

**Regular Meeting
October 6, 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, Ms. Carah Hall, Board Engineer, Ms. Cara Stallman, Grant Petitioner, were present.

Mr. Haines opened the meeting with prayer.

The minutes of September 15, 2016 meeting were approved by signature.

Committee Reports:

No committee reports tonight.

Old Business:

Mr. Robinson opened discussion on adjusting the sewer discount percentage for low income. The Board discussed the current discount of 40% and changing it to 50%. Mr. Thronson made a motion to change the sewer discount percentage for low income from 40% to 50%. Mr. Davis seconded. Motion carried.

Mr. Robinson interrupted the regular order of business to allow residents to address the Board. Mr. & Mrs. Grady Metts had requested to be on the agenda, but were not in attendance. Mr. Robinson welcomed Mrs. James Cochran, her daughter, Mrs. Alicia Spencer and son-in-law, Mr. John Spencer. Mr. Spencer discussed Mrs. Cochran's October 1st water bill at 610 Saraland Avenue. Mr. Spencer explained Mrs. Cochran no longer lives at the residence and they do not understand how the water bill could be so high. Mr. Spencer discussed the consumption and it was impossible for the readings to be accurate since no one lives there. Mr. Spencer stated they have checked, and have not found any leaks. Mr. Spencer questioned the efficiency of the meter. Mr. Spencer, also, stated the face of the meter is scratched up and is hard to read. The Board thanked Mr. Spencer, Mrs. Spencer and Mrs. Cochran for coming to the meeting and they would be notified of the Board's decision. Mrs. Rosetta Huff was not in attendance. Mr. Robinson opened the floor to Mr. Curtis Paul, 622 Second Avenue. Mr. Paul explained his bill had increased from his normal usage with fewer people in the residence. Mr. Paul, also, stated he has checked his house, and cannot find any leaks inside or outside. The Board thanked Mr. Paul for coming to the meeting and he would be notified of the Board's decision. Mr. Paul stated he will be staying for the rest of the meeting. The Board stated he is welcomed to stay. Mr. Burroughs stated he has a problem with the lack of notification to the customers regarding the rate increases. Mr. Burroughs stated there was a problem with the "pay my bill" link on the website. Mrs. Robinson stated she would address this with the web designer. Mr. Davis stated the Board recognizes the concerns of the residents and communication is key. The Board, which consists of water and now sewer, is trying to bring the

entire system up to the 21st century. We have developed, integrated and implemented a new website. We are trying to upgrade an antiquated sewer system, as well as, upgrade our water infrastructure as Saraland expands. Mr. Davis stated the Board should have done a better job of informing the residents of the increase and the installation of more accurate radio read meters. The Board is aware that whenever there are changes there will be challenges; however, with feedback from the residents it will allow us to improve our system. We will address the concerns discussed tonight and we will do a better job of communicated with our residents. Mr. Davis asked that the customers continue to give feedback to help us improve our programs. Mr. Robinson stated there was a 10% water rate increase and a 20% sewer rate increase. Mr. Haines asked Mr. Hennis to explain the policy for testing for meter accuracy. Mr. Hennis explained the procedure for pulling the meter and testing it. Ms. Celia Appling, resident of 251 Autumn Drive, stated she lives in one of the older subdivisions and the Board needs to consider other forms of notification for the older customers. Ms. Appling stated she feels it would be better for people to come to the Board for answers instead of getting on Facebook. Mr. Mitchell explained employee health insurance has increased approximately \$2,000.00 per employee, as well as, other expenditure increases.

Mr. Robinson opened discussion on the Mobile County CDBG grant. Ms. Stallman stated Mr. Robinson and Mr. Mitchell need to sign the sub-recipient agreement from the Mobile County Commissioners. Ms. Stallman stated the RFP for the grant administration and RFQ for engineering and construction has been sent to Mobile County for approval. Mr. Davis made a motion to authorize advertisement of the Mobile County Commissioners approved RFP for grant administration. Mr. Haines second. Motion carried. Mr. Haines made a motion to authorize advertisement of the Mobile County Commissioners approved RFQ for engineering and construction administration. Mr. Davis seconded. Motion carried. Ms. Stallman reported on the Graham Street generator. Ms. Stallman stated Mr. Hennis and his crew have done an amazing job preparing the site and set-up of the generator. Ms. Stallman stated they are gathering invoices for reimbursement and she will coordinate with the City. Mr. Davis discussed the vandalism to the Graham Street lift station. Mr. Robinson stated he and Mr. Hennis discussed bringing the fence around the lift station to help deter vandalism. Ms. Stallman updated the Board on the BP money, Restore Act. Ms. Stallman stated it is very important everyone completes the survey and giving “high importance” to sewer improvement.

New Business:

Mr. Robinson opened discussion regarding running sewer lines to Cracker Barrel. Mr. Hennis reported he has received communication from a Cracker Barrel representative inquiring about water and sewer availability. Mr. Hennis, also, reported there is a hotel inquiring about availability. Mr. Hennis stated it is very important to have water and sewer available for businesses to come into the Saraland area. The Board discussed the businesses coming to the area and what it would require to get water and sewer lines to those businesses. Mr. Hennis recommended putting it out for bid. Mr. Bell advised waiting to ensure those businesses are coming to prevent unnecessary spending. Mr. Robinson tabled this item and asked for it to be placed on the next agenda.

Mr. Davis made a motion to open the floor for Chairman nominations. Mr. Haines seconded. Motion carried. Mr. Davis nominated Mr. O’Neil Robinson for Chairman. There being no other nominations Mr. Thronson made a motion to close nominations. By unanimous vote Mr. O’Neil Robinson was elected Chairman of the Board of Water and Sewer Commissioners. Mr. Haines made a motion to open the floor for Vice-Chairman nominations. Mr. Davis seconded. Motion carried. Mr. Haines nominated Mr. James Davis for Vice-Chairman. There being no other nominations Mr. Davis made a motion to close nominations. By unanimous vote Mr. James Davis was elected Vice-Chairman of the Board of Water and Sewer Commissioners. Mr. Davis made a motion to open the floor for Secretary / Treasurer nominations. Mr. Thronson nominated Mr. Ron Mitchell for Secretary / Treasurer. There being no other nominations,

Mr. Haines made a motion to close nominations. By unanimous vote Mr. Ron Mitchell was elected Secretary / Treasurer of the Board of Water and Sewer Commissioners.

Mr. Robinson opened discussion on discarding miscellaneous office items, such as: old curtains, pictures and broken electronics. The Board discussed how some of these items were at least twenty years old and there wasn't any reason to keep broken adding machines, keyboards and printers. Mr. Thronson made a motion to surplus the miscellaneous office items. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on discarding the old muffin monster. Mr. Haines made a motion to surplus the old muffin monster. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on renewing the Board's membership to the Saraland Area Chamber of Commerce. Mr. Robinson informed the Board of the \$210.00 membership fee. Mr. Thronson made a motion to renew the Board's membership to the Saraland Area Chamber of Commerce and pay the \$210.00 membership fee.

Mr. Robinson discussed adding surveillance cameras to the Maintenance Building. Mr. Hennis explained by using the same company that installed the surveillance systems at the Office and Treatment Plant; the Board can save money by not having to purchase a new DVR system. Mr. Haines made a motion to have AIS install surveillance cameras in the Maintenance Building at a cost of \$2,885.00. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on promoting Mr. Chad Hennis to Utilities Director. Mr. Thronson made a motion to approve the promotion of Mr. Chad Hennis to Utilities Director. Mr. Davis seconded. Mr. Haines asked the Chairman if the Board can inform the public of the events that have occurred over the last twelve months when the Board took over the Saraland Sewer Department and employees and the importance of having one person overseeing both departments. Mr. Mitchell stated he requested Mr. Hennis obtain his sewer operator certificate before he is promoted to Utilities Director. Mrs. Robinson stated Mr. Hennis has met all of the qualifications required by the Mobile County Personnel Board for the Utilities Director position and he is doing the job of a Director. Mr. Hennis plans, organizes, oversees the operation and repairs in both the water system and sewer system. Mr. Robinson called for a roll call vote:

Mr. Thronson:	Yes
Mr. Haines:	Yes
Mr. Davis:	Yes
Mr. Mitchell:	No
Mr. Robinson:	Yes

By a majority vote of 4 to 1; the motion carried. Mr. Davis reminded Mr. Hennis he made a promise to Mr. Mitchell and to the Board to get the sewer operator certificate.

Mr. Robinson opened discussion on promotion Mrs. Nicole Robinson to Office Manager. Mr. Hennis stated Mrs. Robinson is qualified and capable; Mrs. Robinson is currently running the office and reports to me with any problems or concerns. Mr. Davis made a motion to approve the promotion of Mrs. Nicole Robinson to Office Manager. Mr. Haines seconded. Mr. Robinson called for a roll call vote:

Mr. Thronson:	Yes
Mr. Haines:	Yes
Mr. Davis:	Yes
Mr. Mitchell:	Yes
Mr. Robinson:	Yes

By a unanimous vote; the motion carried. Mr. Thronson stated he would like to be more involved with the office. Mrs. Robinson stated she will be happy for him to come by or they can communicate periodically by phone whatever he prefers.

Mr. Robinson opened discussion on the water invoices submitted for ratification.

Water

Mr. Robinson reviewed the invoices and Mr. Hennis answered questions from the Board. Gary A. Brown, inv# 091216 in the amount of \$1,600.00, re: 2 wet taps Fairfield Inn. McCrory & Williams, Inc. inv# 20168010 in the amount of \$945.00, re: Water bond projects. McCrory & Williams, Inc. inv# 20168007 in the amount of \$1,530.00, re: Well #5 & waterline extension to Kali-Oka Road. Coumanis Allen, LLC, Payment #1, in the amount of \$64,791.28, re: Maintenance Building. Mr. Mitchell explained the payment for the maintenance building next door is not coming from a certificate of deposit that matured last year and was earmarked for the remodeling of the maintenance building. Mr. Thronson made a motion to pay all water invoices submitted for ratification. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the sewer invoices presented for ratification.

Sewer

Mr. Hennis explained the sewer invoices to the Board. Sheppard Electric, inv# 24729, in the amount of \$2,925.61, re: 2hp Liberty pump & base, service call (Oakridge). Industrial Chemicals, inv# 371382, in the amount of \$1,592.95, re: Emulsion. Sheppard Electric, inv# 24742, in the amount of \$2,249.55, re: 2hp Liberty pump & installation at Edgefield. McCrory & Williams, inv# 20168011, in the amount of \$4,530.00, re: Sewer Projects. McCrory & Williams, inv# 20168009, in the amount of \$4,320.00, re: Tank Replacement SBR. McCrory & Williams, inv# 20168008, in the amount of \$5,520.00, re: North SBR Tank Cleaning. McCrory & Williams, inv# 20168006, in the amount of \$270.00, re: Utility Plan Reviews – Infirmiry Sewer. Sheppard Electric, inv# 24755, in the amount of \$2,643.23, re: Air intake housing, filters, oil & belts for Blower. A & B Electric, inv# 19183-01, in the amount of \$10,557.15, re: Graham Street Generator & Transfer Switch. Analytical & Environmental, inv# 27567, in the amount of \$1,080.00, re: Sampling for August 2016. Faulkner State Community College, inv# 1821 DI, in the amount of \$1,100.00 Waste Water Management Class. Test America, inv# 40155028, in the amount of \$1,029.50, re: 9/20/16 Samples. Test America, inv# 40155031, in the amount of \$1,029.50, re: 9/21/16 Samples. Test America, inv# 40155033, in the amount of \$1,029.50, re: 9/22/16 Samples. Mr. Haines made a motion to pay all invoices submitted for ratification. Mr. Thronson seconded. Motion carried.

Report of Officers:

Mr. Robinson discussed the refinancing of the bond and how that will help with the balloon payments of the sewer general obligation warrants. Mr. Robinson asked Mr. Hennis to explain the timeframe from the time a neighborhood is developed and the water / sewer lines are turned over to the utility board. Mr. Hennis stated once the neighborhood or development is completed: the water lines are pressure tested and water samples are taken, the sewer lines are videoed and pressure tested before they are turned over to Saraland Water and Sewer Board. Mr. Robinson expressed his concern about the growth in the City and the capability of the sewer lift stations to handle the flow. Mr. Mitchell stated with cooperation from the Planning Board; that situation should not happen. Mr. Mitchell continued, the Planning Board should instruct developers to build lift stations for larger developments.

Director's Report:

Mr. Hennis reported the John Deere backhoe broke down while Mr. Vaughn and some of the other men were repairing a leak on Martha Alleyn. The cylinder needs to be re-worked (\$1500.00) and the starter replaced (\$1200.00) on the backhoe. Mr. Hennis asked for permission to have those repairs done. Mr. Haines made a motion to authorize the repairs to the John Deere backhoe. Mr. Davis seconded. Motion

carried. Mr. Hennis informed the Board he had to rent a backhoe and as soon as the backhoe is repaired the rental will be returned. Mr. Hennis advised the Board that he received a letter from the doctors of the new dialysis center requesting a generator to be onsite of the lift station near their office. Mr. Hennis explained the dialysis center will have a generator for their facility and they want a generator at the lift station in case of inclement weather. Mr. Hennis reported he will keep a portable generator at the lift station near the dialysis center and a portable generator at the lift station near the hospital once construction of the hospital is completed. Mr. Hennis commended Mr. Vaughn and the men for doing a great job installing the shadow box privacy fence at the Maintenance Building. Mr. Hennis informed the Board they saved money by installing the fence themselves and not hiring someone to install it. Mr. Hennis invited the Board to come by and look at the remodeling progress.

Engineer's Report:

Ms. Cara Hall concurred with Mr. Hennis' report on the Maintenance Building and she told the Board they definitely need to go walk through the building. Ms. Hall reported the bar screen is in fabrication and will be delivered in November. Ms. Hall reported the sewer lines have been installed in the Cherry Hill subdivision.

Mr. Robinson was pleased with the content of the Cracker Barrel meeting and he appreciated everyone in attendance. Mr. Robinson reported the Board is waiting on the test results to come back from an independent lab before work can start on the North Tank.

Correspondence:

Cpy of ltr to Mr. Ronnie Adair, Director, Mobile County EMA, dtd 9/17/16, re: Emergency Backup Power

Ltr from Mr. Donald Dees, Director, Mobile County Personnel Board, dtd 9/22/16, Mr. Parker merit increase

There being no further business to come before the Board; Mr. Davis made a motion to adjourn the meeting. Mr. Mitchell seconded. Meeting adjourned at 7:25 P.M.

ATTEST:

RATIFIED AND APPROVED:
