

**Regular Meeting
May 17, 2018**

Chairman Mr. 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 Saraland Water Service meeting room with the following Board members present:

Present	Absent
Mr. Jim Davis	
Mr. Jackie Haines	
Mr. Ron Mitchell	
Mr. O'Neil Robinson	
Mr. Scooter Thronson	

Mr. A. Patrick Dungan of Adams & Reese Law Firm was present. Ms. Carah Hall of McCrory & Williams was present. Ms. Cara Stallman our grant petitioner was present.

Mr. Robinson opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last Board Meeting 53 Alabama 811 locates for water and sewer. 17 work orders for water, and 1 work order for sewer, has been worked.

Mr. Thronson reported since the last Board Meeting 41 payments on the credit card machine in the office.

Mr. Mitchell reported since the last Board Meeting a 6" water line was repaired on Avondale Avenue. We have been flushing our dead end water lines.

Mr. Haines reported since the last Board Meeting the air conditioner has been repaired on Truck #36. The fence located behind the Hampton Inn lift station has been repaired.

Old Business:

Mr. Robinson opened the discussion on the preventative maintenance plan for the system. Mr. Hennis reported smoke testing is ongoing in Shelton Beach Estates. There is a manhole located by a bridge that needs to be relined, Mr. Hennis has contacted Slaughter Company in Orange Beach for a price quote.

Mr. Robinson opened the discussion on Infectious Waste Exposure. Mr. Hennis reported all the outside personnel have been tested for Hepatitis vaccinations. Some of the employees will require being vaccinated. The vaccinations appointments are being scheduled. Some of the employees have previously had the shots. Mr. Davis wants documentation in each employees personnel file.

Mr. Robinson opened the discussion on Grease Recycle Program. Mr. Haines stated Mr. Bell is moving forward on the legal aspects. Mr. Haines would like for the educational process to start with the public on our website.

Mr. Robinson opened the discussion on the 3 year EMR Accident Report. Mr. Davis reported this has been resolved. The report revealed the company IMR has decreased the last three years to about 0.81.

Mr. Robinson opened the discussion on the bids for the maintenance service bay. Ms. Hall reported three contractors placed a bid. McCrory & Williams has processed the Bid Tab and their recommendation is to award the contract to Harris Contracting with the lowest qualified bid of \$123,335.00. Ms. Hall stated this bid has line items that can be eliminated or changed which would lower the overall cost. After some discussion Mr. Mitchell made a motion to award the contract to Harris Contracting per McCrory & Williams recommendation. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on sewer line depress. Mr. Hennis reported we are currently in the process of reviewing the sites in question. Some will require use of a camera.

Mr. Robinson opened the discussion on the new samples for Test Well #5. Mr. Davis stated the idea is to insure we are using Standard Testing Procedures for ground water accuracy. The Board would like for Mr. Cook be present during the sampling process, in addition supervise the sampling to insure standard operating procedure.

Mr. Robinson opened the discussion on Sara Cottrell's water bill status. The update has been calculated for the period in question and the appropriate credits have been issued to water and sewer. The City of Saraland is reviewing the request for garbage credit. Mrs. McDuffie has contacted Ms. Cottrell several times by phone and offered to go over the entire process in person at the office.

New Business:

Mr. Robinson opened the discussion on the 2018 renewal for Blue Cross/Blue Shield Insurance. After some discussion motion by Mr. Davis for the Board to cover 80% of the increase and the employees will cover 20%. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened the discussion on the Sewer Consultant Report. The report is in each Board Members file for review.

Mr. Robinson opened the discussion of the P & L statement. The P & L statement is in each Board Members file. Ms. Evelyn Jones was present for any questions.

Mr. Robinson opened the discussion on Administrator over CD's. Mr. Thronson requested, due to an oversight, Mr. Ron Mitchell, Secretary/Treasurer, and Mr. Robinson, Board Chairman, be

appointed to oversee and sign CD's. Mr. Mitchell recommended that he and Mrs. Robinson review and report to the Board. Mr. Mitchell would like a complete list of all CD's to include Banking Institution, the maturity dates, and interest rates to be updated on a regular basis and presented quarterly. The quarterly list should also include what each CD is being ear marked to cover. Motion by Mr. Thronson to appoint the current seated Secretary/Treasurer, the Chairman and the Office Manager to keep control of the CD's by maintaining a detailed list to be reported periodically, and also be the signers of same. Mr. Davis seconded.

Mr. Robinson opened discussion for Resolution 2018-2 for Municipal Water Pollution Prevention 2017 Annual Report. Mr. Thronson made a motion to approve Resolution 2018-2 for Municipal Water Pollution Prevention 2017 Annual report. Mr. Haines seconded. Motion carried.

Invoices for Ratification:

Water Invoices:

Invoice #20188953 from McCrory & Williams for Clerical, (\$1452.00).

Invoice #20188933 from McCrory & Williams for engineering services and construction inspection for Parking & Storage Building for Field Trucks and Equipment, (\$6,620.00).

Invoice (McCrory & Williams) Payment Estimate #1 from Griner Drilling Project S7510-2056 Test Drill/Test Well, (75,842.50). BOND FUNDS

Invoice #2031494 from Alabama Media Group for Legal/Notice of Bid Metal Building for Parking, (\$1,063.74).

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

Sewer Invoices

Invoice #S-1994 from Jim House & Associates for T8A3-B Rotating Assembly, (\$9,634.00).

Invoice #S-2005 from Jim House & Associates Inc for T3, T4, T8 flap valve and wear plates for T-8 pump 10010, (\$3,341.80).

Invoice #1876 from Harris Electric for installation of 500 watt area light on pole, (\$1,432.00).

Invoice #1877 from Harris Electric for maintenance work on air pumps, pump #3 and bad 175 watt bulb and ballast, (\$1,349.60).

Invoice #1878 from Harris Electric for 4 lights over Tank 1 & 2 and west side of building, ran a new circuit and GFI, (\$1,240.70).

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

Report of Officers:

Mr. Davis reported the monthly Health Safety Meeting will be held tomorrow at 11:15 pm, in addition an interview will be conducted for a perspective new employee, for sewer and electrical task, at 4:00 pm.

Utilities Director Report:

Mr. Hennis reported the lime feeder for Well #2 is in and will be installed soon. The Sewer Plant is running good. Backflows are being installed along with regular maintenance on the Water side. Smoke testing is currently being performed.

Engineer's Report:

Ms. Hall nothing further to report.

Grant Petitioner Report:

Ms. Stallman reported for the next public relations story suggestion to talk about the project where the sewer lines were relined and also the current ongoing project. The state EMA has 50,000 in funds available for two generators for two lift stations. The application needs to be submitted. Ms. Stallman will meet with Mr. Hennis to complete the applications next week.

Accounting Report:

Ms. Evelyn Jones was in attendance for Mr. B.J. Gilbert.

Attorney's Report:

Mr. A. Patrick Dungan was in attendance for Mr. Raymond Bell

Correspondence:

The Personnel Board for Mobile County, Public Hearing Tuesday, May 15, 2018 @ 8:30 am, Budget meeting.

Payment received from Ellison Plumbing for \$1640.40 sewer break in the Woodlands.

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 6:55 P.M.

ATTEST:

RATIFIED AND APPROVED:
