

**Alabaster Water Board  
MINUTES  
Regular Scheduled April 15, 2025**

The meeting began at approximately 6:05 p.m. in the Conference Room of Alabaster Water located at 200 Kent Stone Blvd. Secretary LaDonna Chapman called roll.

**Present:**

Mike Allen, Chairman  
Bobby Harris, 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  
Butch Ellis, Attorney

**Agenda Topic Index:**

Approval of Pre-Meeting Minutes  
Approval of Regular Meeting Minutes  
Financials  
Alabaster Water Board David A. Brooks Memorial Scholarship Winners  
Audited Financial Statements – September 30, 2024  
Bylaw Revisions – Second Reading  
Amended Professional Agreement – Krebs Engineering  
Professional Services Agreement – Krebs Engineering  
Amended Approval for Membrane Replacement Bands and Bolts – 25% Tariff  
Purchase of Additional Membranes and Membrane Replacement Bands  
Clean-in Place Training Proposal – WesTech  
Alabaster CityFest Sponsorship  
General Business

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

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

**Topic: Financial Report**

Ms. Chapman reported cash in bank of \$4,289,186, a debt service coverage ratio of 1.91, 186 days of cash on hand, metered water sales of \$651,336, total operating revenue \$726,536, total operating expenses of (\$642,979), other income and expenses of (\$243,945), a net loss before capital contributions of (\$51,246) for the month of March and a year-to-date net loss before capital contributions of (\$48,970). Ms. Chapman reported strong collections of water (99.71%), sewer (98.93%), garbage set-up (100.00%) and garbage (98.84%) fees for the month of March.

**Topic: Alabaster Water Board David A. Brooks Memorial Scholarship**

Ms. Chapman announced Alabaster Water Board employee Jeremy Goff as the second recipient of the Alabaster Water Board David A. Brooks Memorial Scholarship. Mr. Goff is a Grade IV Water Operator working for the Board and plans to pursue Business Management at Jefferson State Community College.

Ms. Chapman announced Samuel Cunningham as a second year recipient of the Alabaster Water Board David A. Brooks Memorial Scholarship. Mr. Cunningham is pursuing a degree in Electrical Technology at Shelton State Community College. Scholarship certificates were presented to Mr. Goff and Mr. Cunningham during the Pre-Meeting.

**Topic: Audited Financial Statements – September 30, 2024**

Ms. Chapman noted that Jamey Carroll and Franky Lopez, accountants with BMSS, reviewed the Annual Financial Reports for September 30, 2024 in the Pre-Meeting. Ms. Chapman stated that Mr. Carroll presented the Independent Auditor's Report with an unmodified or clean opinion.

**Topic: Bylaws Revisions – Second Reading**

Director Farrell summarized the first recommended Bylaw revision to change from the election of officers on odd years to even years due to the one year shift in City Council elections due to Covid. Director Farrell summarized the second recommendation to suspend the rules and adopt changes if there was a situation that necessitated immediate action. Chairman Allen stated that the Board would dispense with the second reading of the Bylaws. Director Farrell made a motion to approve the Bylaw revisions to elect officers in the even years and to suspend the rules and adopt changes if needed. Director Rakestraw seconded the motion. All ayes. Motion carried.

**Topic: Amended Professional Agreement – Krebs Engineering**

Manager Koon requested the Board's authorization to increase the professional services agreement fee limit from \$235,000 to \$260,000 for Krebs Engineering for the Highway 31 and I-65 Project. The project, initially approved in November 2022, is nearing completion and is in the process of being closed out. Director Farrell made a motion to increase the amount of the agreement with Krebs Engineering from \$235,000 to \$260,000. Director Ellis seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

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

Manager Koon requested the Board's authorization to enter into an agreement with Krebs Engineering to complete the design, ALDOT permitting and construction administration for a 2,200 LF 12-inch water main line along 9th Avenue SE in the amount not to exceed \$96,000. This project is the third part of the Hwy 31 and I-65 area water improvements which aims to support future redevelopment, enhance fire protection, and connect the Saginaw and Ridgeview gradients. Vice Chairman Harris made a motion to authorize Manager Koon to enter into an agreement with Krebs Engineering in an amount not to exceed \$96,000 without further Board authorization. Director Rakestraw seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Amended Approval for Membrane Replacement Bands and Bolts – 25% Tariff**

Manager Koon requested the Board's authorization to the increase the purchase amount of \$20,053.90 approved at the March 18, 2025 Board meeting with Western Hose and Gasket for membrane replacement bands and bolts due to the 25% tariff that is in effect in an amount not to exceed \$24,992.20. Director Ellis made a motion to approve the amendment to the total of \$24,992.20 from Western Hose and Gasket due to the 25% tariff. Director Farrell seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Purchase of Additional Membranes and Membrane Replacement Bands**

Manager Koon requested the Board's authorization to purchase 8 additional membranes from WesTech and up to 8 additional bands and bolts from WesTech in an amount not to exceed \$92,231.62 if WesTech can deliver materials by May 2025. If WesTech cannot deliver materials by May 2025, Manager Koon requested authorization to purchase the membranes from WesTech and the bands and bolts from Western Hose and Gasket. Director Rakestraw made a motion to

approve the purchase of 8 additional membranes and 8 bands and bolts through WesTech if delivery time is favorable in an amount not to exceed \$92,231.62 and authorized the bolts and bands to be purchased from Western Hose and Gasket if WesTech could not deliver by May 2025. Director Ellis seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Clean-In Place Training Proposal – WesTech**

Manager Koon presented a proposal from WesTech for Clean-In Place Training for the membranes and programming needed at the Water Plants in an amount not to exceed \$11,825.00. Director Farrell made a motion to approve the amount of \$11,825.00 for WesTech for training and software upgrades. Director Rakestraw seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**Topic: Alabaster CityFest Sponsorship**

Manager Koon requested the Board's authorization to be a \$10,000 sponsor for CityFest. Vice Chairman Harris made a motion to approve a \$10,000 sponsorship for Alabaster CityFest. Director Farrell seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

**General Business**

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

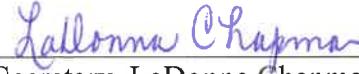
Manager Koon stated the office will be closed April 18<sup>th</sup> in observance of Good Friday.

Manager Koon stated that National Drinking Water Week is May 4<sup>th</sup> – May 10<sup>th</sup>. The Board is currently hosting the National Drinking Water Week coloring contest at the local elementary schools.

Manager Koon stated the next regular Board meeting will be on May 20, 2025.

Director Rakestraw made a motion to adjourn at 6:21 p.m. Director Ellis seconded the motion. Vote called. All ayes. Motion carried.

  
Chairman, Mike Allen

  
Secretary, LaDonna Chapman