

**Regular Meeting**  
**October 20, 2016**

Chairman H. 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 Service Conference room with the following Board Members present:

Present:  
Mr. H. O'Neil Robinson  
Mr. Ron Mitchell  
Mr. Scooter Thronson  
Mr. James Davis  
Mr. Jackie Haines

Absent:

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

Mr. Robinson opened the meeting with prayer.

The minutes of the October 6, 2016 meeting were approved by signature.

**Committee Reports:**

Mr. Thronson reported that since the last board meeting, Mrs. Robinson attended a Human Resource Law class, some topics discussed were: FMLA, Workman Compensation, Unemployment Compensation and National Labor Relations Board. The administrative staff started wearing lanyards with name tags.

Mr. Mitchell reported that since the last board meeting 17 (seventeen) ¾" meters for the new apartments on McKeough Avenue, and a 2" water main repaired.

Mr. Davis reported that since the last board meeting, seventy 811 locates have been worked for the Water and Sewer Departments. Twenty-three water complaint cards, while three sewer complaint cards have been worked. The Safety meeting was held; subject was diving safety.

Mr. Haines reported that since the last board meeting, the new 60kw generator was delivered.

**Old Business:**

Mr. Robinson opened discussion on grants we have at this moment. Ms. Stallman informed the Board the grants are on hold until we receive the Grant Administration's decision.

Mr. Robinson asked for an update on the sewer lines to a potential new business. Mr. Hennis informed the Board he has been in contact with the potential new business and has informed them of the sewer front footage estimate along with the tap and cap fee.

Mr. Robinson asked Mr. Bell for an update on the Bond. Mr. Bell informed the Board that he is in contact with Mr. Young and they are in the process of redrafting and proposing an amendment, to making sure the obligations are in the right order.

Mr. Robinson talked about the Maintenance Building, he has been approached to “Name” the building. Mr. Robinson mention to the Board to have a plaque with names of previous Superintendents, Mr. Hennis listed as the first Utilities Director and a list of Employees. The Board agreed to allow this to be mention to the employees and see what ideas they may have.

Mr. Robinson asked for an update on the water and sewer lines on Highway 158. After further discussion Mr. Davis made a motion for Ms. Hall to solicit authorized biding for both water and sewer lines. Mr. Thronson second the motion. Motion passed.

**New Business:**

Mr. Robinson opened the discussion of a new procedure for visitors who wish to address the Board with any questions, comments, or concerns. It was suggested for there to be a sign in book located at the door when visitors arrived and allow them to address the Board for a total of 3 mins. After further discussion, Mr. Bell advised the Board what they currently have in place for the meetings is best and should continue with this procedure.

Mr. Robinson opened discussion for consideration a 2-1/2% merit increase for Ms. Graham OAI (Grade 10 Step J). Mr. Thronson made motion to approve a 2-1/2% merit increase for Ms. Graham. Mr. Haines seconded. Motion passed.

Mr. Robinson opened discussion for consideration a 2-1/2% merit increase for Ms. Boykin OAI (Grade 10 Step H). Mr. Thronson made motion to approve a 2-1/2% merit increase for Ms. Boykin. Mr. Haines seconded. Motion passed.

Mr. Landrum attended the meeting and wanted to address the Board. Mr. Landrum wanted to hear from the Board, the reason why Saraland Water and Sewer Service had a rate increase. The Board informed Mr. Landrum, due to new businesses wanting to build in Saraland, and wanting to be on Saraland Water and Saraland Sewer, the lines must be run to their location. Also, with the Board took over the Sewer Department from the City of Saraland we also took over the expenses, cost of chemicals, the needed repairs of the Sewer Plant and equipment, repairs of all the lift stations. Mr. Landrum explained his neighbors came to him with their concern and asked him to come to the meeting on their behalf. After further discussion, the Board hopes Mr. Landrum has a better understanding of the increased rates.

Mr. Robinson asked Mr. Hennis for an update on the broken sewer pipe at 3380 Hardwood Drive. Mr. Hennis informed the Board a plumbing company was responsible for the broken line. We have mailed the plumbing company a couple of letters and a certified letter without any response from the plumbing company. Mr. Hennis asked the Board if we can turn it over to Mr. Bell to start the collection process. Mr. Thronson made motion for Mr. Bell to begin collection procedures for the expenses to repair the sewer line at 3380 Hardwood Drive. Mr. Haines second the motion. Motion passed.

Mr. Hennis asked the Board to allow him to run new, bigger, water lines on Celeste Road to continue down Graham Street (total amount, 1070 feet). After further discussion, the Board authorized Mr. Hennis to go ahead with project. Mr. Robinson started the discussion on the Water and Sewer Budgets, but because we are unable to receive the information from the Mayor in regards of the Sewer Department assets the budget is on hold. Mr. Mitchell suggest that Mr. Robinson talk to the Mayor and ask him to release this information to Mr. Betancourt.

Mr. Robinson discussed the invoices presented for ratification.

WATER: Invoice #20168079 from McCrory Williams, dated 10/10/2016, in the amount of \$8,331.25 for Engineering Services/Maintenance Dept. Building Renovations. Invoice #20168064 from McCrory Williams, dated 10/05/2016, in the amount of \$3,036.00 for clerical provided from August 29, 2016 to October 2, 2016. Invoice #795913 from Beard Equip. Co, dated 10/07/2016, in the amount of \$2,702.42 for repair of the John Deer 310E Backhoe. Invoice #1467658 from LaMotte, dated 10/14/2016, in the amount of \$1,071.95 for Water Testing Kit. Invoice #28895306-001 from HercRentals, dated 10/07/2016, in the amount of \$1,113.00 for rental of a Backhoe while ours was being repaired. Invoice #3146233 from TTL, dated 10/11/2016, in the amount of \$1,415.00 for chemical testing. Mr. Thronson made motion to pay the invoices. Mr. Haines second. Motion passed.

SEWER: Invoice #28110 from Analytical & Environmental Testing, Inc, dated 10/17/2016, in the amount of \$1,938.00 for sampling for September 2016. Invoice #20168077 from McCrory Williams, dated 10/10/2016, in the amount of \$1,620.00 for Engineering Services/Tank Replacement SBR. Invoice #20168075 from McCrory Williams, dated 10/10/2016, in the amount of \$180.00 for Engineering Services/Utility Plan Reviews. Invoice #20168074 from McCrory Williams, dated 10/10/2016, in the amount of \$5,445.00 for Engineering Services/General Services-Sewer. Invoice #20168078 from McCrory Williams, dated 10/10/2016, in the amount of \$6,090.00 for Engineering Services/Emergency Replacement of Headworks Screening Equipment. Invoice #640 from GreenSouth Solutions, LLC, dated 09/30/2016, in the amount of \$2,623.26 for sludge removal, dumpster rental and disposal fee. Invoice #40155267 from Test America, dated 09/29/2016, in the amount of \$1,029.50 for testing at Job No. J127899-1. Invoice #40155266 from Test America, dated 09/28/2016, in the amount of \$1,029.50 for testing at Job No. J127854-1. Invoice #40155203 from Test America, dated 09/27/2016, in the amount of \$1,029.50 for testing at Job No. J127773-1. Mr. Haines made motion to pay the invoices. Mr. Thronson second. Motion passed.

### **Report of Officers:**

Mr. Mitchell reported that since the last Board Meeting a CD has matured, Mrs. Robinson investigation found another bank to reinvest this CD for 24 months at the rate of 1.140. Also, there will be another CD maturing on October 27 and Mr. Mitchell and Mrs. Robinson will investigate on reinvesting at the best rate possible and report at next Board Meeting. Mr. Mitchell discussed an email he received from a friend of his pertaining to the quality of water he receives from Saraland Water. Mr. Hennis explained to Mr. Mitchell and the Board on the date of the email, was the same day the Fire Marshall was performing a fire flow test. Mr. Hennis stated he will send someone to perform a test with our water testing kit.

Mr. Davis reported since the last Board Meeting, one performance evaluation has been completed. Mr. Davis again mention the safety meeting held on driving safely. He talked with the outside employees since the last meeting, and there are no complaints. Mr. Davis added since we are still in the summer-type conditions; the Board should consider getting more drinks and bandanas and other items along those lines for the outside men.

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

Mr. Robinson discussed the three letters Saraland Water and Sewer Service has received from the State Attorney General. Mr. Robinson asked Mr. Bell to give the Board an update. Mr. Bell said our response is due before October 29, 2016, in which the Attorney General wants to know the reasons of our rate increase. Mr. Robinson discussed the maintenance building, he stated that it is coming along and the Board needs to start thinking about having an opening day for people to view our new maintenance building (i.e. open house).

**Superintendent's Report:**

Mr. Hennis informed the Board of some material he wishes to place on our website. This material is information on water usage from a dripping faucet (amount of water per minute) and other information to help the customers understand the amount of water being used during a leak. Mr. Haines requested for Mr. Hennis get information for a household grease recycling program. Mr. Hennis informed the Board of the necessary repairs needed to the Sewer Plant, he stated that four out of six mixer motors were taken out and rebuilt, while the other two had cable ran to them. The men took out the auger grit remover and took it to the machine shop for repair. The influent meter went out at the plant and Mr. Hennis asked the Board for permission to purchase a new one, it is more cost efficient to replace. Mr. Hennis was discussing this with Ms. Hall and concluded that while the Bar Screen was being replaced this would be a good time to replace the influent meter, this meter weighs about 900 lbs. and will take a boom truck to get it out. Mr. Hennis will get prices on the influent meter and report back to the Board next meeting. Mr. Hennis also asked the Board to allow him to place a double throw switch on generator at the lift station behind the Saraland Public Library.

**Engineer's Report:**

Ms. Hall reported that the Bar Screen will be installed mid-November and agrees with Mr. Hennis during this time the influent meter should be replaced. Ms. Hall informed the Board she the test results back from the split samples, compiled them into a chart, studied them and concluded the testing lab has two different numbers. This is cause for an investigation because these two numbers are not the standard deviation. The testing is twice a week and our numbers are above the standard allowance. Ms. Hall stressed this needs to be investigated to find who and where these organic solids are coming from. Ms. Hall discussed the air supply lines, that blows on the diffusers, are busted. It is imperative they are repaired. Ms. Hall stated that Monday she will receive the updated OM manual.

**Correspondence:**

Ltr to Carah Hall, PE informing her of payment #1 to Coumanis Allen (Maintenance Building) has been remitted.

Ltr to Mrs. Alicia Spencer in regards of her attendance to last Board Meeting and what the Board agreed on as far as Mrs. Cochran's water and sewer bill for 610 Saraland Avenue.

Ltr to Mr. Paul Curtis in regards of his attendance to last Board Meeting and what the Board agreed on as far as his water and sewer bill for 622 Second Avenue.

There being no further business to come before the Board, Motion by Mr. Thronson to adjourn. Motion seconded by Mr. Haines. Meeting adjourned at 7:00 P.M.

ATTEST:

RATIFIED AND APPROVED:

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