

**Regular Meeting  
April 16, 2015**

Chairman Mr. O’Neil Robinson 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 Saraland Water Service meeting room with the following Board members present:

|                     |                 |
|---------------------|-----------------|
| Present:            | Absent:         |
| Mr. O’Neil Robinson | Mr. James Davis |
| Mr. Ron Mitchell    | Mr. Allen Wine  |
| Mr. Jackie Haines   |                 |

Mr. Raymond Bell of Bell Law Firm was not present. Mr. Darryl Russell of McCrory & Williams was present.

Mr. Haines opened the meeting with a prayer.

**Committee Reports:**

Mr. Haines reported since the last meeting the oil has been changed in Truck #33. The outside personnel have pressure washed the office and Well buildings.

Mr. Mitchell reported since the last meeting the following leak has been repaired a 2” CI located on Church Street. 4 – ¾” radio read meters have been installed.

**Old Business:**

Mr. Robinson opened the discussion on the Feasibility Study of the Sewer System of Saraland. Mr. Robinson inquired as to the progress on the engineering study by McCrory & Williams. Mr. Russell of McCrory & Williams replied they should have a completed report at the next regularly scheduled meeting in May.

Mr. Robinson opened the discussion on the Tank Maintenance proposal. Mr. Russell will report during the Engineering Report.

Mr. Robinson opened the discussion on the Grant Petitioner. After some discussion the Board decided to table this until the next regularly scheduled meeting.

Mr. Robinson opened the discussion on the website development. Mr. Robinson and Nicole met with the payment processing company and a contract has to be signed. This service is at no cost to the Saraland Water Service the customer using service will be charged any fees. This service will allow customers to make payments by credit card on a website, it will also provide an 800

phone number and mobile app for smart phones. Mrs. Robinson has completed the new customer survey and submitted to Mr. Thomas.

Mr. Robinson opened the discussion on the pump repair Well #2. Mr. Hennis reported well parts have been ordered, arrival should by first of May.

Mr. Robinson opened the discussion on the surveillance system DVR Board. Mr. Russell reported McCrory & Williams has reviewed the proposals as submitted. Upon review it was discovered the bids provided installation of different equipment. Once both companies bid on like equipment McCrory & Williams recommendation is to use the lowest bidder.

**New Business:**

Mr. Robinson recognized Mr. Fred Butler's request to address the Board. Mr. Butler was not present.

Mr. Robinson opened the discussion on the current tap fee schedule. Mr. Hennis would like permission to increase the tap fees as follows:

|                           |           |
|---------------------------|-----------|
| ¾" Partial Tap            | \$650.00  |
| ¾" Full Tap/Irrigation    | \$1000.00 |
| ¾" Convenience Irrigation | \$500.00  |

After some discussion Mr. Haines made a motion to increase the tap fees as recommended by the Superintendent. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened the discussion on the ALDOT bridge replacement Celeste Road/I-65. Mr. Hennis has received the plans for this project. Mr. Hennis would like permission for McCrory & Williams to start the engineering process. Mr. Russell stated ALDOT will draft a reimbursement agreement to move existing water lines, valves and fire hydrants in conflict of the project. There is approximately 2400' of water lines adjacent to or under the bridge, 5 or 6 fire hydrants and some water valves. Mr. Hennis has submitted a letter to ALDOT stating McCrory & Williams is our engineering firm.

Mr. Robinson opened the discussion on the following invoices for ratification.

Invoice #20157184 from McCrory & Williams, Re: clerical in the amount of \$2299.00.

Invoice #131792S from Skelton Fire Equipment, Re: fire extinguisher servicing in the amount of \$559.69.

Invoice #908862208 from Insight, Re: computer upgrade equipment in the amount of \$4218.99.

Mr. Mitchell made a motion to pool and pay the invoices as listed. Mr. Haines seconded. Motion carried.

**Report of Officers:**

Mr. Robinson reported Mr. Hennis is allowed a discretionary fund of \$500.00 and the office \$250.00. Mr. Robinson would like to recommend increasing this to \$1000.00 for Mr. Hennis and \$500.00 for the office. Mr. Haines made a motion to grant the increase as proposed. Mr. Mitchell seconded. Motion carried.

**Superintendent's Report:**

Mr. Hennis reported Terrence Brown will be taking the water operator test on Tuesday April 21, 2015.

Mr. Hennis reported Mr. Reginald Rogers is currently in the hospital recovering from a stroke. Mr. Hennis went to the hospital to check on him, he is currently undergoing physical therapy. Mr. Hennis would like permission from the Board to hire a temporary employee.

Mr. Mitchell made a motion to hire Carl Wayne Martin as a temporary employee effective date to be April 27, 2015. Mr. Haines seconded. Motion carried.

**Engineer's Report:**

Mr. Russell reported he is waiting on additional information from Mr. Hennis to complete the Tank Maintenance proposal. The proposal should be ready at the next regularly scheduled meeting.

**Attorney's Report:**

No report.

**Correspondence:**

Invoice from McCrory & Williams, Re: clerical, dtd 3/31/15 (2299.00).

Invoice from Skelton's Fire Equipment, Re: fire extinguisher service, dtd 3/31/15 (559.69).

Invoice from Insight, Re: computer equipment, dtd 4/6/15 (4218.99)

Ltr from Regions Corporate Trust, Mrs. Susan Cunningham, 2008 Bond indenture completion, dtd 4/2/15.

Ltr from Donald Dees, Director of Mobile County Personnel Board, Re: water works superintendent, dtd 4/2/15.

Ltr from Mobile County Personnel Board, Re: public hearing Rule XII – service ratings, dtd 4/7/15.

Ltr from Mobile County Personnel Board, Re: public hearing April 21, 2015 on Amendment of classifications of Office Assistant I, II, and III, dtd 4/7/15.

Email Saraland Chamber, Re: Saraland Historic Marker on April 9, 2015, dtd 4/8/15.

Well Source Data report for the month of March sent to ADEM, dtd 4/7/15.

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 7:38 P.M.

ATTEST:

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RATIFIED AND APPROVED:

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