

The Utilities Board of The Town of Cedar Bluff
July 21, 2026

STATE OF ALABAMA
CHEROKEE COUNTY

The Utilities Board of the Town of Cedar Bluff met for a rescheduled business meeting Tuesday, July 21, 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	Present	Mattie Williams	Present
Linda Pickelsimer	Present	Loretta Higgins	Present
William Warren	Present		

Meeting attendees: Larry Southerland, Janet Warren, LaHayne Livingston, Scott Farrar, Mark Perry

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

Approval of Minutes

Office Manager Bolton presented the minutes from the meeting of June 23, 2026. Board Member Warren made a motion to accept the minutes as corrected; 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 fourteen turn ons, sixteen turn offs, four disconnects, nineteen re-reads, six read leave ons, three water taps, three sewer taps, twenty-nine water leaks, two sewer leaks, one sewer line inspection, one meter replaced, one manhole repair, one line flushed, sixteen line locates, one pump station repair, one meter lid replaced, and one void. There was a total of one hundred one complete Work Orders.

Office Manager Bolton presented the Systems Total to the Board. The water pumped was 5,487,000 gallons and the water sold was 3,643,700 gallons.

Financial Report

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

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

Chairman Williams seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Customer Concerns

Office Manager Bolton addressed the Board concerning Clay Brown who had a water leak. He stated the adjustment on Mr. Brown's account was \$36.80. Board

Member Warren made a motion to credit the sewer portion of Mr. Brown's account for \$36.80. Board Member Higgins 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 Board Member Pickelsimer and herself were on the committee for the employee handbook editing. She also stated they had asked Attorney McWhorter to re-word the job classification part and the drug use and suspension part of the handbook. The drug use section of the handbook will be using the Alabama statute for any drug use. The discussion ended.

Chairman Williams addressed the Board concerning the Cedar Bluff Utilities policy on sewer only customers. She stated Attorney McWhorter suggested during the previous meeting to add the words "when feasible" to Cedar Bluff Utilities mission statement. She stated as potential customers are annexing into the Cedar Bluff Town limits it is Cedar Bluff Utilities' duty to provide sewer and water but only when it is feasible. Feasibility could be questioned when considering the

monetary value of running the lines and distance of the property. Chairman Williams read the current and proposed mission statement to the Board.

Current Mission Statement

The purposes for which this corporation is formed are to acquire, construct, operate, maintain, improve and extend a water works system, sewer disposal plant or plants, and any part or parts thereof in the Town of Cedar Bluff and the territory surrounding said town, together with all appurtenances thereto and all property used or useful in connection therewith, including franchises.

Proposed Mission Statement

The purposes for which this corporation is formed are to acquire, construct, operate, maintain, improve and extend a water works system, sewer disposal plant or plants, and any part or parts thereof in the Town of Cedar Bluff and the territory surrounding said town, when feasible, together with all appurtenances thereto and all property used or useful in connection therewith, including franchises.

Board Member Warren made a motion to except the proposed mission statement. Board Member McNabb seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

The Current Mission statement as of July 21, 2026 reads as follows:

The purposes for which this corporation is formed are to acquire, construct, operate, maintain, improve and extend a water works system, sewer disposal plant or plants, and any part or parts thereof in the Town of Cedar Bluff and the territory surrounding said town, when feasible, together with all appurtenances thereto and all property used or useful in connection therewith, including franchises.

Manager Dutton addressed the Board concerning the Livingston Estate Sewer Extension. He presented two proposals for the sewer extension. The first proposal

was for \$ 76,925.05 and the second proposal was for \$63,500.00. Both quotes were for a 6-inch bore for a 3-inch sewer line. He stated while he was getting quotes, he was informed he needed to install a 6-inch sewer line which would call for an 8-inch bore. After some discussion, Board Member Warren made a motion to table the discussion until Manager Dutton could get quotes for the 6-inch sewer line installation and the 8-inch bore. Board Member McNabb seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

Board Member Warren addressed the Board with an update on the Water Tower and the Lagoon grants. He stated the Water Tower grant has been awarded to Cedar Bluff Utilities, and we were waiting on ADEM to release the funds. He stated the final application for the Lagoon Grant has been submitted. Chairman Williams addressed the Board stating both the Water Tower and Lagoon Grant was awarded to Cedar Bluff Utilities. She informed the Board there was a zoom meeting on July 28 for the grants that should inform the Board of the next step. Chairman Williams emphasized that the grants were loans at an incredibly low interest rate. She went on to state the Board had also been awarded a grant for the Pump Stations to be rebuilt, and we are waiting for a letter before accepting the grant. Board Member Warren addressed the Board stating the Pump Station Grant would need to be approved during this meeting, or we would lose the grant and Cedar Bluff Utilities did not have the option of rejecting the grant because Cedar Bluff Utilities turned down a grant in 2024. After some discussion, Board Member Warren made a motion to accept the Pump Station rebuild grant. Board member Higgins seconded the motion.

Office Manager Bolton addressed the Board concerning the Purchase Order Policy. He stated he had two policies for the Board to review. The first was the Spending Allowance Policy that read as follows:

Spending Allowance Policy

The General Manager and Office Manager have a spending allowance of \$1000.00 to make purchases without Board approval.

In the event of an emergency the General Manager's spending allowance will be increased to \$3000.00 but requires two Board Members signatures before proceeding with the purchase.

The spending allowance is not used for restocking parts needed for repairs or for purchasing statements and late notices.

The spending allowance is not to be used to purchase personal items.

The second was the Purchase Order Policy that read as follows:

Purchase Order Policy

When purchasing items from an authorized vendor, Cedar Bluff Utility employees must contact the Cedar Bluff Utility office to receive a purchase order number.

All purchases must be below the \$1000 spending allowance.

In the event of an emergency the General Manager must receive signatures from two Board Members to purchase an item exceeding \$1000.00 but not exceeding \$3000.00.

Board Member Warren stated in the event of an emergency the General Manager should fill out a Requisition form with the Vendors name, the description of the item being purchased and the price of said item that two Board Members will need to sign off on before purchasing the item. Board Member Warren made a motion to approve the Spending Allowance Policy as read and the Purchase Order Policy with the corrections. Board Member McNabb seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

As of July 21, 2026 the Spending Allowance Policy read as follows:

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When purchasing items from an authorized vendor, Cedar Bluff Utility employees must contact the Cedar Bluff Utility office to receive a purchase order number.

All purchases must be below the \$1000 spending allowance.

In the event of an emergency the General Manager must fill out a Requisition form with the Vendors Name, a description of the item, the price for said item and receive signatures from two Board Members before purchase an item exceeding \$1000.00 but not exceeding \$3000.00.

Chairman Williams addressed the Board concerning the Northeast Contract. She stated to have the current contract rewritten a representative of Cedar Bluff Utilities would need to be present at Northeast Water's next Board meeting. Office manger Bolton informed the Board the meeting will be held on August 18, 2026 at 6:00 PM the same day as Cedar Bluff Utilities Board meeting. The Board decided to move the Cedar Bluff Utilities Board meeting from 4:00 PM to 3:00 PM on August 18, 2026. Chairman Williams and Board Member Warren stated they could attend Northeast Water's next Board meeting. The discussion ended.

Manger Dutton addressed the Board concerning the fencing for the New Water Tower. He presented the three following quotes:

Highfield Fencing	\$9523.44
Crowe Fence	\$7306.75
Backus Fence	\$17560.00

Board Member Warren stated the fencing could not be installed until the Water Tower construction was completed. The Board tabled the discussion.

Manger Dutton addressed the Board concerning the tree removal on the land for the New Water Tower. He presented the three following quotes:

Michail Fitts	\$3300.00
Swinging D's	\$6600.00 (They Haul Off)
	\$4800.00 (We Haul Off)
Cutts Tree Svc	\$5400.00

After some discussion, Board Member Warren made a motion to accept Swinging D's quote for \$4800.00, and we haul the trees off. Board Member Higgins seconded the motion.

Motion Carried (5-0)

Aye: Higgins, McNabb, Pickelsimer, Warren, Williams

Nye: None

Abstained: None

New Business

Scott Farrar, who is in the process of developing a plot of land off Armstrong Road, addressed the Board. He presented a preliminary plat of the property to the Board and discussed his plans for the property. Board Member Warren informed Mr. Farrar that Town Hall would need to approve the plat before Cedar Bluff Utilities could install any taps on the property. The discussion ended.

Manger Dutton addressed the Board concerning getting a debit card for the Union State General Bank Account. He stated when he attended the ARWA conference in March he had an issue with the Credit Card due to how it was paid. Office Manager Bolton addressed the Board and informed them of the issue he was having during that time paying the Credit Card bill, but he has since then fixed the issue and now has an account online where he can view and pay the total

balance on the Credit Card. The Board decided there was no need to get a debit card. The Board asked Office Manager Bolton if he could supply the Credit Card Policy at the next meeting. The discussion ended.

Office Manger Bolton addressed the Board concerning the Gerald G. Pentecost CPA. (GGPCPA) 2025 – 2026 Audit Letter. He stated GGPCPA sent a letter of engagement for the October 2025 – September 2026 audit. He stated the letter would need to be signed if the Board decided to use GGPCPA for the audit. After some discussion, Board Member Pickelsimer made a motion to use GGPCPA for the October 2025 – September 2026 audit. Chairman Williams 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 5:16 P.M.

Mattie Williams, Chairman

Date

Ollina McClellan, Secretary

Date