



*Regular Water Board Meeting
Council Chambers - 7901 Highway 31 Calera, Alabama
Monday, June 1, 2026
Water Board Meeting Time 3:30 PM*

Calera Water Works Board

Agenda

Approval of Minutes

Regular Meeting Minutes for April 20th, 2026

Engineer / Public Works Director's Report

Reports of Water Board Members

Old Business

New Business

Resolution No. WB-R-2026-36

Amending Resolution No. WB-R-2026-24 Regarding Temporary Suspension of Collection Activities

Chairman's Report

Guests:

Water Board Chairman Bill Davis, introduced the following Resolution:

RESOLUTION NO. WB- R-2026-36

**A RESOLUTION AMENDING RESOLUTION NO. WB-R-2026-24 REGARDING
TEMPORARY SUSPENSION OF COLLECTION ACTIVITIES**

The Water Board hereby approves the following amendment to Section 6 of Resolution No. WB-R-2026-24:

- No customer cutoffs shall be processed on **June 16, 2026**:
And
- No late fees shall be applied on **June 26, 2026**.

All other provisions of Resolution No. WB-R-2026-24 shall remain in effect.

Water Board Member _____ moved that Resolution No. WB-R-2026-36 is adopted. Water Board Member _____ seconded said motion and upon vote, the results were as follows:

AYES:

NAYS:

Water Board Chairman Davis, declared Resolution No. WB-R-2026-36 adopted.

Adopted this ____ day of ____ 2026.

Bill Davis, Water Board Chairman

Attest:

Stacy Walkup, City Clerk

Certification

I, Stacy Walkup, City Clerk, City of Calera, hereby certify that the foregoing is a true and correct copy of Resolution passed on this ____ day of _____ 2026.

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.

Bill Davis, Chairman

Kenny Dale Cost, Mayor/Water Board Member

Calvin Morgan, Chairman Pro Tem

Chris Bunn, Water Board Member

Richard Byers, Water Board Member

ATTEST:

Stacy Walkup, City Clerk