

**Regular Meeting
October 1, 2015**

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 6:30 P.M. at the Saraland Water Service conference room with the following Board Members present:

Present:
Mr. H. O'Neil Robinson
Mr. Jackie R. Haines
Mr. James E. Davis
Mr. Ron K. Mitchell

Absent:

Mr. Raymond Bell, Board Attorney, and Mr. Darryl Russell, Board Engineer, were present.

Mr. Robinson opened the meeting with prayer.

There were no committee reports for this meeting.

Old Business:

Mr. Robinson opened discussion on the agreement between the City of Saraland and the Board of Water and Sewer Commissioners. Mr. Robinson expressed his concerns to the Board regarding the agreement. The Board discussed the agreement at length. Mr. Bell elaborated on a few key points of the agreement. Each of the Board Members contributed their opinion on the agreement.

Mr. Robinson opened discussion on the line of credit at Regions Bank. Mr. Robinson asked Mr. Mitchell to give his report. Mr. Mitchell explained the terms of the line of credit and how it could be used in case of emergencies or economic shortfalls. Mr. Mitchell made a motion to accept the terms and line of credit from Regions Bank. Mr. Haines seconded the motion. Yays – 3, Nays – 1. Motion carried.

Mr. Robinson opened the floor to Mrs. Cara Stallman, Grant Management. Mrs. Stallman discussed the Restore Act Project and available FEMA funds. Mrs. Stallman introduced her business partner Mrs. Stacey McKean. Mrs. McKean discussed the period of performance for generators. After some discussion the Board authorized Mrs. McKean to move forward in acquiring grants. Mrs. McKean discussed available CDBG funds for which the Board may qualify. Mrs. Stallman asked if the Board would mind if Mrs. Aliska Morgan attended a meeting to further discuss available grant options. The Board stated Mrs. Morgan is welcome to come.

Mr. Robinson opened discussion on ratifying the phone poll to promote Mr. John Vaughn to Water Service Operator II. The Board discussed the promotion. Mr. Davis made a motion to ratify the phone poll to promote Mr. Vaughn to Water Service Operator II. Mr. Mitchell seconded the motion. Motion carried.

Mr. Robinson opened discussion on the water budget. Mr. Hennis stated he had presented a budget at the previous meeting and needed to make some adjustments. Mr. Hennis reviewed the adjustments. The Board discussed the water budget. Mr. Mitchell commended Mr. Hennis for presenting a solid budget. Mr. Mitchell made a motion to adopt the revised water budget for fiscal year 2015 – 2016. Mr. Davis seconded the motion. Motion carried.

Mr. Robinson opened discussion on the sewer budget. Mr. Herring stated he is still working on the sewer budget. Mr. Mitchell stated he will help Mr. Herring. Mr. Robinson stated Mr. Betancourt could help if they needed it.

Mr. Robinson opened discussion on the policy for sewer repairs on the rate of way. The Board discussed this at the previous meeting and agreed to adopt a sewer repair policy.

Mr. Robinson opened discussion on an employee bonus. The Board discussed the bonus given by the City of Saraland to their employees. The Board discussed the bonus given in previous years. Mr. Haines made a motion to give all employees employed with Saraland Water Service as of September 30, 2015 a 2% bonus. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on adjustments for the sewer bill. The Board discussed this at the previous meeting. Mrs. Robinson added the Board had discussed the requirements to qualify for an adjustment to the sewer bill, but not who would approve it. The Board meets twice per month and if a customer applied for a sewer adjustment after the first meeting; they would have late fees by the second meeting. The Board continued to discuss the adjustment process. Mr. Davis made a motion to authorize Mrs. McDuffie to verify the documents, Mr. Herring would investigate the claim and Mr. Hennis would have final approval up to \$1,000.00. Mr. Haines seconded. Motion carried.

New Business:

Mr. Robinson opened discussion on the customer who asked to be on the agenda. Mr. Hennis stated the customer is not present.

Mr. Robinson opened discussion on the Board of Water and Sewer Commissioners By-laws. Mrs. Robinson stated Mr. Haines had requested this item to be placed on the agenda. Mr. Haines stated he was wanting clarification on attendance, but that is no longer an issue. The Board did not take any action.

Mr. Davis made a motion to open the floor for nominations for Chairman. Mr. Haines seconded. Motion carried. Mr. Davis nominated Mr. O'Neil Robinson. Mr. Davis asked if there were any other nominations. Mr. Haines made a motion to close nominations. Mr. Davis seconded. Motion carried. Mr. Davis called for a vote. The Board unanimously voted for Mr. Robinson.

Mr. Robinson made a motion to open the floor for nominations for Vice-Chairman. Mr. Haines seconded. Motion carried. Mr. Haines nominated Mr. James Davis. Mr. Robinson asked if there were any other nominations. Mr. Mitchell made a motion to close nominations. Mr. Davis seconded. Motion carried. Mr. Robinson called for a vote. The Board unanimously voted for Mr. Davis.

Mr. Robinson made a motion open the floor for nominations for Secretary / Treasurer. Mr. Davis seconded. Motion carried. Mr. Robinson nominated Mr. Ron Mitchell. Mr. Robinson asked if there were any other nominations. Mr. Mitchell made a motion to close nominations. Mr. Davis seconded. Motion carried. Mr. Robinson called for a vote. The Board unanimously voted for Mr. Mitchell.

Mr. Robinson opened discussion on amending the title of Water Superintendent to Water and Sewer Superintendent. The Board discussed amending the title. Mr. Davis made a motion to authorize Mr. Bell to contact Mr. Dees, Personnel Board Director regarding amending the title. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the engineering service. Mr. Mitchell discussed the benefits of having two engineers. Mr. Hennis stated he would prefer to work with one engineering company and he has a good working relationship with our existing engineering company. Mr. Davis made a motion to hire McCrory & Williams, Inc. as the engineer of record for the Board of Water and Sewer Commissioners. Mr. Haines seconded. Yays – 3, Nays – 1. Motion carried.

Mr. Robinson opened discussion on purchasing a Monster Auger on the influent at the sewer plant. The Board discussed this at length. This item is tabled to a later date.

Mr. Robinson opened discussion on the laboratory testing at the sewer plant. Mr. Herring discussed all of the tests performed by the sewer employees. This item is tabled to a later date. Mr. Mitchell suggested Mr. Herring, Mr. Hennis and Mr. Russell work on a priority list for the sewer plant and a proposed budget for repairs.

Mr. Robinson opened discussion on the work schedule for sewer employees. The Board discussed a possible schedule. The Board agreed on a sewer employee work schedule. Mr. Bell stated using anyone other than an operator on the weekend is not in compliance with ADEM requirements. Mr. Davis asked Mr. Herring and Mr. Hennis to work on perfecting the work schedule. There was continued discussion

Mr. Robinson opened discussion on a new computer for Mr. Herring to have at the sewer plant. The Board discussed the needs and if there was anything special needed. Mr. Herring stated there were not any special programs needed. Mrs. Robinson stated she could get Mr. Herring a computer, virus protection and new printer under \$2,000.00. The Board authorized Mrs. Robinson to purchase a computer for Mr. Herring.

Vice-Chairman's Report:

Mr. Davis stated he did not have a report tonight.

Secretary / Treasurer's Report:

Mr. Mitchell stated he did not have a report tonight.

Chairman's Report:

Mr. Robinson reported we still need to get the files on the frontage and sewer employee files transferred over here. Mr. Robinson asked Mr. Hennis and Mr. Herring to prepare a list of top priorities for water and sewer to be done in the next six months. Mr. Robinson thanked Mr. Mitchell for meeting with a prospective firm to provide accounting services for the Board of Water and Sewer Commissioners.

Superintendent's Report:

Mr. Hennis reported there is a free waste water class on October 22, 2015. Mr. Hennis stated he, Mr. Herring, Mr. Vaughn and Mr. Byrd will be attending this meeting. Mr. Davis asked Mr. Herring to offer these classes to all of the employees.

Attorney's Report:

Mr. Bell stated associated with the sewer transfer agreement there is a permanent transfer agreement application. Mr. Bell stated he will be transmitting it to ADEM so we will be the named permittee.

Engineer's Report:

Mr. Russell thanked the Board for the confidence in McCrory & Williams, Inc. and for allowing them to continue to be the engineer for water and now for sewer. Mr. Russell stated he looks forward to working with the Board, Mr. Hennis and Mr. Herring. Mr. Russell discussed the Celeste Road / ALDOT improvements project. They are reviewing the plans and will submit them to ALDOT before the next meeting. This involves the water line relocation required because of the expansion down Celeste Road. Mr. Herring asked about upsizing the sewer line when it is moved due to the Celeste Road / ALDOT project. The Board discussed the cost difference in upsizing the water and sewer lines. Mr. Russell added a comment to purchasing the monster auger; when Volkert did their list of things that needed to be replaced or upgraded the monster auger was one of those items. Mr. Russell asked the Board if they would like for him to evaluate which items still need to be replaced or upgraded. The Board agreed it would be appropriate. Mr. Mitchell asked Mr. Russell to wait until the sewer budget has been adopted so everyone knows the amount dedicated to repairs and upgraded. Mr. Russell agreed that would be best to know that before compiling a list.

Mr. Bell stated he and Mr. Rutens have a bill of sale for each of the vehicles transferred over with the sewer and a quick claim deed for the sewer properties.

Correspondence:

Ltr from Mr. Dees, Director, Mobile County Personnel Board, dtd 9/15/15, re: Special Merit increase for Terrance J. Brown, Public Service Worker I

Ltr from Mr. Dees, Director, Mobile County Personnel Board, dtd 9/15/15, re: Special Merit increase for Chad Hennis, Water Works Superintendent

Cpy of ltr from Mr. Dees, Director, Mobile County Personnel Board, dtd 9/15/15, re: Creation of Sewer Positions.

Cpy of ltr from Mr. Dees, Director, Mobile County Personnel Board, dtd 9/18/15, re: 2015 – 2016 Holidays

Cpy of ltr to Mr. Dees, Director, Mobile County Personnel Board, dtd 9/18/15, re: Merit increase for Pamela Boykin, Office Assistant I

Cpy of ltr to Mr. Dees, Director, Mobile County Personnel Board, dtd 9/18/15, re: Merit increase for Susan Graham, Office Assistant I

Cpy of ltr to Mr. Dees, Director, Mobile County Personnel Board, dtd 9/18/15, re: Second Office Assistant III Position

Cpy of check from Alter Metal Recycling, dtd 9/18/15, for 1.625 tons of iron

Cpy of ltr to ADEM – Drinking Water Branch, dtd 9/21/15, re: 40/30 Certification Form

Cpy of ltr to Ms. Chavon McNeil – ADEM, dtd 9/21/15, 40/30 Certification Form

There being no further business to come before the Board; Mr. Mitchell made a motion to adjourn the meeting. Mr. Davis seconded. Meeting adjourned at 9:05 P.M.

ATTEST:

RATIFIED AND APPROVED:
