

**Regular Meeting
March 5, 2015**

Vice-Chairman James Davis called the regular meeting of the Board of Water and Sewer Commissioners of the City of Saraland, Alabama, to order at 6:30 P.M. at the Saraland Water Service conference room with the following Board Members present:

Present:
Mr. James E. Davis
Mr. Jackie R. Haines
Mr. Ron K. Mitchell

Absent:
Mr. H. O'Neil Robinson
Mr. Allen K. Wine

Mr. Raymond Bell, Board Attorney, and Mr. Darryl Russell, Board Engineer, were present.

Mr. Mitchell opened the meeting with prayer.

The minutes of the February 19, 2015 meeting were approved by signature.

Committee Reports:

Mr. Haines reported, since the last Board Meeting; the men replaced the hydraulic pump and hoses on the dump trailer. Also, Mr. Hennis is working with a vendor on a program that will allow him to have better control of ¾" radio read meter inventory. Mr. Hennis will elaborate further on that under old business.

Mr. Mitchell reported, since the last Board Meeting; the men moved a regular ¾" service meter and installed a ¾" convenience irrigation meter on Saraland Avenue. The men completed the 6" tie-in at the new CVS Pharmacy. The men completed the 8" tie-in at the Saraland Township 1 on Shelton Beach Extension. The men repaired a 2" cast iron main and a 6" cast iron main on Norton Avenue. Mr. Davis commended the men on a great job repairing the two mains on Norton Avenue.

Mr. Davis reported, since the last Board Meeting; the team has resolved 14 complaint cards and worked 11 Alabama 811 locates. The complaint card database has been updated through March 3, 2015.

Old Business:

Mr. Davis opened discussion on the feasibility study of the Sewer System of Saraland. Mr. Davis asked Mr. Bell if he had a report. Mr. Bell stated there aren't any extraordinary litigations pending that are relevant to the pending proposal. Mr. Davis asked Mr. Russell if he had a report. Mr. Russell stated McCrory & Williams, Inc. is working with Volkert on the engineering aspect of the feasibility study, since Volkert has some of the history of the sewer system. Mr. Russell stated once the report has been compiled of the overall condition of the facilities, collection system and future upgrades; he will give the report to Volkert to review before submitting to the Board. Mr. Davis asked if there was a report regarding the accounting. Mrs. Robinson stated she met with Mr. Betancourt, Chairman Robinson and Mr. Hennis. Mr. Betancourt shared some information regarding the financial standings of the Sewer System. Mr. Betancourt stated he will call Mrs. Susan Cunningham, Regions Corporate Trust, to talk to her regarding the merger and have Mrs. Cunningham contact Mrs. Robinson. Mrs. Robinson stated Mrs. Cunningham advised her to contact the bond attorney to make sure the merger would not cause us to default on our bonds. Mr. Davis stated he would like Mr. Bell to communicate with the bond attorney.

Mr. Davis opened discussion on the main frame / workstation upgrade. Mrs. Robinson stated Mr. Lynn Rowe, Delphi, has begun transferring programs and files over to the new main frame. We are waiting on the mini towers to be delivered. Mr. Davis asked Mrs. Robinson to give an estimated time of completion. Mrs. Robinson stated approximately 2 months. This will allow for the delivery of the mini towers and testing of the programs before the conversion is completed.

Mr. Davis asked if Mr. Bell had a report regarding identifying the Saraland Water Service footprint. Mr. Bell stated he is still gathering documents and amendments to documents from Probate Court. Mr. Bell commended Mobile County Probate Court for going above and beyond in assisting him with the research. Mr. Bell stated he will give the documents to Mr. Russell to review.

Mr. Davis asked if Mr. Hennis had a report on the radio read meters. Mr. Hennis reported he has been working with a vendor and they have worked out a program that will control inventory, as well as, save the Board money. Mr. Hennis added he will order one hundred forty-four ¾" radio read meters once every 3 months. The Board discussed the benefits of the program. Mr. Hennis added there is, also, an opportunity for a buy back of the old badger meters. Mr. Haines made a motion to authorize Mr. Hennis to order 144 radio read meters once every 3 months at \$203.00 per meter. Mr. Mitchell seconded. Motion carried. Mr. Hennis stated he will notify the vendor of the Board's decision and Mr. Hennis will order the laptop approved by the Board during a previous meeting.

Mr. Davis asked Mr. Hennis if he would report on the tank maintenance proposal. Mr. Hennis stated he gave Mr. Russell information from our previous tank maintenance agreement to review. They will discuss it and report back to the Board at the next meeting. Mr. Davis asked if this tank maintenance program was for all of the tanks or just specific ones and does the maintenance program include cleaning, inspection and repair. Mr. Russell stated it was for all of the tanks and the maintenance includes cleaning, inspection and repair.

Mr. Davis opened discussion regarding the grant petitioner. Mr. Mitchell stated he contacted his sources looking for a qualified person to pursue grants for the Board. Mrs. Robinson added she has contacted Mr. Betancourt inquiring about someone who will work on commission. The Board discussed the benefits of retaining a grant procurer who will work on commission.

Mr. Davis asked for an update on the website development. Mrs. Robinson reported we have given Mrs. Benson information for the website. Mrs. Benson requested photos of the Board Members. Mrs. Robinson added she is working with Regions Bank to set up an online banking profile so customers can pay the water bill online through PayPal. Mr. Mitchell stated a password will be set up so the Board Members can look at the website before it goes live. Mr. Davis stated the website will be a useful tool to share information with our customers, as well as, improve customer service.

Mr. Davis opened discussion on the superintendent position. The Board discussed the vacant position. Mr. Haines made a motion to authorize Mrs. Robinson to open a requisition for a promotional exam for the vacant superintendent position. Mr. Mitchell seconded. Motion carried.

New Business:

Mr. Davis opened discussion regarding Mark Holmes, Water Service Operator I, eligibility for a 1-step 2-1/2% merit increase. Mr. Hennis stated Mr. Holmes is very deserving of the merit increase. The Board concurred Mr. Holmes is a hardworking, dependable and dedicated employee. Mr. Mitchell made a motion to grant Mark Holmes, Water Service Operator I, a 1-step 2-1/2% merit increase. Mr. Haines seconded. Motion carried.

Mr. Davis reviewed the invoices presented for ratification: Bil-Mar Construction, LLC invoice dtd 2/19/15 in the amount of \$955.90, re: repair 2 chlorinators, McCrory & Williams, Inc. inv#20157120 dtd 2/25/15 in the amount of \$1,860.00, re: CADD Technician, Grainger inv#9676980882 dtd 2/26/15 in the amount of \$530.55, re: hydraulic pump for dump trailer and McCrory & Williams, Inc inv#20157127 dtd 3/2/15 in the amount of \$2,112.00, re: clerical. The Board discussed the invoices. Mr. Haines made a motion to pay all invoices presented. Mr. Mitchell seconded. Motion carried.

Chairman's Report:

Mr. Robinson is absent this meeting.

Vice-Chairman's Report:

Mr. Davis stated he did not have a report tonight.

Secretary / Treasurer's Report:

Mr. Wine is absent this meeting.

Superintendent's Report:

Mr. Hennis informed the Board he will be sending Terrance Brown, Public Service Worker I, to a water operator certification preparation class beginning March 9, 2015 at 5:00 pm. Mr. Hennis stated the class will be held at Mobile County Water on Theodore Dawes and he has given Mr. Brown directions to the class. The class will be two days per week for five weeks and the cost of the class is \$400.00. The Board was glad Mr. Hennis is sending Mr. Brown to the classes to give him the opportunity to move up in the company.

Attorney's Report:

Mr. Bell stated at the last meeting the Board instructed him to prepare an offer to purchase for the property located behind the Saraland Water Service. Mr. Bell stated there is a non-exclusive easement for ingress and egress on this property. The Board discussed the easement. Mr. Mitchell stated the easement could be removed by the current property owner. The Board agreed if the easement could not be removed by the current property owner it would not benefit us; therefore, there would be no need to purchase it.

Engineer's Report:

Mr. Russell stated he had nothing further to report at this time.

Correspondence:

Mr. Davis reviewed the correspondence.

Ltr from ADEM dtd 2/19/15, re: Sanitary Survey-FY 2015

Eml from Civic Forum dtd 2/23/15, re: Citizen of the Year applications

Eml from Saraland Chamber of Commerce dtd 2/25/15, re: Keep Saraland Beautiful Clean-Up Day 3/21/15

Eml from Saraland Chamber of Commerce dtd 2/27/15, re: Spring Garden Workshop 3/14/15

Eml from Saraland Chamber of Commerce – March 2015 Newsletter

Mr. Mitchell reported Mr. Charlie Hanke, former Water Board Member and City Council Member, is battling cancer and asked everyone to please keep Mr. Hanke and his family in their prayers.

There being no further business to come before the Board; Mr. Haines made a motion to adjourn the meeting. Mr. Mitchell seconded. Meeting adjourned at 7:10 P.M.

ATTEST:

RATIFIED AND APPROVED:
