

**MINUTES OF THE BOARD MEETING
OCTOBER 19, 2020**

Board Meeting of the Selma Water Works and Sewer Board was called to order by Roderick V. West, Chairman of the Board at 9:35 a.m. October 19, 2020 via Conference Call in compliance with the Governor's Proclamation in 2020. Dialed in were, Roderick V. West, Chairman, Mayor Darrio T. Melton, Superintendent, James E. Ware, Vice-Chairman, Robert Allen, Director, Michael Johnson, Director, Attorney Prince Chestnut, Lachune Simpson, Maxine Tarver, Chelsea Strong, Marvin Maul, Robert Bridges, and Ray Hogg. Also dialed in were Beatrice M. Forniss (Community Specialist with Goodwyn Mills Cawood), Citizen's: LR Nickles and Wilma Walker (Ellwood Christian Academy).

Superintendent Melton opened with prayer. Roll was called. Chairman Roderick V. West stated present, Vice-Chairman James E. Ware stated present, Director Robert Allen stated present, Director Michael Johnson stated present. A quorum was present.

Director Johnson motioned to approve the Minutes dated September 21,2020. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Director Johnson motioned to approve the Minutes for Special Called Board Meeting dated October 7, 2020. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Under Citizen's Request, LR Nickles came before the Board with a complaint that she was billed \$450.64 on July 10, 2020 but did not use the amount of water. She had a plumber come out and she was told that she did not have any plumbing issues. Georgia Rawls explained that she had a re-read done and it showed that the meter was not leaking but the dials were continuing to move. Mrs. Rawls had a work order done which showed that the meter was working properly. She also had a data-log done which indicated that the customer had a leak. Chairman West explained that due to the Bond Covenant, the Board could not give free water. Marvin Maul stated that he would go out and re-read the meter himself.

Under Citizen's Request, Wilma Walker came before the Board on behalf of Ellwood Christian Academy concerning bills for May, June, and July that were over \$1,000.00 each. Ms. Walker said that school was closed at the time and no one was working in the building. After further discussion of the matter, Marvin Maul agreed to meet the customer at the school to look at the meter.

Beatrice M. Forniss (Community Specialist with Goodwyn Mills Cawood), came before the Board and introduced herself as the retired Division Chief of Community and Economic Development with ADECA, the Alabama Dept. of Economic and Community Affairs with the State of Alabama. Ms. Forniss explained her interest in Selma as it relates to the Water

Board taking advantage of interest rates. She requested to be in attendance when the Board resumes in-person meetings.

Under the Financial Report, Vice-Chairman Ware motioned to pay the bills for the month of September 2020. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Maxine Tarver gave the Financial Report and stated that this was the last month of the fiscal year. Maxine reported that the revenue is \$488,361.76 which is 2% above what was budgeted. The expenses were \$438,153.07. There is a profit of \$50,208.69 for the month with a year to date profit of \$307,238.70. Last year this time, the year to date profit was \$153,826.53. Director Johnson motioned to approve the Financial Report for the month of September 2020. Vice-Chairman ware seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Superintendent Melton began his Report with the Wastewater Treatment Department. Earl Luker reported that he interviewed for the vacancy in his Department on Friday, October 16th. He only had one (1) applicant to interview and is ready to offer him the position.

Under the Meter Reader's Department Report, Marvin Maul reported that Otto Hunter will report back to work on November 2, 2020.

Marvin reported a sewage problem at a residence on 4th Avenue that prevents workers from getting to the meter. Ray Hogg and Marvin will go out to the residence after the meeting.

Under the Water Treatment Department Report, Robert Bridges reported that the lead and copper testing is complete. There have been no issues. Robert is preparing the report for ADEM to request a waiver.

Robert reported that there have been no applicants for the position of Water Plant Operator Grade III.

Robert requested that the Board agree to create a position within the Department for a Maintenance Worker. The Board asked for a job description for the position.

Robert stated that a Pre-Construction meeting is scheduled for the resealing of the joint inside the front Settling Basin in the wall for tomorrow at 1:00 pm at the main plant.

Under the Distribution Department Report, Robert reported on broken lines.

Robert reported that he will get with Chelsea Strong concerning the interviews for the Utility Service Worker vacancy.

Robert reported that there was water damage to the floor and to some furniture in Vernessa Gordon's office at the Distribution building due to a leak on the water heater. The replacement of the floor was already budgeted. Servpro came in and vacuumed the water for a cost of around \$2,000.00. Vernessa is working on getting estimates for the other items.

Robert reported theft of a recently purchased jackhammer that valued around \$700.00. There was a Police Report done. The Board had continued discussion on the matter including installing security cameras.

Robert informed the Board of an employee testing positive for Covid-19. The Board discussed the Policy of testing as it relates to employees who come in contact with others who have been infected. Attorney Chestnut will check into the policy of employers being able to require employee testing and will communicate with Chelsea Strong by the end of the day.

Director Johnson motioned to ratify and affirm the acceptance of the in-house bid winners for the surplus trucks. Jeff Mott awarded the 2008 GMC Sierra for \$1,350.00, Roger Brazil awarded the 2004 GMC for \$1,005.00, and Jerry Meeks awarded the 1995 GMC 1500 for \$450.00. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Under the Engineer's Status Report, Ray Hogg gave an update on the Drinking Water and Clean Water SRF. Ray reported that the Drinking Water SRF will close in November. The Clean Water SRF is about to go on Public notice.

Ray discussed a possible SRF Loan for the Franklin Street Pumping Station project and other projects on the five (5) year Capital Improvement Plan.

As it relates to funds that Alabama received for coronavirus projects and Selma Water Works receiving some for renovations to the Administration Building, Ray reported that he has been communicating with the Alabama Tombigbee Regional Commission. He was informed that ADECA has scheduled a Public Hearing for November 4th where they will go over the guidelines. He will find out how funds will be administered.

Ray discussed other property that would be acceptable for the Franklin Street Pumping Station. Attorney Chestnut will look into matters of the alternative property.

Under the Administration Department Report, Director Allen motioned to approve the credit adjustments in the amount of \$2,970.88 for the ten customers requesting adjustments to their sewer cost due to plumbing issues. Vice-Chairman Ware seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

There was a request from TBG Residential C/O for a credit on late fees that they accrued due to having issues with receiving their mail. The bill is mailed to their office in Charlotte, NC. The Board discussed that crediting late fees were not policy. They will follow the Policy in place.

Director Johnson motioned to approve the 2019-2020 Write-Off Accounts in the amount of \$59,889.09. Vice-Chairman Ware seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Maxine Tarver reported that the Auditors will be onsite beginning November 30th thru December 4th. Director Allen suggested that Covid-19 guidelines are set.

Vice-Chairman Ware motioned to approve the proposal from Gayle Construction Co. in the amount of \$3,000.00 for labor and materiel to install a Walk-Up window in the front of the Administration Office. Director Allen seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Vice-Chairman Ware motioned to approve the proposal for water rate and salary increases that will become effective in January 2021. \$1.50 salary increase for the lowest paid employees and a 4% salary increase across the board. Director Johnson seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Attorney Chestnut began his Report by reporting that Chairman West signed the Settlement Agreement with AT&T and it was submitted to AT&T Counsel.

Attorney Chestnut and Chelsea Strong went over the revisions to the Policy and Procedure Manual. Director Johnson motioned to accept the revised Manual. Vice-Chairman Ware seconded. Roll was called. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen was absent, Director Michael Johnson voted yes. Motion carried.

The Attorney gave an update on Cheryl Pettaway Colvin claim of extensive damages to her vehicle that occurred at a location near the Water Works office.

Attorney Chestnut reported that the owners of Woodrow Avenue East Sub-Division have filed a case against Selma Water Works.

With there being no further business to come before the Board, Director Johnson motioned for adjournment at 12:25 p.m. Director Allen Seconded. Chairman Roderick V. West voted yes, Vice-Chairman James E. Ware voted yes, Director Robert Allen voted yes, Director Michael Johnson voted yes. Motion carried.

Roderick V. West, Chairman