

Regular Meeting

April 6, 2017

Vice Chairman Mr. James Davis 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 Service Conference room with the following Board Members present:

Present:

Mr. Jackie Haines
Mr. Ron Mitchell
Mr. Scooter Thronson
Mr. James Davis

Absent:

Mr. H. O'Neil Robinson

Ms. Carah Hall, Board Engineer, and Mr. Raymond Bell, Board Attorney, were present.

Mr. Mitchell opened the meeting with prayer.

The minutes of the March 16, 2017 meeting were not available for approval.

Committee Reports:

Mr. Haines reported that since the last Board Meeting, the aerator at Well #1 has been serviced and that inventory has started being moved into the new shop.

Mr. Thronson reported since the last Board Meeting, we have not found a qualified candidate for the Office Assistant I position, Mrs. McDuffie has started to cross train Ms. Boykin with the daily deposits, Ms. Graham has met with B J Gilbert (CPA) getting the books up-to-date and Mrs. Robinson is attending Human Resource Managers seminar Thursday and Friday April 6 & 7, 2017.

Mr. Mitchell reported that since the last board meeting the men have installed Two Hundred eighty-eight (288) ¾" radio read meters, one (1) ¾" new service and 6" water main located in the Bayou Sara Creek was repaired.

Mr. Davis reported that since the last board meeting, thirty 811 locates have been worked for the Water and Sewer Departments. Twenty-one water complaint cards have been worked and twenty-four complaint cards worked for the sewer department.

Old Business:

Mr. Davis started the discussion of Aaron Oil Discharge Contract, after further discussion the Board agreed to Table this until next meeting.

Mr. Davis discussed Sewer on Frontage Road, since Pre-bids will be held on April 19, 2017 the Board decided to Table this discussion until next Board Meeting.

Mr. Davis ask for an update on the Lift Station next to Old Hampton Inn upgrade, Ms. Hall reported to the Board that pumps have been ordered, the generator is here, working on the electrical part of it, and additional replacement parts will arrive in May.

Mr. Davis started the discussion of the Sewer Consultant, he explained to Ms. Hall that the Board is looking for someone who can keep in check our maintenance of the Sewer system and to guide us in the correct way of the proper procedures, along with proper training for our employees. Mr. Davis has sent information to the Board Members and Ms. Hall via Email and would like for Ms. Hall to bring to the next meeting a list of qualified individuals.

Mr. Davis asked Ms. Hall about the South Tank, Ms. Hall informed the Board that it is still being work on and anticipate completion in May 2017.

Mr. Davis asked for an update on the Test Well, Ms. Hall had a conversation with Mr. Cook, he has informed her that he has gathered all the info he needs to make the assessments and will have a meeting with Mr. Hennis and herself and then present it to the Board with his findings.

New Business:

Mr. Davis asked the Board Members to consider creating a position of Lift Station Mechanic Assistant. Mr. Haines made motion for the Board to create a Lift Station Mechanic Assistant position, and start the procedures with the Mobile County Personnel Board. Mr. Mitchell seconded the motion. Motion passed.

Mr. Davis discussed before the Board for Mr. Brunson, currently Water Service Operator I, to a special merit increase (Grade 12 Step K). Mr. Thronson made motion for Mr. Brunson to have a special merit increase. Mr. Mitchell second the motion. Motion passed.

Mr. Davis starts the discussing of a customer wanting to address the Board regarding the availability of sewer at his address (549 Evans Lane). The customer did not attend the meeting; however, Ms. Hall did inform the Board Members that there are sewer lines available to all the customers on Evans Lane.

INVOICES FOR RATIFICATION: WATER: Inv # 17459, Gulf City Shell corporation, in the amount of \$1,154.82, 26.24 tons B-base Limestone, for stock. HercRentals, inv# 29139579-001, in the amount of \$2,043.96, Backhoe rental (laying line on Graham St & Celeste Rd). Mr. Thronson made motion to pay the invoices. Mr. Mitchell second. Motion passed.

SEWER: Inv# 3096, Quick Rooter, LLC., in the amount of \$2,100.00 for three load-bugs for sewer. Hach, inv# 10352478, in the amount of \$1,132.91, Benchtop Meter, Beaker, Cylinder, Buffer (supplies for sewer lab). The Creel Company, Inc., inv#2, in the amount of \$87,891.15 (Interior System Infrastructure Replacement of North SBR), Quartz Lamps, Inc., inv#11926, in the amount of \$4,211.05, Trojan UV4000 28" lamp Assy, UV4000 28" Sleeve Assy. Jim House & Assoc., inv# 6095, in the amount of \$1,271.03, 3 wear plates for T-8 pump. Team Industrial Services, Inc., inv# 2660103, in the amount of \$3,881.64, remove, repair & reinstall Limotorque Actuator. GreenSouth Solutions, LLC., Payment #2 in the amount of \$4,190.00, cleaning of North SBR Tank. The Creel Company, Inc., Payment #5, in the amount of \$9,212.10, Emergency replacement of Headworks Screening Equipment. GreenSouth Solution, LLC., inv# 802, in the amount of \$1,538.93, sludge removal, dumpster, disposal. Hydra Service, Inc., inv# 119913, in the amount of \$5,690.70, rotating assemblies, wear plate, O-rings (2 ea. 4" & 6"). Team Industrial Services, Inc., inv# 2661962, in the amount of \$14,700.49, limotorque actuator. Quick Rooter, LLC., inv# 3100, in the amount of \$1,400.00, 2 loads-bugs for sewer. Quick Rooter, LLC., inv# 3125, in the amount of \$1,400.00, 2 loads-bugs for sewer. Jim House & Assoc., inv# 6159, in the amount of \$9,784.00, T8 rotating assemblies (2ea). Mr. Mitchell made motion to pay the invoices. Mr. Haines second. Motion passed.

Report of Offices:

Mr. Mitchell reported that at this time no CDs have matured at this time. The first 2016 Bond requisition was submitted, Requisition #2016-1, Central Pipe and Supply Inc., \$129,600.00 for 648 ¾” radio read meters, 2015-16 Financial Statement has been submitted to The Municipal Security Rulemaking Board (EMMA Data Port) in March. Mr. Mitchell added that he believes Saraland Sewer System should designate three roads a year to update sewer lines, with or without a Grant, to reduce the storm water flowing in our sewer system.

Assistant Superintendent’s Report:

Mr. Vaughn reported that Mr. Brault has start his employment at the Sewer Plant on April 3, 2017. Mr. Vaughn also went into more details to the Board on the repairs of the broken main in the Bayou Sara Creek.

Engineer’s Report:

Ms. Hall reported to the Board, she has received the Grant Project contract back from the contractors, and gave to Mr. Hennis for Mr. Robinson to sign. Ms. Hall informed the Board, the Bar Screen Project is now completed and is now closed. Ms. Hall also reported, on the Replacement of the North Tank there was a deduction in price of \$7000.00 from original proposal.

Correspondence:

Ltr from Mrs. Liana Barnett, Director MCPB dtd 03/13/2017, regarding Mr. Herring retirement. Ltr from McCrory & Williams, Inc. dtd 03/24/2017, Final Contract Close Out Documents, North SBR Tank Cleaning. Ltr from McCrory & Williams, Inc. dtd 03/24/2017, Close Out Documents, Emergency Replacement of Headworks Screening Equipment. Cpy of ltr to B&L Cable Construction, dtd 03/30/2017, Damaged 1 ½” Sewer Force Main, Elysian Fields, Lot 9.

There being no further business to come before the Board, Motion by Mr. Thronson to adjourn. Motion seconded by Mr. Haines. Meeting adjourned at 6:30 P.M.

ATTEST:

RATIFIED AND APPROVED:

