

**Regular Meeting  
January 19, 2017**

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:

Mr. Jackie Haines

Mr. Ron Mitchell

Mr. O'Neil Robinson

Mr. Scooter Thronson

Absent:

Mr. James Davis

Mr. Raymond Bell of Adams & Reese law firm was present. Ms. Carah Hall of McCrory & Williams was present. Ms. Cara Stallman our grant petitioner was present.

Mr. Haines opened the meeting with a prayer.

**Committee Report:**

Mr. Haines reported since the last Board meeting the battery on the generator at Norton Avenue has been replaced. Truck #37 has been serviced.

Mr. Thronson reported since the last Board meeting the office has had a lot of illness due to the virus going around. Mrs. McDuffie has been doing a great job cross training. STC is going to network our new copier. Applicants will be interviewed for the OAI position in February.

Mr. Mitchell reported since the last Board meeting the men have repaired a 1 ½" and two 2" water mains. The screens have been cleaned at Well #1 and Well #4.

Mr. Robinson reported since the last Board meeting the men have completed the work at the sewer plant on the 24" pipe.

**Old Business:**

Mr. Robinson opened the discussion on the Qualawash / Aaron Oil Discharge Contracts. Mr. Bell reported on the Qualawash issue Chad recommends not having a separate contract at this time since there service is metered and any issues can be identified and the discharge numbers are low. Mr. Bell has reviewed the 2005 Ordinance from the City of Saraland and the recommendation to the Board is for an opportunity to coordinate with the engineer to set pricing to current standards. The areas of concern for the pretreatment of discharge are (1) chemicals and materials, (2) man power and labor expense, and (3) Administrative fees. The second issue in the 2005 Ordinance there was a schedule of fees for annual reimbursement of laboratory testing including administrative cost and inspection fees which could have been routinely collected to this point. The recommendation is to start collecting these fees, however they also need to be reviewed for adjustment. Motion by Mr. Thronson to allow Mr. Bell, the engineer and Mr. Hennis to proceed with the collection of data to create a fee structure for the contract and annual fee schedule. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the update of collection from Contractor regarding damaged sewer line on Hardwood Drive. Mr. Bell reported there have been (2) un-responded to certified letters and no returned phone calls. Mr. Bell has prepared a complaint for Mr. Hennis signature. This matter will be handled in District Court. The collection judgement in the amount of \$1700.00 plus expenses. Mr. Thronson made a motion to proceed with the collection of judgement against the contractor. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on the update of acceptance documents for Frontage Road and Township Road. Mr. Bell responded Township Road was completed more than 2 years ago and because the contractor and the developer were told everything was accepted, they do not want to enter into an acceptance agreement because they feel their warranty period has expired. Mr. Bell recommends altering our normal acceptance documents to take out any language that would require them to do any warranty work.

Mr. Bell reported the Frontage Road has disputes and possible litigation between the City of Saraland, the DOT and some other interested parties. Mr. Hennis has inspected the work and deemed that the work is appropriate and we are actually going to tie into this line again. The request is for this acceptance agreement to be contingent on Mr. Hennis tying into the line again.

Mr. Robinson opened the discussion of the sewer on Frontage Road. No Discussion.

Mr. Robinson opened discussion for a truck for the Sewer Department. Tabled until next Board meeting.

Mr. Robinson opened the discussion on an Auditor / Bookkeeper. Mr. Robinson reported several groups have been discussed. Each Board member should have a copy of an accounting firm recommended for consideration to be discussed at the next meeting.

Mr. Robinson opened the discussion on a generator for Well #1. Mr. Hennis is waiting on some additional quotes.

Mr. Robinson opened the discussion on an upgrade for the Lift Station next to the Old Hampton Inn. Mr. Hennis and Ms. Cara Hall have discussed some ideas to upgrade this Lift Station. The Board would like recommendations for a long term upgrade.

Mr. Robinson opened the discussion on surveillance DVR System. All quotes haven't been received.

Mr. Robinson welcomed Mr. Clay Turner of Ranger Environmental Tank Cleaning to address the Board in reference to the North Tank Cleaning Bid. Mr. Turner would like an explanation of how the Board reached their decision. Ms. Cara Hall responded after review of bids, Ranger's Bid was submitted in complete and unbalanced. After some discussion. Mr. Bell will review the process, discuss with the Board and notify Mr. Turner of the results.

Mr. Robinson opened the discussion on Mr. Ricky Herring's retirement. Motion by Mr. Mitchell to accept Mr. Herring's retirement in good standing. Mr. Thronson seconded. Motion carried.

**New Business:**

Invoices for Ratification:

**Water Invoices:**

Invoice #20168156 from McCrory & Williams for clerical services, (\$3102.00).

Invoice #20168144 from McCrory & Williams for Project #S7510-2034, (\$5,025.00).

Mr. Haines made a motion to pool and pay the invoices. Mr. Thronson seconded. Motion carried.

**Sewer Invoices:**

Invoice #20168154 from McCrory & Williams for Project #S7510-2037, (\$5,205.00).

Invoice #20168153 from McCrory & Williams for Project #S7510-2041, (\$3,813.75).

Invoice #20168152 from McCrory & Williams for Project #S7510-2042, (\$3,585.00).

Invoice #20168143 from McCrory & Williams for Project #S7510-2045, (\$2,520.00).

Invoice from The Creel Company, Re: Payment #3 Project S7510-2037, (\$66,066.80).

Invoice #806680617 from Grainger, for Electric Winch, (\$2687.00).

Invoice #727 from Greensouth Solutions LLC, for sludge removal and dumpster fee, (\$2,998.31)

Invoice #55476000 from Taylor Power Equipment (\$22,294.00)

Invoice #1006291 from Mission Communications LLC Annual Service Contract, (\$12,853.80).

Mr. Thronson made a motion to pool and pay the invoices. Mr. Haines seconded. Motion carried.

**Report of Officers:**

Mr. Mitchell reported since the last Board Meeting there are no CD's maturing.

**Sewer Superintendent's Report:**

Mr. Herring was not present.

**Utilities Director Report:**

Mr. Hennis reported the new shelving is being installed and the roof is being sealed at the new maintenance shop. A Sewer line on W. Ladner and Bayou Sara has been repaired.

Mr. Hennis will be out of town tomorrow to attend a funeral.

**Engineer's Report:**

Ms. Hall nothing further to report.

**Grant Petitioner Report:**

Ms. Stallman reported the contract between the engineering firm and grant petitioner for the CDBG grant have been reviewed by Mr. Bell and they are ok. They are ready to be signed by the Chairman.

The generator project has been completed all invoices have been paid Saraland Water and Sewer received a check in the amount of \$5615.25.

The CDBG application has been submitted.

The Restore Act will have a meeting January 25, 2017, 2:00 – 4:00 pm. Ms. Stallman recommends Board members plan to attend this meeting and explain why the grant money is needed to fund future projects.

**Attorney’s Report:**

Mr. Bell would like to inform the Board I have a good attachment with Adams and Reese Firm. Mr. Bell has a letter from the firm to present to the Board for their approval.

**Correspondence:**

Monthly ADEM Well Source Data Report – December, 2016

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 6:45 P.M.

ATTEST:

RATIFIED AND APPROVED:

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