



**February 5, 2024
Regular Board Meeting**

The Regular Meeting of Madison Utilities convened at the Madison Utilities' Office located at 101 Ray Sanderson Drive with Chairman Terris Tatum presiding. Vice Chairman Kerry Straub, Director Connie Spears, Director Larry Miles, and Director Al Sullivan were in attendance. Also, present were Secretary/Treasurer/General Manager Emory DeBord and Recording Clerk Jodie Parker.

Others present were Wastewater Manager Mark Bland, Finance Manager Gary Sparks, Customer Service Manager Misty Leftwich, New Development Coordinator Reece Lee, Assistant Finance Manager Drew Greene, and Attorney Woody Sanderson.

Chairman Terris Tatum called the Regular Board meeting to order at 5:31 p.m.

Registered public in attendance: Bradley Prichard with Kimley-Horn and Anthony Davidson with Coastal Ridge Real Estate

1. PUBLIC COMMENTS

None

2. CURRENT AGENDA/MINUTES OF PREVIOUS MEETING

a. February 5, 2024 Current Agenda

The agenda for the February 5, 2024, Regular Meeting was presented to the Board. Director Spears moved to approve the February 5, 2024, Regular Meeting Agenda; Director Miles seconded the motion. The motion was approved unanimously.

b. January 2, 2024 Regular Meeting Minutes

The minutes for the January 2, 2024, Regular Meeting were presented to the Board. Director Spears moved to approve the January 2, 2024, Regular Meeting Minutes; Director Sullivan seconded the motion. The motion was approved unanimously.

3. PLATS/BONDS

a. Preliminary Project Approval

i. The Flats at Autumn Woods, Phase 1

Director Sullivan moved to approve the Preliminary Project Approval for The Flats at Autumn Woods, Phase 1; Vice Chairman Straub seconded the motion. The motion was approved unanimously.

ii. Windermere, Phase 4

Director Sullivan moved to approve the Preliminary Project Approval for Windermere, Phase 4; Vice Chairman Straub seconded the motion. The motion was approved unanimously.

b. Dedication and Improvements

i. Sunbelt Rentals

Director Spears moved to approve the Dedication of Improvement for Sunbelt Rentals; Director Sullivan seconded the motion. The motion was approved unanimously.

ii. Bellawoods, Phase 2

Director Spears moved to approve the Dedication of Improvement for Bellawoods, Phase 2; Vice Chairman Straub seconded the motion. The motion was approved unanimously.

4. OLD BUSINESS

None

5. NEW BUSINESS

a. General Sanitary Sewer Projects Contract Renewal

Wastewater Manager Bland explained that this is a third renewal and will need to be rebid after this year. He added that this is an at-will contract for smaller projects or projects that cannot be done internally. Wastewater Manager Bland stated that it isn't used often but is a quick solution when something unexpected comes up.

Director Sullivan moved to approve the General Sanitary Sewer Projects Contract Renewal; Director Spears seconded the motion. The motion was approved unanimously.

b. Madison County Drinking Water Festival

Wastewater Manager Bland said that Madison Utilities has been participating for years and also contributes by storing the supplies for the Festival. He added that this is good for the community and many Madison City schools participate.

Vice Chairman Straub moved to approve the Madison County Drinking Water Festival; Director Spears seconded the motion. The motion was approved unanimously.

c. Notification of Will Serve Request – 12315 Burgreen Road

Mr. Anthony Davidson stated that the project had originally been approved for 220 units plus a clubhouse but that the plans had changed to 236 units plus a clubhouse. Wastewater Manager Bland reminded the Board that any increase or change to size to a previously approved Will Serve has to come back to the Board for approval. He also added that the project will be sewer only and will not be annexing into the City of Madison.

Vice Chairman Straub moved to approve the Will Serve Request for 12315 Burgreen; Director Sullivan seconded the motion. The motion was approved unanimously.

d. Huntsville Brownsferry Property Agreement

New Development Coordinator Lee explained that an agreement had been reached and the other party involved was requesting that Madison Utilities sign and execute the agreement first, then once completed a closing date will be set.

Director Spears moved to approve the Huntsville Brownsferry Property Agreement; Director Sullivan seconded the motion. The motion was approved unanimously.

e. Papa Jacks Wall Triana and Gillespie Easement

New Development Coordinator Lee stated that an easement was needed on the North side of the property for the Western Transmission Phase 2. He added that an agreement had been reached with the property owner to proceed forward. Director Miles asked if there would be an issue with the agreed credit exceeding the assessed property value. Attorney Sanderson said it would not be an issue since the costs would likely be higher if there was no agreement reached and condemnation proceedings began.

Director Spears moved to approve the Papa Jacks Wall Triana and Gillespie Easement; Director Sullivan seconded the motion. The motion was approved unanimously.

f. Pay Plan dated 1-30-2024

Finance Manager Sparks explained that the only change was to the total number of positions on the pay plan. He added that in order to operate the Keene plant on a regular basis, another Grade II water operator would be needed.

Vice Chairman Straub moved to approve the Pay Plan dated 1-30-2024; Director Sullivan seconded the motion. The motion was approved unanimously.

g. FY2024 Budget – 1st Quarter FYTD Review

Finance Manager Sparks presented the 1st Quarter FY2024 Budget for review stating that it is early in the year but in line with expectations. Director Spears asked why the overtime costs were so high? Finance Manager Sparks explained that it was a combination of working overtime to get meters installed and the ice event which required a number of personnel to be available around the clock. Wastewater Manager Bland added that a large main break was also a contributing factor.

Director Miles moved to approve the FY2024 Budget – 1st Quarter FYTD Review; Director Spears seconded the motion. The motion was approved unanimously.

h. Keene WTP VT SCADA Upgrade and Resolution No. WWB-102-2024

Wastewater Manager Bland stated that the majority of SCADA at the Keene Water Plant was installed in 1993 and is now in need of rehabilitation. He added that the Keene Plant is going to start running daily (producing approximately 3MGD) and that in order to do so, a plant operator would need to be onsite for 8 hours a day, and it would need to be monitored from the Quarry Water Treatment Plant during non-staffed operations.

Director Spears moved to approve the Keene WTP VT SCADA Upgrade and Resolution No. WWB-102-2024; Director Sullivan seconded the motion. The motion was approved unanimously.

6. LEGAL

Attorney Sanderson briefly stated that he had been working on a couple of real estate matter which the Board had approved previously.

7. WATER REPORT

Wastewater Manager Bland stated that the tree clearing for the Western Transmission main was making progress.

8. WASTEWATER REPORT

Wastewater Manager Bland informed the Board that the AMR project is 82% completed and hopefully by the end of the month will be close to completion of the AMI as well. He also explained that the screen which had been replaced at the Wastewater Treatment Plant went down again and a meeting with the manufacturer is scheduled to try to resolve the problem.

9. FINANCE REPORT

Finance Manager Sparks noted that W-2s and 1099's were issued to employees the end of January.

10. CUSTOMER SERVICE

Customer Service Manager Leftwich showed the Board the late charge policy which Huntsville Utilities has posted on their website and explained that she had modified Madison Utilities to be similarly formatted. She stated that if the Board agreed, she would post the information on the MU website. Director Sullivan asked how many late notices go out per month on average and Customer Service Manager Leftwich replied about 1,400. The Board agreed with the content of the late charge policy.

11. GENERAL MANAGER REPORT

General Manager DeBord presented a letter to Chick-Fil-A, for the Board members to sign to express appreciation for the meals they provided to MU workers during the recent ice event.

General Manager DeBord also shared with the Board a letter received from ADEM encouraging people to stop dripping faucets when the weather is above freezing. Vice Chairman Straub asked if an after-action report would be done after the ice event. Wastewater Manager Bland stated that after all significant events MU staff try to go through and figure out what could have been done better, what supplies should be kept in stock, etc.

Lastly, General Manager DeBord explained that he had received an offer to purchase the land near Highway 72 where the Homestead Lift Station was originally located. Discussion ensued about the value of the property as well as the complexity of the infrastructure which would make building on the site difficult. The Board determined not to accept the offer as presented.

12. VICE CHAIRMAN STRAUB

None

13. DIRECTOR SULLIVAN

None

14. DIRECTOR MILES

Director Miles asked about filling the Water Manager position and General Manager DeBord replied that another interview was scheduled for this week. Director Miles also inquired about the status of the Succession Plan and General Manager DeBord stated that it was nearly complete.

15. DIRECTOR SPEARS

Director Spears reminded Chairman Tatum and Director Sullivan that their Board appointments would expire in September and that they should submit their application between now and the end of July for consideration.


16. CHAIRMAN TATUM

None

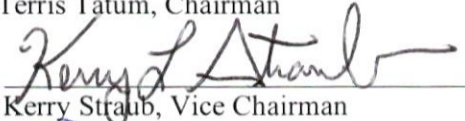
17. ADJOURNMENT

At 6:27 p.m. the Board agreed to adjourn.

Approved,



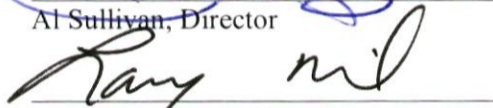
Terris Tatum, Chairman



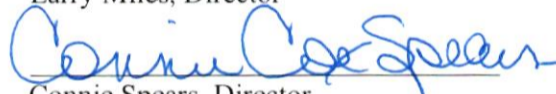
Kerry Straub, Vice Chairman



Al Sullivan, Director



Larry Milos, Director



Connie Spears, Director

ATTEST:



Emory DeBord, Secretary/Treasurer