

**Regular Meeting
November 5, 2015**

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 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 Haines
Mr. James Davis
Mr. Ron Mitchell

Absent:

Mr. Daryl Russell, Board Engineer was present.

Mr. Robinson opened the meeting with prayer.

The minutes of the October 1, 2015 to be approved by signature.

Mr. Robinson brings the line of credit from Regions Bank to the table for Mr. Mitchell to report upon, after further discussion Mr. Mitchell made motion to resend the original line of credit to Regions Bank, Mr. Davis seconded the motion. Motion was passed. The Board then consider to submit to Regions Bank a lower amount line of credit, Mr. Mitchell made motion, and Mr. Haines second. Motion passed. The Board agreed to adoption of the resolution and authorization to execute the documents necessary for the line of credit. Mr. Haines made motion, Mr. Mitchell second the motion. Motion passed.

Mr. Guy Oswalt, a representative of Regions Bank then informed the Board that he has been working with Mr. Bell and will be sending him some copies, and everything else is being taken care of.

Committee Reports:

Mr. Mitchell reported of nine angle stops, six backflows, one ¾" partial tap, fifty ¾" radio read meters and one 1" radio read meter being installed since last meeting. Mr. Mitchell also reports of a 6" water main being repaired. The screens at well #4 have been cleaned and disinfected. The redtops at tank 2 have been cut back in preparation for the tank to be blasted and painted. Mr. Mitchell also reported of a fire hydrant that was hit by a car on Mae Street being replaced, and of a second fire hydrant hit by a car on Baldwin Road will be replaced when materials are received.

Mr. Davis reports that twenty-four work order request and One Hundred fifty-nine Alabama one calls have been worked. Mr. Davis also reported in addition he has met with outside teams and there are no complaints.

Mr. Haines reports that four tires on truck #37 has been replaced and a new battery was replaced on the generator at well #2. Mr. Haines also reported that the "pay my bill" option on our web page is up and working.

Mr. Robinson reports that since the last board meeting everything in the office is running smoothly, the office staff has been busy transferring the billing of sewer utilities to our address. The ladies continue to prepare for the 2014-2015 fiscal year audit. Mr. Robinson also reported that Mrs. Robinson has all our Sewer employees set up in payroll and keeping communication going with Sewer Superintendent Ricky Herring for possible issues that arise. Mr. Robinson also reported that he did ask Mr. Betancourt to have our yearly report ready at our next meeting.

Mr. Robinson then ask Mr. Joe Jolly of Joe Jolly Company to talk to the Board Members. Mr. Jolly makes his presentation about our bonds and informed the board members of their options, and Mr. Robinson thanked Mr. Jolly for all his information.

Old Business:

Mr. Robinson opened discussion of the five year contract for Mr. Russell, of McCrory & Williams, Inc., our Engineer. The Board agreed that we continue Mr. Russell rate structure as it is now and every year be presented to the board to discuss any changes to his rate structure, annual renewal period, and if anything larger comes to place take Mr. Russell rate case by case. Mr. Davis made motion to accept this proposal of a yearly renewal period and rate structure for Mr. Russell. Mr. Haines second the motion. Motion passed.

Mr. Robinson opened the discussion on making a motion to ratify phone poll of Mrs. McDuffie's promotion to an Office Assistant III, Mr. Mitchell made motion for Mrs. McDuffie's promotion. Mr. Haines seconded the motion. Motion passed.

Mr. Robinson discussed the amending title of Water Superintendent to Water and Sewer Superintendent. Mr. Bell requested from the Board to allow himself to communicate with the Mobile County Personnel Board to create this position in their merit system. Mr. Davis made motion for Mr. Bell to amend said position for Water and Sewer Superintendent. Mr. Haines second the motion. Motion passed.

Mr. Robinson opened the discussion of the sewer budget for the 2015-2016 year. Mr. Herring did inform the Board that what was presented to them was only the operating budget. After reviewing the budget and further discussion, Mr. Mitchell made motion to accept the 2015-2016 sewer budget. Mr. Haines second the motion. Motion passed.

Mr. Robinson asked Mr. Herring about the computer for the sewer department. Mr. Herring informed the Board that he has received the computer and Ms. Boykin has the computer up and going.

Mr. Robinson asked Mr. Hennis to give an update on the generator for Graham Street Sewer Lift Station, Mr. Hennis he has met with personnel from Volkert and with the our grant petitioner and they informed Mr. Hennis that this grant application is still under the City of Saraland and that we will for now leave this alone and see the outcome of the city's application. Mr. Hennis did add that he is prepping the site for the generator when we do get it.

New Business:

Mr. Robinson opens the discussion on the promotion for Pam Boykin, OAI (Grade 9 Step E) to Office Assistant II position (Grade 10 Step G) with the standard 10% promotional increase in pay. Mr. Davis made motion to promote Ms. Boykin to Office Assistant II. Mr. Haines second. Motion passed.

Mr. Robinson opens the discussion on the promotion for Susan Graham, OAI (Grade 9 Step G) to Office Assistant II position (Grade 10 Step I) with the standard 10% promotional increase in pay. Mr. Haines made motion to promote Ms. Graham to Office Assistant II. Mr. Davis second. Motion passed.

Mr. Robinson brings to the table the hiring of an Office Assistant I. Mr. Mitchell made motion that Mrs. Robinson start the process at Mobile County Personnel Board to hire an Office Assistant I. Mr. Davis second. Motion was passed.

Mr. Robinson discussed the purchase of a new pump for Twin Lake Pumping Station. Mr. Hennis informed the board that the pump has been delivered and he is in the process of getting the area ready for installation. Mr. Hennis ratified the purchase of this pump for Twin Lake Pumping Station due to an emergency. Mr. Haines made motion of Mr. Hennis purchase of pump for the Twin Lake Pumping Station due to an emergency. Mr. Davis second. Motion was passed.

Mr. Robinson starts the discussion of the budget for the Christmas float and throws. Mr. Haines made motion to approve the budget for the Christmas float and throws. Mr. Davis second. Motion was passed.

Mr. Robinson discussed the invoices presented for ratification. Invoice from McCrory & Williams, Inc. inv#20157460 dtd 9/30/15 in the amount of \$1,068.00 re: Tank Rehabilitation and Maintenance Specifications and Contract. McCrory & Williams, Inc. inv#20157461 dtd 9/30/15 in the amount of \$2,123.00, re: Clerical. Vellano corporation inv#S2053028.001 dtd 10/28/15 in the amount of \$1,631.96 re: Fire hydrant and accessories. Mobile County Personnel Board inv#10630 dtd 10/13/15 in the amount of \$1,292.53 re: 2015-2016 Qtr Expenses. Smith Industrial Services inv# 3-12199-IN dtd 10/30/2015 in the amount of \$1,053.00 re: Work performed on Twin Lake lift station. Mr. Haines made motion to pay the invoices. Mr. Mitchell second. Motion passed.

Report of Offices:

Mr. Mitchell reported that Saraland Water Service payment of the 2008 Bond issue was made on October 9, 2015. Mr. Mitchell also reported of two CDs maturing this month.

Superintendent's Report:

Mr. Hennis reported that American Tank will arrive November 12, 2015 to look at the tank on Kali Oka Road. Mr. Hennis informed the Board of our award from Centers for Disease Control and Prevention, for 2014 Water Fluoridation Quality.

Sewer Superintendent's Report:

Mr. Herring reported that his-self, Mr. Byrd, Mr. Hennis and Mr. Vaughn, went to a Collection System Rehabilitation Options Class that was held in Fairhope.

Attorney's Report:

Mr. Bell reports that he has been working with the Mobile County Personnel Board concerning the transfer of payroll of sewer employees and titles of employees. Mr. Bell then reports on the sewer permit transferring to Saraland Water and Sewer Service with ADEM, which he explains ADEM has a reviewing process, and we should hear from ADEM soon. Mr. Bell also informs the Board that the addresses and description of properties of the Sewer Department did not match up precisely and that the City of Saraland has hired a Title Company to correct that for the proper forms and Saraland Water and Sewer Service will have a correct and clear title of the properties. Mr. Bell then reports that he did get a call from City of Saraland's Attorney to inform him that ADEM will be in touch with Mr. Bell to bring to his attention of six to eight months previous Sewer Reports submitted by the City of Saraland with incorrect information listed on it. Mr. Bell informed the Board that ADEM wants these reports corrected prior to us taken over. Mr. Davis made motion for Mr. Bell and Mr. Russell to pursue the follow up of the correction presented to ADEM by the City of Saraland. Mr. Haines second. Motion passed.

Engineer's Report:

Mr. Russell starts his report regarding Qualawash, after further discussion, Mr. Mitchell made motion to deny Qualawash a permit to bring third party discharge. Mr. Davis second. Motion passed. Mr. Bell recommendation is to empower the superintendent to request Mr. Russell to draft a pretreatment policy to be presented at the next board meeting. Mr. Mitchell made motion for the draft of a pretreatment policy. Mr. Haines second. Motion passed.

Correspondence:

Ltr from Saraland Area Chamber of Commerce dtd 9/25/15, re: 2016 Chamber 16th Annual Sponsorship Campaign

Cpy of City of Saraland Supplement check for sewer dtd 9/30/15

Well Source Data Report September 2015

Cpy of ltr sent to Mr. Dees, Personnel Director dtd 10/2/15 re: Creation of Positions (Sewer Employee Positions)

Ltr from Mr. Dees, Personnel Director, dtd 10/6/15 re: Holiday Schedule

Ltr from Mr. Dees, Personnel Director, dtd 10/6/15 re: Notice of Public Hearing

Cpy of ltr to Ms. Alexander, Alabama Emergency Mgmt Agency, dtd 10/8/15 re: Request for a generator for Water Well

Cpy of ltr to Mr. Dees, Personnel Director, dtd 10/14/15 re: 2% Employee Bonus

Cpy of ltr to Mr. Dees, Personnel Director, dtd 10/14/15 re: Creation of Positions (Treatment Plant Operator Trainee And Treatment Plant Operator I)

Cpy of ltr to Mr. Patton, Volkert, dtd 10/14/15 re: Engineering Services

Cpy of ltr to Mr. Dees, Personnel Director, dtd 10/14/15 re: Retirement of Reginald B Rogers, Public Srvc Worker I

Ltr from Mr. Dees, Personnel Director, dtd 10/20/15 re: Multiple requests for Sewer Department

Ltr from Alabama Dept of Transportation dtd 10/27/15 re: Celeste Road Project

There being no further business to come before the Board, Motion by Mr. Mitchell to adjourn. Motion seconded by Mr. Haines. Meeting adjourned at 8:20 P.M.

ATTEST:

RATIFIED AND APPROVED:
