayer followed by the Pledge of Allegiance was led by Chairman Williams

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of July 21, 2026. Board Member Warren made a motion to accept the minutes as printed; Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Manager Report

Manager Dutton presented the Managers Report to the Board. The report consisted of twenty turn ons, nine turn offs, twelve disconnects, twenty-two re-reads, eight read leave ons, one water tap, four sewer taps, twenty-four water leaks, two sewer line inspections, one meter replaced, twenty-seven line locates, one meter lid replaced and four 911 signs delivered. There was a total of one hundred thirty-one complete Work Orders.

Office Manager Bolton presented the Systems Total to the Board. The water pumped was 6,061,900 gallons and the water sold was 5,829,100 gallons.

Financial Report

Treasurer Pickelsimer stated she had reviewed the financial reports for July 2026.

Treasurer Pickelsimer made a motion to approve July 2026 Financial Reports.

Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Customer Concerns

Office Manager Bolton gave an update concerning Ronald Thaggard's outstanding bill. He stated Mr. Thaggard had passed away and an attorney from California contacted the office informing the staff that the account was to stay active and not to be turned off. The office staff gave the attorney Chairman Williams number who contacted Attorney McWhorter. The office staff was told to leave the account active. Office Manager Bolton informed the Board he had contacted Attorney McWhorter on July 27, 2026 for an update on the account because the balance on the account was now up to \$728.33. Attorney McWhorter asked for an updated statement on Mr. Thaggard's account and informed Office Manager Bolton he would send a certified letter to the attorney from California for an update on the account. Office Manager Bolton stated on September 8, 2026 a new customer opened an account at Mr. Thaggard's address and once the account was finalized the remaining balance on the account was \$708.07. He also stated we are still waiting on a response from the attorney in California. The discussion ended.

Office Manager Bolton addressed the Board concerning Debbie Shaw's rental tiny houses on County Road 131. He explained the pre-existing cabin on the property was hooked to the sewer and Mrs. Shaw had illegally hooked the sewer from one of the tiny houses to the cabins existing holding tank. She later came in and paid \$1000.00 for the sewer tap. Manager Dutton was informed that she later hooked two more tiny houses to the sewer. Office Manager Bolton reached out to Ms. Shaw and informed her the taps would need to be paid before they are hook to the sewer. He explained he noticed that two more of the tiny houses were rented

and again tried to reach out to Mrs. Shaw who had not paid the tap fees. With no response he contacted Chairman Williams who contacted Attorney McWhorter who sent a certified letter to Mrs. Shaw. Office Manager Bolton explained to the Board Ms. Shaw had sent a check for \$2000.00 to pay for two taps but still had one more tiny house that the tap needed to be paid for. He explained if the Board charged Mrs. Shaw for theft of services, she would still owe \$1000.00 for the unpaid tap and \$750.00 for the theft of services fee. totaling \$1750.00. The Board discussed the email received from Connie Grimmer, Mrs. Shaw's sister, about the situation. After some discussions, Board Member Warren made a motion to charge Mrs. Shaw with theft of services and have her pay the remaining tap fee totaling \$1750.00. Board Member Pickelsimer seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Old Business

Chairman Williams addressed the Board concerning the employee handbook. She stated Attorney McWhorter could not come to the meeting, due to it being an early meeting, to review the employee handbook with the Board. Board Member Higgins made a motion to table the discussion; Board Member Warren seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Manager Dutton addressed the Board concerning the Livingston Estate Sewer extension. He stated he received only one quote, but he was unable to get two quotes. The quote was for a 6-inch pipe with a 12-inch bore totaling \$80,850.00. The Board questioned if the 6-inch pipe would be adequate. Manager Dutton stated according to LADD the 6-inch pipe would be adequate. Board Member McNabb stated he had a contact for Manager Dutton to contact for a second quote. Chairman Williams stated LADD environmental had done a feasibility study for the Board. The study stated the following:

There is a capacity for limited growth. There are also existing issues with excessive I/I and lift stations needing refurbishing/replacing made evident by overflows during or following significant rainfall events. We recommend to develop a plan to resolve the existing issues prior to, or simultaneously with, implementing a collection system expansion.

Ms. Livingston addressed the Board stating she thinks the quote is too low due to the fact there will need to be a second bore. The Board discussed getting more quotes for the project. The discussion ended.

Chairman Williams addressed the Board with an update from the Gant/Loan Committee. The members of the committee are Chairman Williams, Board Members McNabb and Warren and Manager Dutton. She stated the committee requested a digital map of the water and sewer systems from LADD Environmental and a schematic of the new water tower from Waggoner Engineering. Both have been received. Chairman Williams stated Christy Robinson, with Waggoner, asked to come to the meeting but due to the time constraints of this meeting she was asked to come to the meeting in September before the committee suggest which engineering firm will be doing which project.

Chairman Williams stated Board Member Warren received two documents concerning the water tower that would need to be discussed and voted on during this meeting. The cost of the two options are as follows;

T03 EID only approach.

Task Description	Rate	Units	Cost
Full ADEM Application, including EID	\$22,500	Lump Sum	\$22,500
TOTAL: TASK ORDER 3			\$22,500

T03 overall approach.

Task Description	Rate	Units	Cost
Full ADEM Application, including EID	\$22,500	Lump Sum	\$22,500
DESIGN SERVICES:			
Preliminary Design with hydraulic modeling and tank sizing, pumps as required, including coordination with survey and Geotech (by others)	\$65,000	Lump Sum	\$65,000
Final Design (including electrical and instrumentation) with complete construction design plans and specifications per ADEM SRF requirements	\$110,000	Lump Sum	\$110,000
Develop basic GIS model of water system	\$25,000	Lump Sum	\$25,000
Permitting and Administration of Public Bid	Hourly per GSA	Time and Materials	\$22,500
Subtotal – Design Services			\$222,500
CONSTRUCTION SERVICES:			
Construction Administration and Inspection	Hourly per GSA	Time and Materials	\$40,000
Total – Design and Construction Services			\$262,500
TOTAL: TASK ORDER 3			\$285,000

After some discussion Board Member Pickelsimer made a motion to do the second option;

Chairman Williams seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Pickelsimer also made a motion to transfer \$60,000.00 from the debt retirement fund to go towards the water tower project and only make the annual payment to the USDA loan. Chairman Williams seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

New Business

Chairman Williams addressed the Board concerning the new Town Hall ordinance that requires any new construction/sewer and water tap to first acquire a permit from town hall before having the work done. Cedar Bluff Utilities will still be responsible for the Sewer Tap inspection and the customers will be required to

show proof of the permit before purchasing a sewer or water tap. The discussion ended.

Office Manager Bolton presented a new PTO Buyback Policy to the Board that reads as follows;

PTO Buyback Policy

Full-time employees of The Utilities Board of the Town of Cedar Bluff can cash in a total of eighty (80) hours of their vacation hours each year.

The employee can cash in the eighty (80) hours in twenty (20) hour increments but cannot exceed forty (40) hours at a time.

The employee will be cut a separate check from their normal forty (40) hour check.

After some discussion Board Member Warren made a motion to adopt the PTO Buyback Policy; Board Member McNabb seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The PTO Buyback Policy was adopted on August 18, 2026 and reads as follows;

PTO Buyback Policy

Full-time employees of The Utilities Board of the Town of Cedar Bluff can cash in a total of eighty (80) hours of their vacation hours each year.

The employee can cash in the eighty (80) hours in twenty (20) hour increments but cannot exceed forty (40) hours at a time.

The employee will be cut a separate check from their normal forty (40) hour check.

Office Manager Bolton addressed the Board concerning the current payroll schedule. He stated the staff would like to change the current payroll schedule from Saturday through Friday to Monday through Sunday. He stated it was confusing the maintenance crew on how they turn in their on-call sheets. After some discussion Chairman Williams made a motion to change the payroll

schedule from Saturday through Friday to Monday through Sunday; Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Warren made a motion to adjourn the meeting. Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The meeting adjourned at 4:40 P.M.

Mattie Williams, Chairman

Date

Joshua Bolton, Secretary

Date