



**June 3, 2019
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 Finance Manager Gary Sparks, Wastewater Manager Mark Bland, Water Manager Jason Leggett, and Customer Service Manager Misty Leftwich. Attorney Woody Sanderson was absent.

Chairman Terris Tatum called the Regular Board meeting to order at 5:30 p.m.

Registered Public in attendance: None

1. PUBLIC COMMENTS

None

2. CURRENT AGENDA/MINUTES OF PREVIOUS MEETING

a. June 3, 2019 Current Agenda

The agenda for the June 3, 2019 Regular Meeting was presented to the Board with the addition of agenda item 5e. Vice Chairman Haraway moved to approve the June 3, 2019 Regular Meeting Agenda as submitted; Director Clark seconded the motion. The motion was approved unanimously.

b. May 6, 2019 Regular Meeting Minutes

The minutes for the May 6, 2019 Regular Meeting were presented to the Board. Director Clark moved to approve the minutes for the May 6, 2019 Regular Meeting; Director Szmyd seconded the motion. The motion was approved unanimously.

c. May 6, 2019 Work Session Minutes

The minutes for the May 6, 2019 Work Session were presented to the Board. Director Clark moved to approve the minutes for the May 6, 2019 Work Session Meeting; Director Szmyd seconded the motion. The motion was approved unanimously.

3. PLATS/BONDS

a. Preliminary Project Approval

- i. First Bible Church
- ii. Majestic Solutions
- iii. Clift Farms, Phase 2
- iv. Restaurant Renovation

Vice Chairman Haraway moved to approve the Preliminary Project Approval for the First Bible Church, Majestic Solutions, Clift Farms Phase 2, and the Restaurant Renovation; Director Clark seconded the motion. The motion was approved unanimously.

b. Dedication and Improvements

- i. Cedar Cove, Phase 2A

Vice Chairman Haraway moved to approve the Dedication and Improvements for Cedar

Cove, Phase 2A; Director Clark seconded the motion. The motion was approved unanimously.

ii. Home2Suites at Town Madison

Vice Chairman Haraway moved to approve the Dedication and Improvements for the Home2Suites at Town Madison; Director Clark seconded the motion. The motion was approved unanimously.

iii. Town Madison Overall 2

Vice Chairman Haraway moved to discuss the Dedication and Improvements for the Town Madison Overall 2. Vice Chairman Haraway asked if the dedication presented contained all of the projects that were outlines on the list as needing completion. Wastewater Manager Bland stated that there were a few small items left but the ones presented were the majority of the projects from the list. General Manager DeBord further explained that the ones presented to the Board were the sections of pipe that water was flowing.

Vice Chairman Haraway moved to approve the Dedication of Improvements for Town Madison Overall 2; Director Szmyd seconded the motion. The motion was approved unanimously.

4. **OLD BUSINESS**

None.

5. **NEW BUSINESS**

a. Personnel Policies & Procedures Amendment to Chapter 8, specifically Section 8.6.2 Overtime

General Manager DeBord explained that the Personnel Policy currently did not address situations where employees have worked in excess of 16 hours and did not have an outlined rest policy. He continued that it is important for employees to have adequate rest and that it is not a situation which occurs frequently (maybe twice in the past year) but that it is a safety issue. Chairman Tatum asked if the policy had been posted for the required five days for employees to review; General Manager DeBord confirmed it had been and stated that no comments were received.

Vice Chairman Haraway moved to approve the change to Personnel Policies & Procedures Amendment to Chapter 8, specifically Section 8.6.2 Overtime; Director Szmyd seconded the motion. The motion was approved unanimously.

b. Fiscal Year 2019 Annual Driver's License Report

General Manager DeBord explained that the increase in incidents was not due to work related occurrences, but rather, the most recent employees hired did not have spotless driving records. He added that the increase in percentages could also be attributed to, in part, a smaller pool of employees. Director Cook asked if the report is submitted to insurance carrier. Finance Manager Sparks responded that it is not submitted to the insurance carrier, it is strictly for informational purposes for the Board and staff. Our insurance carriers pull their own MVR's to rate our exposures.

c. Changes to New Development Projects with Pending Dedications

Director Clark moved to accept the Changes to New Development Projects with Pending Dedications; Vice Chairman Haraway seconded the motion. The motion was approved unanimously.

d. Addressing Madison Utilities' Current Employment Issues

General Manager DeBord began the discussion by informing the Board about recent difficulties with finding, selecting, and retaining new employees. He explained that the request was to allow staff and the General Manager to have more latitude to, in certain situations, make offers to retain employees. Discussion ensued about measures (such as a salary survey, rate survey, targeted recruiting methods and others) which may be implemented to improve selection and retention. The General Manager would report any exceptions to the Board. Vice Chairman Haraway moved to proceed with developing measures to select and retain employees; Director Clark seconded the motion. The motion was approved unanimously.

e. Honor Way Rehab Engineering Memo

Wastewater Manager Bland briefly explained that the Honor Way Rehab project is on the list for re-paving by the City of Madison this year and was intended to be completed during the Madison City Schools summer break. He continued that due to the turnover with employees and the lack of experience, it would be contracted with Engineers of the South for Engineering and bid for completion of this project.

Vice Chairman Haraway moved to approve the Honor Way Rehab Engineering Memo; Director Clark seconded the motion. The motion was approved unanimously.

6. LEGAL

General Manager DeBord presented the Public Works Facility Agreement with the City of Madison to Chairman Tatum for signature. He reminded the Board that the Agreement was voted on and approved at the last meeting.

7. WATER REPORT

Water Manager Leggett informed the Board that the Water Operations had also had a shortage of personnel but they are trying to keep up with the City's paving schedule and are adjusting scheduled projects to prioritize as needed.

8. WASTEWATER REPORT

Wastewater Manager Bland updated the Board on some of the ongoing wastewater projects:

- The Martin Road Lift Station passed the water test and is currently ahead of schedule for completion.
- The Balch Road Lift Station had the preconstruction meeting and will be starting in July.
- The Town Madison Lift Station is near completion and will be done before the other developments are finished as promised.
- There is continuing discussion about the delay to the Wastewater Treatment Plant Upgrade but currently the contractor is planning to demobilize in August (past the June deadline).

9. FINANCE REPORT

Finance Manager Sparks remarked that a significant amount of information has been forwarded to Raftelis Financial Consultants for review and we are awaiting the preliminary financial report which they estimate should be ready around June 20th.

10. CUSTOMER SERVICE

Customer Service Manager Leftwich informed the Board that an update has been made to the ASI system. Now, when disconnect notices are processed, any customer who had an updated email address on file will receive a notification that a lock-off work order is being processed and then another notification when the MU representative has actually been dispatched. This process should give the customers more time to contact MU to make payment arrangements before the lock-off occurs.

11. GENERAL MANAGER REPORT

General Manager DeBord is in discussions with the Limestone County Water and Sewer

Authority as well as Attorney Sanderson to develop an agreement allowing their new plant operators to work at the MU wastewater treatment plant to accumulate the necessary experience hours to complete their certification.

A brief discussion ensued about sharing MU's water model with the fire department to help establish which areas are serviced by MU and which are serviced by Huntsville Utilities as well as pipe sizes and capacity.

12. **VICE CHAIRMAN HARAWAY**

None

13. **DIRECTOR COOK**

None.

14. **DIRECTOR CLARK**

Director Clark asked if there had been an increase of trespassing at the Quarry since summer has begun. Water Manager Leggett stated that the cameras are up and so far there have been fewer incidents of trespassing than expected. He further added that quotes are being obtained for fence repair and other measures to improve security at the Quarry.

15. **DIRECTOR SZMYD**

None

16. **CHAIRMAN TATUM**

None.

17. **ADJOURNMENT**

At 6:34 p.m. the Board agreed to adjourn.

Approved,




Terris Tatum, Chairman



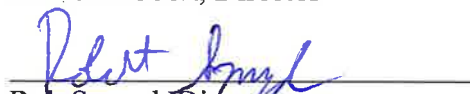
Steve Haraway, Vice Chairman



Gerald Clark, Director



A. Keith Cook, Director



Rob Szmyd, Director

ATTEST:



Emory DeBord, Secretary/Treasurer