



*Regular Water Board Meeting  
Council Chambers - 7901 Highway 31 Calera, Alabama  
Monday, April 20, 2026  
Water Board Meeting Time 3:30 PM*

## **Agenda**

### **Approval of Minutes**

Regular Meeting for March 23, 2026

### **Engineer / Public Works Director's Report**

### **Reports of Water Board Members**

### **Engineer's Report**

### **Finance Director Report**

Monthly Financial Reports

### **Old Business**

### **New Business**

Fee Agreement for Litigation Case

A Resolution of the Water Board Approving Procedures and Policies Related to the Incode Cutover, Software Transition Period, and Associated Payment Processing Changes

### **Chairman's Report**

### **Guests:**

March 23, 2026

The Water Works Board of the City of Calera met in the Council Chambers of the City Hall at 7901 Highway 31 on Monday March 23, 2026, at 4:30 p.m. in a regular meeting.

Call to Order by Bill Davis, Water Board Chairman

Members Present: Calvin Morgan, Richard Byers, Bill Davis,  
Kenny Dale Cost, Chris Bunn

Department Heads: James Fuller, Kelly Ellison, Roger Smith

## **Agenda**

### **Approval of Minutes**

Water Board Member Byers made a motion to dispense and approve the minutes from the March 23, 2026, meeting, seconded by Morgan, the results were as follows:

AYES: Calvin Morgan, Bill Davis, Kenny Dale Cost, Chris Bunn, Richard Byers

NAYS: None

Motion Passed

### **Engineer/Public Works Reports:**

Roger Smith / Public Works Director updated the Board on the following items:

11 New Meter Installs  
194 non-payments  
452 Work Orders

### **Reports of Water Board Members:**

No Action Taken

### **Finance Director Report**

Budget Adjustments

Water Board Member Bunn made a motion to approve the Budget Adjustments from the March 23, 2026, meeting, seconded by Morgan, the results were as follows:

AYES: Calvin Morgan, Bill Davis, Kenny Dale Cost, Chris Bunn, Richard Byers

NAYS: None

Motion Passed

## **Old Business**

### **New Business:**

#### **Fee Agreement for Litigation Case**

After discussion was had Byers made a motion to table the Fee Agreement for Litigation Form, seconded by Morgan. The results were as follows:

AYES: Calvin Morgan, Bill Davis, Kenny Dale Cost, Chris Bunn, Richard Byers

NAYS: None

Motion Passed

#### **Water Board Meeting Time**

After discussion was had Cost made a motion to change the Water Board Meeting time from 4:30 pm to 3:30 pm, seconded by Byers. The results were as follows:

AYES: Calvin Morgan, Bill Davis, Kenny Dale Cost, Chris Bunn, Richard Byers

NAYS: None

Motion Passed

#### **Resolution WB-R-2026-18**

Resolution Authorizing Application for a 2026 Community Development Block Grant (CDBG) Through the Shelby County Entitlement Program

Water Board Member Morgan made a motion to adopt Resolution WB-R-2026-18 authorizing application for a 2026 Community Development Block Grant (CDBG) seconded by Bunn, the results were as follows:

AYES: Calvin Morgan, Bill Davis, Chris Bunn, Richard Byers

NAYS: None

Motion Passed

#### **Guests:**

Ann Davis, Debbie Byers, James Fuller, Kelly Ellison

There being no further business, Byers made a motion to adjourn at 4:52 p.m. and seconded by Davis.

Approved 20<sup>th</sup> day of April 2026.

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Bill Davis, Chairman

ATTEST:

\_\_\_\_\_  
Stacy Walkup, City Clerk

## RESOLUTION NO. WB-R-2026-24

### **A RESOLUTION OF THE WATER BOARD APPROVING PROCEDURES AND POLICIES RELATED TO THE INCODE CUTOVER, SOFTWARE TRANSITION PERIOD, AND ASSOCIATED PAYMENT PROCESSING CHANGES**

WHEREAS, the Water Board is preparing for the transition from the current Incode system to a new operating environment; and

WHEREAS, in order to ensure an orderly and accurate transition, the Water Board finds it necessary to establish deadlines, operational procedures, and temporary service limitations during the cutover period; and

WHEREAS, the Water Board further finds it necessary to formally approve the allocation of certain payment processing fees associated with customer transactions.

NOW, THEREFORE, BE IT RESOLVED BY THE WATER BOARD, AS FOLLOWS:

#### **Section 1. Final Date for Incode Activity**

The Water Board hereby acknowledges and approves **May 1, 2026**, as the final date on which activity may be entered into Incode.

#### **Section 2. Utility Billing Schedule**

The Water Board hereby approves processing utility billing on **April 30, 2026**, in advance of the final Incode entry deadline, in order to allow sufficient time for all service orders, meter swaps, taps, payments, and other outstanding items to be entered.

#### **Section 3. Deadline for Outstanding Transactions**

All service orders, meter swaps, taps, payments, batches, packets, and any other outstanding transactions must be fully entered and posted no later than **5:00 p.m. on May 1, 2026**. No items may remain outstanding at the end of that business day. The Water Board further approves extending the closeout time on May 1, 2026, from **3:00 p.m. to 5:00 p.m.**

#### **Section 4. Restriction on Service Orders**

No service orders shall be created with an effective date in **May 2026 or later** within Incode.

#### **Section 5. Cutover Period Procedures**

During the cutover period of **May 4, 2026, through May 8, 2026**, the Water Board hereby authorizes the temporary suspension of the acceptance of payments and the setup of new accounts within the system.

**Section 6. Go-Live and Temporary Suspension of Certain Collection Activities**

The Water Board hereby acknowledges that **Go Live** will begin on **May 11, 2026**.

The Water Board further approves that, during the month of **May 2026**:

- No customer cutoffs shall be processed;
- No late fees shall be applied; and
- Payment arrangements shall not be offered or entered into.

**Section 7. Credit Card and E-Check Processing Fees**

The Water Board hereby approves charging the **credit card processing fee** to the customer for transactions made by credit card.

The Water Board further approves that, when a customer uses the **e-check** feature, the Water Board shall absorb the associated fee in the amount of **\$1.00 per transaction**.

**Section 8. Discontinuation of Payment Arrangements**

Effective upon transition to the new system, **payment arrangements shall no longer be allowed**. Staff is hereby directed not to offer, approve, enter into, or maintain payment arrangements after implementation of the new system, and to administer customer accounts in accordance with this policy.

**Section 9. Implementation**

The appropriate staff and administration are hereby authorized and directed to carry out the procedures, deadlines, and policies established by this Resolution.

**Section 10. Effective Date**

This Resolution WB-R-2026-24 shall become effective immediately upon its adoption.

ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026.

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**Bill Davis, Chairman**

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**Kenny Dale Cost, Mayor/Water Board Member**

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**Calvin Morgan, Chairman Pro Tem**

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**Chris Bunn, Water Board Member**

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**Richar Byers, Water Board Member**

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ATTEST:

Stacy Walkup, City Clerk