

Regular Meeting
April 7, 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, and Mr. Daryl Russell, Board Engineer, were in attendance.

Mr. Robinson opened the meeting with prayer.

Committee Reports:

Mr. Mitchell reported since the last Board meeting; a 1-1/4" bore was done on Shelton Beach Road. The men installed 35 radio read meters, repaired a leak on Hartley Road, serviced Well #3 installed a new lime pump at Well #4 and installed two new taps. The men are proceeding with the fire hydrant painting project.

Mr. Davis reported since the last Board meeting; one hundred thirty-two 811 locates have been completed and fifteen complaints cards have been addressed for the Water Department. The Sewer Department has resolved two (2) complaint cards.

Mr. Haines reported since the last Board meeting; the men serviced the Kubota lawn mower.

Mr. Thronson reported since the last Board meeting; the office is running well. Mrs. Robinson has completed the 2015-2016 Payroll Audit. Mrs. McDuffie, Mr. Burrow and Mr. Brunson have worked on the flower beds; we should have some spring colors soon. Our new employee Mrs. Churchwell is continuing her training. Ms. Graham stated Mrs. Churchwell is doing very well. Mr. Robinson added he feels Mrs. Churchwell is fitting in nicely and catching on rather quickly.

Old Business:

Mr. Robinson opened discussion on Aaron Oil and Qualawash contracts. Mr. Herring asked Mr. Russell if new contracts were going to be drafted under the name of Saraland Water and Sewer. Mr. Russell stated they could. Mr. Herring stated we are currently awaiting a response from ADEM regarding renewal requirements.

Mr. Robinson opened discussion on the maintenance / repairs for sewer lift stations. Mr. Hennis stated they have been working on Park Street, Delisa Drive and Deer Run Drive. The men have been cleaning up around the sewer plant. Mr. Hennis stated a motor has been ordered for Smoke Avenue lift station and should be delivered soon.

Mr. Robinson opened discussion on the security cameras for the sewer plant. Mr. Hennis stated the surveillance cameras have been installed at the sewer plant and the remote access program has been installed on the phones of some of the Board Members and Superintendents. Mr. Robinson stated the cameras are installed for the safety and security of the employees.

Mr. Robinson opened discussion on the contract with Mobile Water. Mr. Bell drafted the contract for Mobile Water to consider. Mr. Bell is waiting for Mobile Water to respond. Mr. Bell gave the Board a copy of the contract.

Mr. Robinson opened discussion on the generator grant. Mr. Hennis stated the City of Saraland has given a purchase order for the generator. Mr. Bell explained Mr. Andy Rutens, Attorney for City of Saraland, stated the City of Saraland is moving forward with the purchase of the generator. Mr. Bell stated it was our request for the City of Saraland to purchase the generator and we would reimburse them for the expenses not covered by the grant.

Mr. Robinson opened discussion on the CDBG grant. Mr. Russell reported Mrs. Stallman met with the County Coordinator regarding the CDBG grants. Mr. Russell stated money has been earmarked for the sewer lining project. The Board will determine if the project can be completed within an acceptable budget and notify the County Coordinator.

Mr. Robinson opened discussion on the chemical bid. Mr. Russell stated he provided the recommendation for award of the chemical bids at the last meeting. Mr. Thronson made a motion to accept the lowest bids; Items 1 – 6 Water & Waste Specialties, LLC and item 7 DPC Enterprises. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on a camera for the sewer lines. Mr. Hennis stated at the previous meeting the Board authorized him to camera Cypress, Elm and Juniper streets with a budget of \$5,000.00. Mr. Hennis stated he spoke with the vendor and the project will cost \$8,434.40. Mr. Thronson made a motion to increase the budget previously provided to Mr. Hennis to camera Cypress, Elm and Juniper street to \$8,434.40. Mr. Mitchell seconded. Motion carried. Mr. Davis asked we bid these jobs out to other vendors.

Mr. Robinson opened discussion on the acceptance documents. Mr. Bell discussed the existing utility acceptance documents. Mr. Bell explained the new industry standard is moving to a more detailed utility acceptance document. Mr. Bell reviewed the changes with the Board. Mr. Russell stated he would recommend the Board not accept any water or sewer utility without proper testing of the utility and a warranty. Mr. Davis made a motion to adopt the new water and sewer utilities acceptance documents as presented by Mr. Bell to be used during the application process of installing water and sewer lines with the discretion of the Superintendent to make sure safeguards are in place. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened discussion on Omega Laundry. Mr. Hennis has made several attempts to contact Mr. Dial. Mr. Hennis asked Mr. Bell for his recommendation. The Board discussed the options presented. Mr. Thronson made a motion to charge Omega Laundry \$1,100.00 after the meter is installed with the Board's discretion to set-up payment arrangements. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened discussion on the Consumer Confidence Report. Mr. Hennis stated TTL has created, printed and mailed our CCRs for the last few years and has done a remarkable job. Mr. Hennis recommended we use TTL to do the 2015 Consumer Confidence Reports. Mr. Mitchell made a motion to accept Mr. Hennis' recommendation and use TTL to create, print and mail the 2015 Consumer Confidence Report. Mr. Davis seconded. Motion carried.

New Business:

Mr. Robinson opened discussion on a tapping machine. Mr. Hennis discussed the need for the Board to purchase a tapping machine. Mr. Mitchell made a motion to purchase a tapping machine in the amount of \$2,118.75. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened discussion on creating another Lift Station Mechanic position for the Sewer Department. Mr. Hennis and Mr. Herring agreed the position is needed to help with the personnel shortage. The Board discussed sewer personnel and positions. Mr. Thronson made a motion to create a second Lift Station Mechanic position in the Sewer Department. Mr. Mitchell seconded. Motion carried.

Mr. Robinson read the Mobile County Personnel Board letter accepting Mr. Daniel Adams' resignation in good standings effective March 26, 2016. Mr. Robinson reported the bridge work on Celeste Road will begin August 2016.

Mr. Robinson discussed the invoices due for ratification:

Water invoices

Sheppard Electric inv# 23791 in the amount of \$1,060.00. McCrory & Williams, Inc. inv# 20167744 in the amount of \$2,508.00. Sheppard Electric inv# 23931 in the amount of \$2,860.00. The Board discussed the invoices. Mr. Thronson made a motion to pay the invoices. Mr. Mitchell seconded. Motion carried.

Sewer invoices

Smith Industrial Services inv# 3_13808-IN in the amount of \$1,243.09. Vellano Corp inv# S2065898.001 in the amount of \$3,821.68. Advanced Integrated Security, LLC inv# 11873 in the amount of \$6,885.00. Jim House & Assoc., Inc. inv# 3788 in the amount of \$1,613.00. Bell Law Firm P.C. inv# 2453 in the amount of \$2,560.00. The Board discussed the invoices. Mr. Thronson made a motion to pay invoices submitted for ratification. Mr. Haines seconded. Motion carried. The Board discussed combo trucks and getting bids for sewer cleaning. Mr. Davis asked for this item to be added to the next agenda.

Secretary / Treasurer's Report:

Mr. Mitchell asked the Board to review the Saraland Water and Sewer Service: Fund Revenues, Expenses and Changes in Net Assets Sewer Fund for the Month of October 2015 report that has been placed in each of their files. Mr. Mitchell stated he will discuss some concerns with Mr. Betancourt.

Vice-Chairman Report's:

Mr. Davis reported there are no conflicts with the outside team. Mr. Davis stated it has been a smooth transition for Mr. Byrd. Mr. Herring stated Mr. Byrd is doing good. Mr. Davis reported on the upcoming Safety Meeting and employee evaluation. Mr. Davis commended the employees for a great job on the flower beds and suggested Mr. Haines add a photo to our website.

Chairman's Report's:

Mr. Robinson discussed the Personnel Board's ruling on Mr. Byrd's appeal. We will pay Mr. Byrd for 200 hours back pay. Mr. Robinson reported the bids will be going out the 22nd for the building next door. Mrs. Stallman reported there will not be a meeting with the County regarding CDBG grant. Mr. Robinson reported we have been interviewing CPAs. The parts have been ordered for the drum screen. Mr. Herring stated we now have a spare chain. Mr. Robinson reported the Board needs to discuss funds to purchase a grinder/auger. Mr. Davis suggested we may need to consider a more cost effective alternative to the auger. Mr. Davis asked for this item to be added to the next agenda. Mr. Robinson reported water sales are down. Mr. Robinson discussed cleaning the north and south tanks at the sewer plant.

Water Superintendent's Report:

Mr. Hennis asked Mr. Haines if the notification of the annual flushing program was added to the website. Mr. Haines stated he would check. Mr. Hennis stated he contacted Satsuma Sewer Department and they are not interested in providing sewer near the viaduct. Mr. Hennis stated he and Mr. Russell have been discussing the cost to provide sewer to that area. Mr. Hennis stated the reservoir will be emptied April 11, 2016 as part of the tank maintenance program. Mr. Hennis reported he and Mr. Russell have been working on getting water and sewer on Highway 158. Mr. Hennis stated Mr. Herring has the second chain installed. Mr. Herring is waiting on Teflon wheels for the drum screen and a spare chain for the Sewer Plant.

Attorney's Report:

Mr. Bell reported he was in contact with the Mobile County Personnel Board regarding personnel matters. The Mobile County Personnel Board had two different opinions; one on Thursday and one on Friday.

Engineer's Report:

Mr. Russell reported a follow up on the tanks at the Sewer Plant. Mr. Russell received an estimate from Denali to make sure the price he gave was in line. The census is it would cost approximately \$200,000.00 to clean the tanks. To replace the diffusers would be extra.

Mrs. Robinson stated she was contacted by Mr. Joe Jolly regarding his interest in providing a bond for the Sewer Department. Mr. Bell stated it would be in the Board's best interest to put out requests for proposals. Mr. Mitchell stated the Board will not entertain getting a bond until after a year. Mr. Robinson stated we are going to proceed slowly.

Correspondence:

- Ltr from Personnel Board dtd 3/28/16 re: Resignation of Daniel Adams
- Certified mail from Matthew Lambert to Chad Hennis dtd 3/30/16 re: Saraland Right-of-way Ordinance
- Eml from Melissa O'Sullivan, Volkert, dtd 3/31/16 re: City of Saraland Purchase Order
- Fax from City of Saraland dtd 4/4/16 re: Notice of Special Council Meeting
- Fax from ALDOT dtd 4/4/16 re: Project no. ACAA39475F-FAUP-1065(388)

There being no further business to come before the Board; Mr. Mitchell made a motion to adjourn the meeting. Mr. Davis seconded. Meeting adjourned at 7:05 P.M.

ATTEST:

RATIFIED AND APPROVED:
