

**Regular Meeting  
August 4, 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 Ms. Cara Stallworth, Board Grant Petitioner, were in attendance.

Mr. Haines opened the meeting with prayer.

**Committee Reports:**

Mr. Thronson reported since the last Board meeting; the office is running smoothly. Mr. Hennis has requested the assistance of the office staff in answering sewer alarm and alert calls from Mission Communications. Mr. Hennis and Mrs. Robinson are researching the Alabama State Bid list for a new copier. The Berney service technician stated our current copier is going out and will not last long. Mr. Thronson stated it is time to replace the copier.

Mr. Haines reported since the last Board meeting; the 120KW generator has been serviced and a tire was replaced on the dump trailer.

Mr. Mitchell reported since the last Board meeting; the men have installed two ¾" partial taps and repaired a ¾" service line. Mr. Mitchell reported his meters were changed out to radio read meters.

**Old Business:**

Mr. Robinson stated the Board would enter into executive session. Mr. Bell stated Mr. Robinson has been in contact with him regarding the matter to be considered during executive session. Mr. Bell deemed the matter to be appropriate for executive session and executive session should not extend beyond 20 minutes. Mr. Thronson made a motion to enter into executive session. Mr. Haines seconded. Motion carried. The Board entered into executive session at 5:39pm. Mr. Robinson called the meeting back to order at 5:55pm. Without further discussion; Mr. Haines made a motion to modify the recommendation of the Hearing Officer in regard to the discipline of Mr. Richard Herring, that he be suspended for two (2) working days without pay and that he be required to undergo an alcohol dependency evaluation. Mr. Thronson seconded. Motion carried unanimously.

Mr. Robinson opened discussion on water rate increase. Mr. Mitchell explained he requested input from Mr. Hennis and Mrs. Robinson. Based on the projected increases associated with maintenance, infrastructure and administrative needs; Mr. Mitchell stated there is justification for a 10% increase of the current water rate. Mr. Thronson and Mr. Davis both stated they did not want an increase in rates; however, accounts payable exceeds the amount of revenue we are receiving. Mr. Robinson informed the Board he is interested in extended the water lines out Hwy 158, developing Well #5, booster station and completion of radio read installation. Mr. Robinson asked the Board to give serious consideration to the information provided and be prepared to vote at the next Board meeting. Mr. Hennis asked Mr. Bell if he had an update on Mobile Water's possible interest in selling the water line to Kali Oka Road. The Board directed Mr. Bell to contact Mobile Water representatives to inquire about the line to Kali Oka Road.

Mr. Robinson opened discussion on sewer rate increase. Mr. Mitchell discussed the money paid to the Board by the City of Saraland to be applied toward the general obligation warrants the City acquired while they had the sewer department. Mr. Mitchell explained the increase needs to be implemented to make up for the \$100,000.00 decrease received from the City each year. The Board discussed several items in need of repair and replacing at the sewer plant and lift stations. Mr. Mitchell stated he would recommend a 20% increase of the current sewer rate. Mr. Thronson asked Mr. Hennis if he thinks the revenue will be increased by getting additional households and businesses in our area. Mr. Hennis stated we will more likely see an increase in business additions instead of households. Mr. Robinson asked the Board to be prepared to vote at the next Board meeting.

Mr. Robinson opened discussion on the generator grant. Mrs. Stallman reported the generator will be delivered Friday and the transfer switch will be connected Monday. Mrs. Stallman stated once everything is completed; she will assist Mr. Hennis with compiling the documents and reimbursement.

Mr. Robinson opened discussion on the CDBG grant. Mrs. Stallman stated we are waiting on the contract to come in from the County.

Mr. Robinson opened discussion on the Water Operator I position. Mr. Hennis reported the position was filled effective July 30, 2016 by Mr. Allen Brunson.

Mr. Robinson asked for an update on the screening / headwork project. Mrs. Hall has reviewed the submittals. Mrs. Hall has forwarded them to the contractor. Mr. Robinson discussed getting the plant ready for the bar screen.

Mr. Robinson opened discussion on the refunding of the 2008 Bond. Mr. Robinson asked Mr. Mitchell to contact Mr. Robert Young, Frazier Lanier, regarding getting funds for the proposed bond projects and the monthly payment.

Mr. Robinson opened discussion on the new maintenance building. Mrs. Hall reported once she gets the contract she will get the Chairman to sign the contract next week. The next step will be a pre-construction meeting. Mr. Robinson stated there was a great suggestion about having the Board meetings at the maintenance building once construction is completed, because it will have a larger meeting area to accommodate more people.

Mr. Robinson opened discussion on laying water lines along Hwy 158 to the Saraland City limits. Mr. Hennis explained the area along Hwy 158 will be developing and he would like for the Board to have water and sewer available for those businesses. The Board discussed being proactive instead of reactive. Mr. Hennis stated more businesses will consider building in an area where water and sewer are already available. Mr. Mitchell stated he did not think it would be a good idea to extend beyond the City limits, because other cities would benefit from our water and sewer service.

### **New Business:**

Mr. Robinson opened discussion on the utility bills of Mrs. Marie Morris. Mrs. Morris' water and power bill increased due to the clean-up work performed after sewer backed up into her house June 18, 2016. The Board discussed the invoices. Mr. Thronson made a motion to pay the excess charges on the water and power bills for Mrs. Marie Morris. Mr. Haines seconded. Motion carried.

Mr. Robinson presented the proposed 2016 – 2017 holiday schedule for the Board of Water and Sewer Commissioners. Mrs. Robinson explained the holidays are the same in number and occasion as the previous years. Mr. Thronson made a motion to approve the 2016 – 2017 Holiday Schedule. Mr. Davis seconded. Motion carried.

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

#### Water invoices

TTL inv# 3142973, in the amount of \$4,760.00, Second Quarter SOC (Synthetic Organic Chemicals)

Gary A Brown inv# 072016, in the amount of \$1,200.00, Wet tap at McKeough Apartments  
Mr. Thronson made a motion to pay water invoices as presented for ratification. Mr. Haines seconded. Motion carried.

#### Sewer invoices

Mission Communications, inv# 1000220, in the amount of \$12,853.80, Annual Service Agreement  
Jim House & Assoc. inv# 4366, in the amount of \$2,178.42, Cover plates and flap valves  
Jim House & Assoc. inv# 4096, in the amount of \$5,925.00 less Credit Memo #4450, in the amount of \$4,147.50,  
Return 4 Trunnion Bloc Assemblies (less 30% restocking fee) invoice total \$1,777.50  
A&B Electric, inv# 19100, in the amount of \$4,995.28, Repaired conduit at drum screen  
Jim House & Assoc. inv# 4498, in the amount of \$7,334.00, Pump for landfill lift station  
Taylor Power Systems, inv# 02227967, in the amount of \$1,068.34, Repair voltage switch on 120KW portable generator.  
A-Long Boring, inv# 1852, in the amount of \$11,900.00, Manhole in front of McKeough Apartments  
Mr. Thronson made a motion to pay sewer invoices as presented for ratification. Mr. Haines seconded. Motion carried.

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

Mr. Mitchell advised the Board of the death of former Board Member and Saraland Council Member Charles Hanke. Mr. Mitchell stated Mr. Hanke had cancer. The Board gave their condolences. Mr. Mitchell reported Mrs. Robinson invested \$150,000.00 in a CD at Century Bank for 24 months at .75% APY.

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

Mr. Davis stated the monthly maintenance Safety Meeting will be held Friday, August 5, 2016 at 11:15am. Mr. Davis stated the safety meeting in July was on Traffic Safety. Mr. Davis felt it was a good meeting.

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

Mr. Robinson discussed the letter received from ADEM regarding the site inspection. Mr. Hennis stated the letter listed several areas in need of improvement. Mr. Robinson asked Mr. Hennis to respond to ADEM acknowledging their letter and to list the repairs and upgrades performed to date. Mr. Robinson reported he met with a CPA regarding the annual audit and he has reviewed the information about the CPA firm suggested by Mr. Mitchell.

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

Mr. Hennis reported the blower is at the sewer plant and ready to be installed. Mr. Hennis stated he and Mrs. Hall met with the representative from the company who originally installed the diffusers. The representative made some suggestions to consider at the sewer plant. Mr. Hennis stated next week we will be installing a water line for the dialysis office to be located next to the library on Saraland Loop. Mr. Hennis reported we are waiting on the wastewater operator to complete his physical and drug test through the Mobile County Personnel Board.

#### **Sewer Superintendent's Report:**

Mr. Herring reported they have been removing the sand from the de-gritters and getting the pumps ready. The sewer tap has been installed at Bebos Carwash on Celeste Road. Mr. Herring reported since Mr. Kidd's retirement; he, Mr. David Byrd and Mr. Adrian Parker have been sharing the responsibilities of performing the lab testing. Mr. Herring reported the sewer department has two temporary laborers and they seem to be catching on really well.

**Attorney's Report:**

Mr. Bell stated he will approach the City regarding the language of a subordinating agreement. Mr. Bell stated the City should be amenable to it; however, they want to make sure what they are agreeing. Mr. Robinson asked Mr. Bell about the letter received from Mr. Sport. Mr. Bell stated Mr. Sport has made an open records request; however, the letter did not give a timeline for his request. The timeline would give us some idea of the time and effort of the office staff to comply possibly resulting in a fee for the information.

**Engineer's Report:**

Mrs. Hall stated she and Mr. Hennis met with the representative from Aqua Aerobics. This company is responsible for the original design of the SBR tanks. Mrs. Hall stated they toured the plant and performed an assessment of the plant. Mr. Tim Boyne, Aqua Aerobics, discussed getting discount prices by buying in bulk. Mr. Boyne will be assisting with the entire process of getting the system back running like it should. Mrs. Hall discussed the north tank advertisement for bid schedule. Mr. Herring discussed the discharge limits during the months December – April. Mr. Hennis added the goal is to order all of the material to have on site once they complete the cleanout of the north tank. Mrs. Hall reported she gave Mr. Hennis a copy of the water specifications. Mr. Hennis will give them to Mr. Haines so the specs can be posted on the Saraland Water and Sewer website. Mrs. Hall is working on the sewer specifications and she will give them to Mr. Hennis once completed.

**Correspondence:**

Ltr to Mr. Dees, Director Mobile County Personnel Board, dtd 7/22/16, re: Resignation of Terrance Brown, Public Service Worker I.

Ltr to MJ Wire and Cable, dtd 8/2/16, re: Damaged water lines at 1617 Kalifield Boulevard  
APACT flyer, re: Pipeline and Distribution Awareness Program

There being no further business to come before the Board; Mr. Thronson made a motion to adjourn the meeting. Mr. Haines seconded. Meeting adjourned at 6:57 P.M.

ATTEST:

RATIFIED AND APPROVED:

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