

**Alabaster Water Board  
MINUTES  
Regular Scheduled March 18, 2025**

The meeting began at approximately 6:13 p.m. in the Conference Room of Alabaster Water located at 200 Kent Stone Blvd. Secretary LaDonna Chapman called roll.

**Present:**

Bobby Harris, Chairman  
Mike Allen, Vice Chairman  
Rick Ellis, Director  
Greg Farrell, Director  
Stacy Rakestraw, Director

**Attendees:**

Laura Koon, General Manager  
LaDonna Chapman, Finance and HR Manager  
Michael Cain, Operations and Technology Manager  
Brian Kilgore, Attorney

**Agenda Topic Index:**

Approval of Pre-Meeting Minutes  
Approval of Regular Meeting Minutes  
Financials  
Nominating Committee – Officer Elections  
Bylaw Committee – Proposed Bylaw Revisions First Reading  
Professional Services Agreement – InSite Engineering  
Purchase of Membrane Replacement Bands and Bolts  
Purchase of Four Self Contained Breathing Apparatus  
Purchase of Booster Pump Station Impellers  
General Business

**Topic: Approval of Pre-Meeting Minutes**

Director Farrell made a motion to approve the Pre-Meeting minutes of February 18, 2025, as written. Director Rakestraw seconded the motion. All ayes. Motion carried.

**Topic: Approval of Regular Meeting Minutes**

Director Ellis made a motion to approve the Regular Meeting minutes of February 18, 2025, as written. Vice-Chairman Allen seconded the motion. All ayes. Motion carried.

**Topic: Financial Report**

Ms. Chapman reported cash in bank of \$4,546,971, a debt service coverage ratio of 1.95, 198 days of cash on hand, metered water sales of \$694,787, total operating revenue \$933,497, total operating expenses of (\$593,927), other income and expenses of (\$309,491), a net income before capital contributions of \$43,521 for the month of February and a year-to-date net income before capital contributions of \$3,167. Ms. Chapman reported strong collections of water (99.69%), sewer (99.27%), garbage set-up (100.00%) and garbage (98.83%) fees for the month of February.

**Topic: Nominating Committee – Officer Elections**

In accordance with the Board's Bylaws, Chairman Harris appointed an Officer Nominating Committee consisting of Director Farrell and Director Rakestraw at the February 18<sup>th</sup> Board meeting. Director Rakestraw presented the recommendations of the Nominating Committee as Mike Allen for Chairman and Bobby Harris for Vice Chairman.

Director Rakestraw made a motion to appoint Mike Allen as Chairman. Director Farrell seconded the motion. Vote called. Chairman Harris, yes. Vice Chairman Allen, abstain. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

Director Rakestraw made a motion to appoint Bobby Harris as Vice Chairman. Director Farrell seconded the motion. Vote called. Chairman Harris, abstain. Vice Chairman Allen, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Bylaw Revisions – First Reading**

Chairman Harris appointed a Bylaw Committee consisting of Director Farrell and Director Rakestraw at the February 18<sup>th</sup> Board Meeting. Director Farrell presented a report for the Bylaw Committee and recommended omitting the odd year and adding even year for Officer elections. Director Farrell recommended adding a statement to the amendments allowing the Board to suspend the rules when needed. A four year term for Board Officers was discussed, but the Board agreed to stay with a two year term. A second reading of the bylaws will occur at the April 15th meeting for consideration and action by the Board.

**Topic: Professional Services Agreement – InSite Engineering**

Manager Koon requested that the Board approve the professional services agreement with InSite Engineering for the survey, design, bidding and construction administration for the Park Forest Water Main Replacement Project in an amount not to exceed \$46,400 without further Board authorization. Director Ellis made a motion to approve the professional services agreement with InSite Engineering in an amount not to exceed \$46,400. Vice Chairman Allen seconded the motion. Vote called. Chairman Harris, yes. Vice Chairman Allen, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Purchase of Membrane Replacement Bands and Bolts**

Manager Koon requested that the Board approve the purchase of membrane bands and bolts from Western Hose and Gasket in an amount not to exceed \$20,053.90 including freight. Director Farrell made a motion to approve the purchase of membrane bands and bolts in an amount not to exceed \$20,053.90. Director Rakestraw seconded the motion. Vote called. Chairman Harris, yes. Vice Chairman Allen, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Purchase of Four Self Contained Breathing Apparatus**

Manager Koon requested that the Board approve the purchase of four self contained breathing apparatus from Sunbelt Fire Incorporated in the amount not to exceed \$11,180. Vice Chairman Allen made a motion to approve the purchase of four self contained breathing apparatus from Sunbelt Fire in an amount not to exceed \$11,180. Director Ellis seconded the motion. Vote called. Chairman Harris, yes. Vice Chairman Allen, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Purchase of Impellers**

Manager Koon requested that the Board approve the purchase of two pump impellers from Morrow Water Technologies for the Hwy 264 Booster Pump Station in the amount of \$15,728.44. Director Farrell made a motion to approve the purchase of two impellers from Morrow Water Technologies in an amount not to exceed \$15,728.44. Vice Chairman Allen seconded the motion. Vote called. Chairman Harris, yes. Vice Chairman Allen, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**General Business**

Manager Koon stated the next regular Board meeting will be held on April 15, 2025.

Manager Koon stated that applications are currently being accepted for the Alabaster Water Board David A. Brooks Memorial Scholarship. The deadline is April 4, 2025.

Manager Koon stated that the AWB, Local Fire Departments and EMA Training Exercise will be held on April 17, 2025.

Manager Koon stated the office will be closed April 18, 2025 in observance of Good Friday.

Director Rakestraw made a motion to adjourn at 6:22 p.m. Vice Chairman Allen seconded the motion. Vote called. All ayes. Motion carried.

Bobby Lee Harris  
Chairman, Bobby Harris

LaDonna Chapman  
Secretary, LaDonna Chapman