

**Regular Meeting  
November 3, 2016**

Chairman O'Neil Robinson called the regular meeting of the Board of Water and Sewer Commissioners of the City of Saraland, Alabama, to order at 5:30 P.M. at the Saraland Water and Sewer Service conference room with the following Board Members present:

Present:  
Mr. H. O'Neil Robinson  
Mr. Scooter Thronson  
Mr. Jackie R. Haines  
Mr. James E. Davis  
Mr. Ron K. Mitchell

Absent:

Mr. Raymond Bell, Board Attorney, Mrs. Carah Hall, Board Engineer, and Mrs. Cara Stallworth, Board Grant Petitioner, were in attendance.

Minutes of the October 20, 2016 meeting was approved by signature.

Mr. Robinson opened the meeting with prayer.

**Committee Reports:**

Mr. Mitchell reported since the last Board meeting; a 2" meter and a 1-1/2" meter have been installed, a convenience irrigation meter was installed. The men repaired a 2" water service line and an 8" sewer line. The men have 40ft left to complete the water line down Lazy Buck. The 16" air lines at the Sewer Plant have been repaired.

Mr. Haines did not have a report for this meeting.

Mr. Thronson reported since the last Board meeting; the office is running smoothly. The October 2016 collections were completed without any issues. The contractor will complete mudding / sanding of the walls in the office this weekend. Mr. Hennis plans to use the employees to paint the office to save the company money.

Mr. Robinson reported everyone has been busy this week. The men repaired the 8" sewer line on Martha Alleyn Drive. The men did a great job. There are several issues at the Sewer Plant that will need immediate attention.

Mr. Davis reported since the last Board meeting; seventy-one Alabama 811 locates have been completed, four sewer complaint cards and thirteen water complaint cards were resolved.

**Old Business:**

Mr. Robinson opened the floor to Mr. Bob Young, Frazer Lanier, to address some concerns regarding proposed bond. Mr. Young distributed an outline of the breakdown of the financing structure of the proposed 2016 Bond. The Board discussed the outline. Mr. Haines made a motion to move forward with the bond transaction as presented to the Board tonight, empower Chairman Robinson to execute all documents necessary and empower Mr. Mitchell to act as the Board representative at all meetings. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on a 20% sewer rate increase effective October 1, 2017 billing. Mr. Mitchell made a motion to initiate a 20% sewer rate increase effective October 1, 2017 billing. Mr. Haines seconded. Mr. Mitchell discussed the reason for the approval of the sewer rate increase. This increase will give the Board the funds to continue to make improvements and repairs at the Sewer Plant. The passing of this sewer rate increase affirms the

Board's commitment to the growth of the sewer system. Mr. Haines stated the Board needs to do a better job of informing the customers of the increase. After further discussion, the Board voted. Motion carried.

Mr. Robinson opened the floor to Mrs. Cheryl Wilson, daughter of resident at 358 Saraland Avenue, to address the Board regarding the cost of a water tap. Mrs. Wilson explained her father has prepared the area so that a meter could be set; however, her father could not afford the cost of a full tap. The Board explained to Mrs. Wilson they will have someone to come over inspect the site and get back with her.

Mr. Robinson opened discussion on the 2016 – 2017 Water Budget. The Board discussed the water budget. Mr. Thronson made a motion to adopt the 2016 – 2017 Water Budget. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened discussion on the 2016 – 2017 Sewer Budget. The Board discussed the sewer budget. Mr. Thronson made a motion to adopt the 2016 – 2017 Sewer Budget. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened discussion on extending water and sewer lines down Hwy 158. Mrs. Carah Hall reported the survey has been completed, she will review the report and will be ready to advertise for bids within 30 – 45 days.

Mr. Robinson opened discussion on the North Tank. Mr. Robinson wants the bid to go out for the North Tank. The Board discussed the time frame and the arrival of some material in mid-December. Mrs. Hall stated a completion schedule of 30 days would be more than sufficient. Mr. Thronson made a motion to send out bids for the North Tank. Mr. Mitchell seconded. Mr. Mitchell asked if the bar screen would be completed prior to the work done on the North Tank. Mrs. Hall confirmed the bar screen would be completed near the time we start receiving material for the North Tank. Motion carried.

Mr. Robinson opened discussion on the office copier. Mrs. Robinson reported the copier is ten years old and has been giving us more and more problems. We have had several service calls within the last six months and each time the service technician reiterates the copier will not last much longer. Mrs. Robinson explained she has spoken with one company, but has a meeting with another company next week. Mrs. Robinson stated she would compare the two proposals and make a recommendation to the Board.

Mr. Robinson opened discussion on the influent meter for the sewer plant. Assistant Water Superintendent John Vaughn reported on the influent meter. Mr. Vaughn stated Mr. Hennis got four prices to replace the influent meter at the sewer plant. The Board discussed the proposals. Mr. Davis asked Mrs. Hall her recommendation. Mrs. Hall stated the importance of replacing the meter with the same brand with the same specifications. Mr. Mitchell made a motion to authorize the Utilities Director to purchase the influent meter at the lowest price that meets all our spec requirements. Mr. Davis seconded. Motion carried.

### **New Business:**

Mr. Robinson opened discussion on the Resolution – Regions Bank Loan. This loan is refinancing the Sewer line of credit obtained in 2015. The line of credit was used to make emergency repairs in the first year. The term loan has a low interest and will allow the Board to pay the bill over a period of ten years. Mr. Mitchell made a motion to adopt the Resolution – Regions Bank Loan. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened discussion on water and sewer invoices presented for ratification:

#### Water invoices

Personnel Board for Mobile County, inv# 10714 in the amount of \$1,804.92 for 2016 – 2017 1<sup>st</sup> Quarter Expenses for Water and Sewer. Coumanis Allen, Payment Application #2, in the amount of \$90,849.15 for Maintenance Building. ADEM, inv# 2016103811 in the amount of \$1,230.00 for Bacteriological Analysis Fee. Thronson made a motion to pay water invoices as presented for ratification. Mr. Haines seconded. Motion carried.

### Sewer invoices

Industrial Chemicals, inv# 373799 in the amount of \$1,539.85 for Emulsion. Sheppard Electric, inv# 23598 in the amount of \$17,517.41 for rebuilding aerator motors for North & South Tanks. Smith Industrial Services, inv# 1626-IN in the amount of \$1,174.00 for cleaning and filming the sewer lines on Martha Alleyn Drive. Mr. Haines made a motion to pay sewer invoices as presented for ratification. Mr. Thronson seconded. Motion carried.

### **Secretary / Treasurer's Report:**

Mr. Mitchell reported on the re-investment of matured CD for twelve months with an interest rate of .75% APY. Mr. Mitchell, also, reported the payment from the City of Saraland in the amount of \$800,000.00 was received on October 3, 2016 and deposited into the Sewer Gross Revenue account.

### **Vice-Chairman's Report:**

Mr. Davis reported he and Mr. Hennis will be conducting an employee performance review Friday.

### **Chairman's Report:**

Mr. Robinson reported on the need to purchase a vacuum truck. Mr. Robinson recommended putting a vacuum truck in the sewer budget in the future. Mr. Robinson discussed the amount of sludge being removed from the Sewer Plant. Mr. Robinson commended the men for working so diligently repairing broken lines.

### **Assistant Water Superintendent's Report:**

Mr. Vaughn reported the men have been very busy repairing leaks and broken sewer lines. Everyone pitched in and did their part. Mr. Vaughn is very pleased with the attitude and job performance of the men. Mr. Davis asked how the new employees are doing. Mr. Vaughn stated they are still learning.

### **Attorney's Report:**

Mr. Bell discussed the complaints received by the Attorney General's office. Mr. Bell reported he responded to the Attorney General's office regarding customer complaints on the rate increases, the purchase of the building next door and other issues. Mr. Bell stated we are waiting on the Attorney General to decide and send the response. Mr. Bell requested they send all correspondence to his office.

### **Engineer's Report:**

Mrs. Hall reported on the status of the building next door. The walk-thru for the final punch-list is tentatively scheduled to be completed in two weeks. Mrs. Hall reported the bar screen will be delivered mid-November and installation should be completed in a couple of weeks following delivery. Mrs. Hall discussed the influent meter, split testing of wastewater samples and levels. Mrs. Hall reported there were more leaks in the air supply lines than they anticipated; Mr. Hennis' men have been working hard to fix them. Mrs. Hall discussed the inferior quality flanges / gaskets used during the original installation of the air supply line.

### **Grant Petitioner's Report:**

Mrs. Stallman updated the Board on the CDBG Grant; RFP and RFQ. The advertisement for Engineering Services and Program Administrative Services ran in the newspaper on November 2, 2016. The deadline for proposals to be submitted to Mrs. Robinson is 4PM Friday, November 18, 2016. As the proposals are received they will be stamped with a date and time. The proposals will be submitted to the Board at the next meeting to decide.

**Correspondence:**

Ltr from Liana Barnett, MCPB, dtd 10/20/16, re: Dewey Willard's 2-1/2% merit increase

Ltr from Robert Meador, Jr., Alabama Department of Public Health, dtd 10/6/16, re: Water Fluoridation Quality Award

Ltr from Saraland Civic Forum, dtd 9/27/16, re: 2016 Saraland Christmas Parade: "Peace On Earth"

Application for New Employee Orientation for Joseph Nelson to be held 11/9/16 at Mobile County Personnel Board

There being no further business to come before the Board; Mr. Thronson made a motion to adjourn the meeting. Mr. Davis seconded. Meeting adjourned at 7:57 P.M.

ATTEST:

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RATIFIED AND APPROVED:

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