



**April 6, 2020  
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 Steve Haraway, Director Gerald Clark, Director A. Keith Cook and Director Rob Szmyd were present. Also present were Secretary/Treasurer/General Manager Emory DeBord and Recording Clerk Jodie Parker.

Others present were Wastewater Manager Mark Bland, Water Manager Jason Leggett, Finance Manager Gary Sparks, Customer Service Manager Misty Leftwich and Attorney Woody Sanderson.

Chairman Terris Tatum called the Regular Board meeting to order at 5:36 p.m.

Registered Public in attendance: Two unknown individuals listened to the Board meeting via the Zoom meeting link but did not offer any comments.

Note: The Regular Meeting was held via video conference using the Zoom App due to recent events and directives relating to the COVID-19 pandemic.

**1. PUBLIC COMMENTS**

None

**2. CURRENT AGENDA/MINUTES OF PREVIOUS MEETING**

a. April 6, 2020 Current Agenda

The agenda for the April 6, 2020 Regular Meeting was presented to the Board. Director Clark moved to approve the April 6, 2020 Regular Meeting Agenda as submitted; Director Szmyd seconded the motion. The motion was approved unanimously.

b. March 2, 2020 Regular Meeting Minutes

The minutes for the March 2, 2020 Regular Meeting were presented to the Board. Director Clark moved to approve the minutes for the March 2, 2020 Regular Meeting; Director Szmyd seconded the motion. The motion was approved unanimously.

**3. PLATS/BONDS**

Prior to the discussion of any plats or bonds, Director Clark recused himself from the three agenda items in this section.

a. Preliminary Project Approval

i. The Heights at Town Madison Phase 5

Director Szmyd moved to approve the Preliminary Project Approval for the Heights at Town Madison Phase 5; Director Cook seconded the motion. The motion was approved unanimously.

b. Dedication and Improvements

i. Pike Place Subdivision (formerly Clift Farm West)

Director Szmyd moved to approve the Dedication and Improvements for Pike Place Subdivision; Director Cook seconded the motion. The motion was approved unanimously.

ii. The Heights at Town Madison, Phase 3

Vice Chairman Haraway moved to approve The Heights at Town Madison, Phase 3; Director Szmyd seconded the motion. The motion was approved unanimously.

Director Clark rejoined the meeting.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

a. Madison Blvd Water and Sewer Amendment Engineering Memo

Wastewater Manager Bland stated that this process was overlooked in the original bidding and construction phase but that this amendment should get the project caught up quickly. Vice Chairman Haraway moved to approve the Madison Blvd Water and Sewer amendment Engineering memo. The motion was approved unanimously.

b. Risk and Resilience Assessment Proposal

Water Manager Leggett explained that a required part of the America's Water Infrastructure Act (AWIA) is the Risk and Resilience Assessment. He continued that the deadline for submittal is determined by population. Water Manager Leggett stated that the assessment was started in-house but it quickly became apparent that it is a more involved and time-consuming process than anticipated so they reached out to multiple different firms. He reported that many firms didn't have experience or were completely unfamiliar with the requirements. Water Manager Leggett said that Engineers of the South have experience with conducting the assessment and can do so at a reasonable cost as well as being ready to get started.

Director Clark asked if we shouldn't get a new third-party's opinion. Water Manager Leggett replied that he had spoken to other consultants but none that he spoke with had this type of experience. Director Clark suggested in the future to try branching out to other firms when possible. Director Szmyd asked if they would be able to complete the assessment by the deadline? Water Manager Leggett replied that he had no reservations or concerns that they wouldn't. Chairman Tatum added that they have met their deadlines in the past.

A brief discussion ensued over the inclusion of the EOS rate sheet and General Manager DeBord said that it could be added prior to executing the contract. Director Clark moved to approve the Risk and Resilience Assessment Proposal; Director Szmyd seconded the motion. The motion was approved unanimously.

c. 2020 SCADA Improvements Memo

Wastewater Manager Bland gave a brief explanation of why the SCADA improvements are needed at the Wastewater Treatment Plant, including that the plant is currently operating with the original processor. He also added that this change would enable one computer to be housed separately from the main computer so that in the event of an emergency there would be a backup.

Attorney Sanderson proposed two minor changes to the contract but indicated that they should be fine approving subject to those changes being made. Director Clark moved to approve the 2020 SCADA Improvements with the specified changes; Director Cook seconded the motion. The motion was approved unanimously.

d. Award of Bid – Madison Blvd Water and Sewer and Resolution No. WWB-111-2020

Wastewater Manager Bland explained that this award of bid to Christopher Contractors would remove three lift stations which were constructed in the 1970's that were less costly to remove than to remodel. He added that it was a very close bid but that he is familiar with Christopher Contractors and feels they will be able to handle a project of this scope. Vice Chairman Haraway moved to approve the Award of Bid for the Madison Blvd Water and Sewer and Resolution No. WWB-111-2020; Director Clark seconded the motion. The motion was approved unanimously.

e. Proof for Water Quality Report (CCR) – 2019 Reporting Year

Water Manager Leggett briefly reported to the Board that like in years past, the CCR includes a summary of all water testing. He added that there were more instances of testing than usual due

to the River Intake being online. Water Manager Leggett also explained that there were a few changes in layout and working but that it was essentially the same and that Madison Utilities receive no violations. Chairman Tatum questioned when it would go out to customers if it was approved. Water Manager Leggett replied that the deadline for having the CCR out to customers is July, but he thought that it could possibly be sent out as early as May. Vice Chairman Haraway moved to approve the Proof for Water Quality Report (CCR) 2019 Reporting Year; Director Clark seconded the motion. The motion was approved unanimously.

**6. LEGAL**

Attorney Sanderson presented a real estate agreement for Chairman Tatum to sign which is the final document needed before the closing on the Williams Well could be arranged. Attorney Sanderson mentioned that the site had not been fully surveyed but if the Board didn't feel it was necessary that they could move forward without it. Director Clark felt that a survey is needed. Attorney Sanderson mentioned that the agreement could be approved contingent on the survey being completed but that the agreement and the survey were actually not dependent on each other. Director Clark moved to approve the Williams Property Real Estate Agreement with the City; Vice Chairman Haraway seconded the motion. The motion was approved unanimously.

Attorney Sanderson also presented a Quitclaim deed for the Rowe Well. He clarified that no action was needed by the Board as it had already been authorized but somehow had neglected to be completed. He added that once Chairman Tatum signed, and the document was notarized, he could proceed with concluding that item of business.

**7. WATER REPORT**

Water Manager Leggett commented that the Water Operations department had be working on catching up the yard repairs. Chairman Tatum asked if any customers had inquired about yard restoration. Water Manager Leggett replied that there had been a couple but that without full staff and with the challenges of hiring new employees due to Covid-19 restrictions, that it was taking some time. Director Clark asked if he would be pursuing contracting yard repairs. Water Manager Leggett stated that he was not opposed to that if that is what the Board thought would be a better solution. Vice Chairman Haraway commented that the slight increase in cost did not outweigh getting the work completed and Director Szmyd said that it makes sense to contract out to be able to catch up until hiring more employees is an option. Chairman Tatum summarized that the Board is of the viewpoint that MU should obtain contracted assistance for yard repairs.

**8. WASTEWATER REPORT**

Wastewater Manager Bland reported that Hood Contracting is preparing the fueling station site for concrete pouring and that there were some concerns about having fuel shortages, so the tanks were topped off as a precaution. He added that the Martin Road Lift Station was ready for his final walk through and the Balch Road Lift Station would be switching on in about 2 weeks.

**9. FINANCE REPORT**

Finance Manager Sparks presented the Board with some information regarding the Series 2020 new issue and Series 2013 refunding status. He reminded the Board that on March 6<sup>th</sup>, the Board approved the sale of bonds, but the market went down due to recent events. Finance Manager Sparks stated that we don't know when the market will stabilize, and we have yet to sell the bonds. He also added that the previously approved bid award under resolution WWB-111-2020 would come from construction funds which are dependent upon the sale of bonds, but it should not be an issue since we have 3 to 4 months before payout of construction funds is needed.

**10. CUSTOMER SERVICE**

Customer Service Manager Leftwich informed the Board she had filled the Meter Technician position but was waiting to start him until it was safe to bring him on. She also updated the Board on a recent conversation she had with Red Sage regarding space availability on the website, and stated that there was more than enough space to make a year's worth of previous minutes available for reference. Chairman Tatum added that would be very valuable to MU customers. He then asked what the reaction has been to the lobby being closed due to Covid-19? Customer Service Manager Leftwich replied that there were no complaints about the lobby being

closed. She said there were a few minor complaints about the drive-thru being closed because customers couldn't get change when they paid in cash, but, she continued, we still have the drive-thru open for communication and retrieving balances, etc. Additionally, she said, we don't normally take payments by phone, but we have been doing that to make things easier for our customers.

**11. GENERAL MANAGER REPORT**

General Manager DeBord stated that, by way of information only, some customers are under the impression that because MU is not currently doing cut-offs of service or charging fees, that they won't be charged for water usage either.

General Manager DeBord also stated that the MU Engineer will have the finalized MU Specifications ready for the April 20<sup>th</sup> agenda if the Board chooses to move forward with that meeting. The Board agreed that the video format worked well, and they would like to continue to meet as scheduled. General Manager DeBord stated that the Staff were working on a greater social distancing plan similar to what the City is doing in many areas. He added that Operators are already being isolated at the plants. Vice Chairman Haraway commented that one additional protective measure could be to just put the assignments in the trucks, so the operations personnel are not required to meet together to obtain their assignments for the day.

**12. VICE CHAIRMAN HARAWAY**

None

**13. DIRECTOR COOK**

None.

**14. DIRECTOR CLARK**

None

**15. DIRECTOR SZMYD**

None

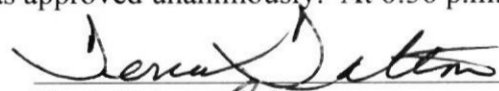
**16. CHAIRMAN TATUM**

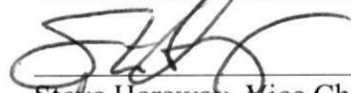
Chairman Tatum thanked the Staff, the Board, and Legal for everything they are doing. He also thanked the General Manager and Customer Service Manager for foregoing lock-offs stating it was the right decision at the right time.

**17. ADJOURNMENT**

Director Clark moved to adjourn the meeting; Vice Chairman Haraway seconded the motion. The motion was approved unanimously. At 6:36 p.m. the Board adjourned.

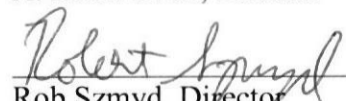
Approved,

  
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Terris Tatum, Chairman


  
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Steve Haraway, Vice Chairman

  
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Gerald Clark, Director

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A. Keith Cook, Director

  
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Rob Szmyd, Director

ATTEST:

  
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Emory DeBord, Secretary/Treasurer