

**Alabaster Water Board
MINUTES
Regular Scheduled May 20, 2025**

The meeting began at approximately 6:00 p.m. in the Meeting 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
Brian Kilgore, Attorney

Agenda Topic Index:

Approval of Pre-Meeting Minutes
Approval of Regular Meeting Minutes
Financial Report
Recognition of National Drinking Water Week Coloring Contest Winners
Hwy 119 Widening Phase 2 Utility – Consultant Engineer Agreement
Professional Services Agreement – InSite Engineering
Professional Services Agreement – Krebs Engineering
Professional Services Agreement - Raftelis
Executive Session
General Business

Topic: Approval of Pre-Meeting Minutes

Director Rakestraw made a motion to approve the Pre-Meeting minutes of April 15, 2025, as written. Director Farrell seconded the motion. All ayes. Motion carried.

Topic: Approval of Regular Meeting Minutes

Vice Chairman Harris made a motion to approve the Regular Meeting minutes of April 15, 2025, as written. Director Ellis seconded the motion. All ayes. Motion carried.

Topic: **Financial Report**

Ms. Chapman reported cash in bank of \$4,167,025, a debt service coverage ratio of 2.08, 181 days of cash on hand, metered water sales of \$736,702, total operating revenue \$821,761, total operating expenses of (\$636,980), other income and expenses of (\$267,516), a net income before capital contributions of \$126,645 for the month of April and a year-to-date net income before capital contributions of \$78,565. Ms. Chapman reported strong collections of water (99.76%), sewer (99.32%), garbage set-up (100.00%) and garbage (98.97%) fees for the month of April.

Topic: National Drinking Water Week Coloring Contest Winners

Ms. Chapman welcomed the coloring contest winners and thanked them for their participation. announced the winners of the National Drinking Water Week Coloring Contest Winners and thanked Cindy Carlson, Sharron Townson and Victoria Pierce for coordinating the coloring contest. Winners from Meadow View Elementary School from pre-k to 3rd grade were Elizabeth Molan, Elsie Drescher, Adalyn Sherbert, Alina Scott, and Paislee Brashwell. Winners from Creek View Elementary School from pre-k to 3rd grade were Kenneth "JJ" Wilson, Sophia Warren, Josie Garrett, Gates Robins, and Lauren Barbee. Ms. Townson presented the winners in attendance with a framed certificate and an award that included a Dairy Queen gift card. The Board members took photos with the winners in the lobby of the Board and the winner's and their families left the meeting.

The Board relocated to the Conference Room to continue the regular meeting.

Topic: Hwy 119 Widening Phase 2 Utility – Consultant Engineer Agreement

Manager Koon presented the ALDOT Hwy 119 Widening Phase 2 Utility – Consultant Engineer Agreement with InSite for the preliminary design (\$43,510.15), final design (\$150,544.64) and construction administration (\$125,967.11) in the total amount of \$320,021.90. Manager Koon requested Board authorization to execute the agreement on behalf of the Board for submission to ALDOT.

Director Farrell made a motion to authorize Manager Koon to sign the Utility – Consultant Agreement on behalf of the Board with an estimated engineering fee of \$320,021.90. 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: Professional Services Agreement – InSite Engineering

Manager Koon presented a Professional Services Agreement with InSite Engineering for the Hwy 119 Widening Phase 2 Water Main Relocation Project for preliminary design, final design and construction administration in the amount of \$320,021.90.

Manager Koon stated that this relocation project will affect both sides of Hwy 119 from Hwy 12 south to Veterans Park. Manager Koon stated that ALDOT will pay 80% of the required relocation costs and that the Board's portion of this project will be 20% of any relocation costs plus 100% of any betterment. Manager Koon estimated based on the preliminary design that the Board's portion of this relocation project will cost approximately \$1,000,000.

Director Ellis made a motion to authorize Manager Koon to execute a Professional Services Agreement with InSite Engineering for the Hwy 119 Widening Phase 2 Water Main Relocation Project in an amount not to exceed \$320,021.90 without further authorization. Vice Chairman Harris 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 presented a Professional Services Agreement with Krebs Engineering for the engineering design (\$20,000) and construction administration (\$40,000) for a production well at the Lancaster Test Well site on Hwy 87 in a total amount not to exceed of \$65,000. Vice Chairman Harris asked about any additional contracts that would be needed. Manager Koon explained that once the production well is designed, that the well will be bid and a contractor hired to drill a larger well at the Lancaster Test Well site. Manager Koon stated that once the production well has been completed with will be pump tested and have water quality testing completed. Manager Koon stated that if the pump test and water quality test results are satisfactory, then an additional contract for engineering services will be needed to select the well pump and to design the well building, treatment system and storage requirements. Manager Koon stated that this work would be bid to construct the additional items to make the production well fully functional. Manager Koon noted that this will be the first new water supply well during her 12-year tenure with the Board.

Director Rakestraw made a motion to authorize Manager Koon to execute a Professional Services Agreement with Krebs Engineering for the design and construction administration for a water production well at the Lancaster Test Well site in an amount not to exceed \$65,000 without further authorization. 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 – Raftelis

Manager Koon presented a Professional Services Agreement with the Board's rate consultant, Raftelis, to update the Board's financial forecast and to provide rate recommendations to fund the capital improvement plan and to prepare for additional long term debt in the amount of \$25,000.

Vice Chairman Harris made a motion to authorize Manager Koon to execute a Professional Services Agreement with Raftelis in an amount not to exceed \$25,000 without further Board authorization. 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: Executive Session

Chairman Allen declared a quorum and requested a motion to enter into an Executive Session to discuss the general reputation and character of an employee. Attorney Kilgore stated that the purpose of the Executive Session was allowable under Sec. 36-25A-7(a) of the Alabama Code.

Director Rakestraw made a motion to go into Executive Session at 6:25 p.m. and to reconvene the regular meeting no earlier than 6:45 p.m. Director Ellis seconded the motion. A roll call vote was called by Ms. Chapman. Chairman Allen, yes. Vice Chairman Harris, yes. Director Ellis, yes. Director Farrell, yes. Director Rakestraw, yes. Motion carried.

Director Ellis made a motion to adjourn the Executive Session and reconvene the regular meeting at 7:14 p.m. Director Farrell seconded the motion. Vote called. All ayes. Motion carried.

General Business

Manager Koon stated the office will be closed Monday, May 26, 2025 in observance of Memorial Day.

Manager Koon stated that CityFest will be held on June 7, 2025.

Manager Koon stated the next regular Board meeting will be on June 17, 2025.

Director Rakestraw made a motion to adjourn at 7:15 p.m. Director Ellis seconded the motion. Vote called. All ayes. Motion carried.

Michael F. Allen
Chairman, Mike Allen

LaDonna Chapman
Secretary, LaDonna Chapman