

**Regular Meeting  
November 16, 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	Absent
:	Mr. Jim Davis	
	Mr. Jackie Haines	
	Mr. Ron Mitchell	
	Mr. O'Neil Robinson	
	Mr. Scooter Thronson	

Mr. Bell of Adams & Reese Law Firm was present. Ms. Carah Hall of McCrory & Williams was present. Ms. Cara Stallman our grant petitioner was not present.

Mr. Haines opened the meeting with a prayer.

**Committee Reports:**

Mr. Mitchell reported since the last Board Meeting there are only 39 large radio read meters remaining to be installed from an 1 ½” to 3” in size. Two 2” water lines and a 6” water line was repaired. The electrical panel at the Spanish Trace Lift Station was replaced. A new pump installed at the Edgefield Lift Station.

Mr. Davis reported since the last Board Meeting there have been 16 work orders for water, 3 work orders for sewer, and 71 - 811 locates completed.

Mr. Haines reported since the last Board Meeting one of the blowers, at the Sewer Plant, was serviced. Three pump motors were greased, along with belts being tightened. The Utilities Director has a list of equipment needed for Inter-Structure Maintenance Work.

Mr. Thronson reported since the last Board Meeting there have been 19 payments made on the office credit card machines, Payments made were for paying bills, backflows, cleanup meters, and turn-ons.

**Old Business:**

Mr. Robinson introduced Mr. Dean our Sewer Consultant to give an up to date report. Mr. Dean reported the Sewer Plant is performing exceptionally well. Alabama has an extreme shortage of Sewer Plant Operators. The goal is to train your existing personnel and to get them certified. The plant is performing at a 98 percentile of removal. This will save millions in the long run. The lab is coming along fine. This will allow you to perform your own testing which will be a significant

savings. Testing should begin in January. The personnel are doing an exceptional job operating the Plant.

**New Business:**

Mr. Robinson introduced Mr. Ricky Lose to address the Board. Mr. Lose stated there was a situation at 126 Autumnwood Drive. The first water bill received was around \$50.00 the second bill was over \$200.00. Mr. Lose disputes the amount of the second bill. Mr. Lose didn't find any leaks at the residence. Mr. Lose stated the explanation given was a meter reading error on the first bill. Mr. Lose would like for the Board to wave the additional amount. Mr. Robinson stated this will be investigated and a response will be given. Mr. Hennis will notify Mr. Lose the Boards decision is the bill is due in full.

Mr. Samuel Howze did attend the meeting.

Mr. Robinson opened the discussion on the Sewer Plant Pavilion. The lights located at the Pavilion are rusted out and the Board would like a cost estimate to replace them. The Boards preference is LED.

Mr. Robinson opened the discussion on the submersible pump located Weatherby Lift Station. Chad reported the head pressure is too high, his recommendation is to install a larger pump. Mr. Thronson made a motion to purchase a 10Hp pump. Mr. Davis seconded. Motion carries.

Mr. Robinson opened the discussion on a Christmas Bonus. Mr. Thronson made a motion to grant a 2.5% Christmas Bonus for all full time employees. Mr. Davis seconded. Motion carried.

Mr. Robinson opened the discussion on meter reading recheck fee. Recommendation to charge a \$10.00 fee for rechecking a meter reading only when the meter reading is correct, if an error occurred no fee will be charged. Most other water companies have a fee for this service or they don't perform this service at all. After some discussion this was tabled to be reviewed in the future.

Mr. Robinson opened the discussion on increasing discount sewer for low income residents. The current allowance to qualify for discount sewer rate is monthly income no more than \$1700.00. Recommendation to increase this to \$1800.00 monthly and to increase the discount percentage from 50% to 55%. Mr. Haines made a motion to increase the monthly allowance to \$1800.00 and the percentage of the discount to 55% effective immediately. Mr. Davis seconded the motion. Motion carried.

Invoices for Ratification:

**Water Invoices:**

Invoice #2017012060 from ADEM for bacteriological analysis fee Quarter 3 & 4, (\$1215.00).

Invoice #20178702 from McCrory & Williams for clerical services, (\$1,210.00).

Invoice #576-1117 from Southern Actuarial Services for GASB 75 valuation of 10/1/2016, (\$1,500.00).

Invoice #64799 from Wes Tech for Media Components, (\$25,667.00).

Mr. Thronson made a motion to pool and pay the invoices as listed. Mr. Haines seconded.

### **Sewer Invoices**

Invoice from Construction Maintenance for Sewer Line repair Celeste Road final payment, (\$2,456.75).

Invoice #20178704 from McCrory & Williams for Project S7510-2054 for Coordination and status with Mr. Dean, (\$2,445.00).

Invoice #7684 from Jim House & Associates for Super T3 rotating assembly, (\$4,871.30).

Invoice #7611 from Jim House & Associates for Impeller, wear plate and flap valve, (\$1,679.30).

Invoice #405474 from USA Blue Book for general protocol incubator, (\$1,849.95).

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

### **Report of Officers:**

Mr. Mitchell would like to request a more detailed report from the accounting firm. Mr. Mitchell will discuss this with the accountant per the Boards pleasure.

### **Utilities Director Report:**

Mr. Hennis has a list of equipment for consideration. Items to consider Excavator and Trailer, Portable Vac on Trailer, Asphalt/Concrete Cutter and a Lull/Fork Lift. The Board requested getting some estimates on the items needed and to prioritize the list.

### **Engineer's Report:**

Ms. Hall reported since the last Board Meeting the water and sewer line installation on 158 the crew has already mobilized and placed some of the materials and equipment. Project should begin after Thanksgiving to be completed in 90 days.

The Test Well bids will open November 29, 2017.

The sewer maps are almost complete, I have met with Adrian he expressed some concerns which will be addressed.

The maps should be ready the first of next month.

Celeste Road Emergency SIS has investigated and the discussion will be tomorrow.

**Grant Petitioner Report:**

Ms. Stallman not present.

**Accounting Report:**

No report.

**Attorney's Report:**

Mr. Bell no report.

**Correspondence:**

Ltr from Mobile County Personnel Board, Re: 2.5% cost of living increase, dtd 11/7/17.

Ltr from Mobile County Personnel Board, Re: multiple requests salary grade increase, dtd 11/7/17.

Ltr from Samuel Howze.

There being no further business to come before the Board; Mr. Davis 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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