

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

The meeting began at approximately 6:51 p.m. in the Training Room of Alabaster Water located at 200 Kent Stone Blvd. Interim Secretary Cindy Carlson called roll.

**Present:**

Mike Allen, Chairman  
Bobby Harris, Vice Chairman  
Stacy Rakestraw, Director  
Jamie Cole, Director  
Jamia James, Director

**Attendees:**

LaDonna Chapman, Interim General Manager  
Michael Cain, Operations and Technology Manager (left at 7:06 p.m.)  
Cindy Carlson, Accounts Payable and Customer Service Manager (left at 7:06 p.m.)

**Agenda Topic Index:**

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City of Alabaster Communications Meeting Update  
FY26 Cash Flow Projection and Capital Spend  
Series 2025 Bond Issue Update  
Ken Chapman & Associates GM Proposal and Update  
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**Topic: Approval of Pre-Meeting Minutes**

Vice Chairman Harris made a motion to approve the Pre-Meeting minutes of October 21, 2025, with the following revision: \$400,00 corrected to \$400,000 in the Financial Report. Director Rakestraw seconded the motion. Vote called. All ayes. Motion carried.

**Topic: Approval of Regular Meeting Minutes**

Director Rakestraw made a motion to approve the Regular Meeting minutes of October 21, 2025, with no revisions. Director James seconded the motion. All ayes. Motion carried.

**Topic: Financial Report**

Interim Manager Chapman reported cash in bank of \$3,590,436 with cash in deficit of the 150 day minimum of (\$119,413), a debt service coverage ratio of 2.56, 145 days of cash on hand, metered water sales of \$932,719, total operating revenue \$1,013,426, total operating expenses of (\$701,482), other income and expenses of (\$265,295), a net income before capital contributions of \$54,478 for the month of October. Interim Manager Chapman reported strong collections of water (99.73%), sewer (99.57%), garbage set-up (100.00%), and garbage (99.40%) fees for the month of October.

**New Business**

**Topic: Resolution 18-111825-R  
Resolution Recognizing Rick Ellis**

Interim Manager Chapman presented Resolution 18-111825-R recognizing Rick Ellis for faithfully serving the Board for nine years and having made a meaningful and positive contribution in the lives of the employees and the residents the Board serves. Vice Chairman Harris made a motion to approve Resolution 18-111825-R recognizing Rick Ellis for his service to the Board. Director Rakestraw seconded the motion. All ayes. Motion carried.

**Topic: Resolution 19-111825-R  
Resolution Recognizing Greg Farrell**

Interim Manager Chapman presented Resolution 19-111825-R recognizing Greg Farrell for faithfully serving the Board for five years and having made a meaningful and positive contribution in the lives of the employees and the residents the Board serves. Director Cole made a motion to approve Resolution 19-111825-R recognizing Greg Farrell for his service to the Board. Vice Chairman Harris seconded the motion. All ayes. Motion carried.

**Topic: Highway 87 Production Well Update**

Jason Dearing from Krebs Engineering presented an update on the Highway 87 Production Well detailed in the pre-meeting minutes, noting that this well is expected to be prolific producing approximately 3M GPD and provides water sustainability for the Board.

**Topic: Highway 87 Production Well Change Order  
Krebs Engineering/Hand Service Company**

Michael Cain presented Change Order 1 for Hand Service Company to install stainless steel screens during drilling of the Highway 87 Production Well to maintain an open hole. Mr. Cain requested the Board approve up to \$200,000 without further Board authorization and will provide timely updates to the Board. Director Rakestraw made a motion to approve Change Order 1 for Highway 87 Production Well up to \$200,000. Director James seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

**Topic: Washout and Inspection Proposal  
Krebs Engineering**

Michael Cain presented a Washout and Inspection Proposal from Krebs Engineering for the Board's two clear wells and Highway 12 Tank in the amount of \$24,000. Vice Chairman Harris made a motion to approve the Washout and Inspection Proposal from Krebs Engineering in the amount of \$24,000. Director Cole seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

**Topic: ATS Replacement at Plant 1  
Jackson Renfro and Associates**

Michael Cain presented a proposal from Jackson Renfro and Associates for the engineering and design to replace the automatic transfer switch. Mr. Cain requested the Board approve the proposed \$5,000 plus an additional \$3,000 for onsite visits for inspection and review submittals for a total approval amount of \$8,000. Director Rakestraw made a motion to approve the Jackson Renfro and Associates proposal in the amount of \$8,000. Director James seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

**Topic: Alabama Department of Transportation Consultant Services  
InSite Engineering**

Michael Cain presented an updated agreement for consultant services provided by InSite Engineering for the Highway 119 Widening Phase II Project for \$335,116.59. This item was added to the agenda during the pre-meeting. Director James made a motion to approve the revision to the ALDOT agreement for consultant services in the amount of \$335,116.59. Vice Chairman Harris seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

**Topic: City of Alabaster Communications Meeting Update**

Interim Manager Chapman presented an update from the Communications Meeting held between the Board and the City in October in the pre-meeting. The meeting discussed the challenges in past communications and the opportunities moving forward.

**Topic: Series 2025 Bond Issue Update  
Raymond James**

Matt Adams and Brad Green from Raymond James provided an update on the bond issue and discussed the benefits and drawbacks of a line of credit. The discussion is detailed in the pre-meeting minutes.

**Topic: General Manager Search Update  
Ken Chapman and Associates**

Interim Manager Chapman presented the Ken Chapman and Associates ("KCA") proposal to conduct an executive search for a General Manager. Interim Manager Chapman stated that Tracy Worley, Human Resources Director at the City, has agreed to assist with this search. The recommendation is that Ms. Worley lead the search, identifying potential candidates. Once candidates are selected, KCA will work with Ms. Worley to develop the interview process and final recommendation. Interim Manager Chapman also provided the Board with a draft job description for the General Manager role.

**General Business**

Interim Manager Chapman stated that enrollment is open for the Reduced Rate Fixed Income Program, noting that brochures would be available in customer service.

Interim Manager Chapman stated that the Board will be participating in the Alabaster Festival of Tees and the Alabaster Christmas Parade on December 6<sup>th</sup>.

Interim Manager Chapman stated that the Board's Christmas Party would be held on Friday, December 19<sup>th</sup> at 11:30 a.m.

Interim Manager Chapman stated that the Board would be closed on November 27<sup>th</sup> and 28<sup>th</sup> in observance of the Thanksgiving holiday.

Interim Manager Chapman noted that the next Regular Board meeting would be December 16, 2025.

**Topic: Executive Session**

Director Rakestraw made a motion to go into Executive Session at 7:08 p.m. and to reconvene the pre-meeting no sooner than 7:23 p.m. Vice Chairman Harris seconded the motion. A roll call vote was called by Ms. Carlson. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

Vice Chairman Harris made a motion to adjourn the Executive Session and reconvene the pre-meeting at 8:11 p.m. Director James seconded the motion. The roll call vote was called by Ms. Chapman. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

## Topic: General Manager Search Update

Board Attorney Ben Goldman recommended the Board approve Section I and II with Ken Chapman and Associates in the amount of \$16,000 and the City's Human Resources Manager be invited to assist the Board with the executive search for a General Manager and that the Board further resolve to respectfully request Mayor Brakefield's involvement and assistance with the recruitment and selection process and that the City be a partner and participant in identifying a mutually agreeable candidate to lead the Board. Vice Chairman Harris made a motion to approve the Ken Chapman and Associates proposal in the amount of \$16,000 and invite the City's Human Resources Manager to assist and further request Mayor Brakefield's involvement and assistance with this search. Director James seconded the motion. Vote called. Chairman Allen, yes. Vice Chairman Harris, yes. Director Rakestraw, yes. Director Cole, yes. Director James, yes. Motion carried.

Chairman Allen entertained a motion to adjourn at 8:15 p.m. Director Cole so moved. Director James seconded the motion. Vote called. All ayes. Motion carried.

Michael R. Allen

Chairman, Mike Allen

Cindy Carlson

Interim Secretary, Cindy Carlson