

**Regular Meeting  
February 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. James Davis	Mr. Jackie Haines
Mr. Ron Mitchell	
Mr. O'Neil Robinson	
Mr. Scooter Thronson	

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

Mr. Thronson opened the meeting with a prayer.

**Committee Reports:**

Mr. Thronson reported since the last Board meeting the three applicants have been interviewed this week, two will be recalled for a second interview for the OAI position.

Mr. Mitchell reported since the last Board meeting the men have repaired a 6" and a 2" water main. The men have installed one ¾" irrigation meter. The annual maintenance on all high surface pumps and well motors has been completed.

Mr. Davis reported since the last Board meeting the water and sewer teams have completed 16 work orders and sixty eight 811 locates.

**Old Business:**

Mr. Robinson opened the discussion on the Aaron Oil Discharge Contract. Mr. Bell reported additional information including staff cost and administrative cost is needed to complete the draft of the contract for the Boards approval.

Mr. Robinson opened discussion on the update of collection from Contractor regarding damaged sewer line on Hardwood Drive. Mr. Bell reported paperwork has been filed with the courts and we are now awaiting a court date.

Mr. Robinson opened the discussion on the update of acceptance documents for Frontage Road and Township Road. Mr. Bell responded we are currently waiting on the completed documents.

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

Mr. Robinson opened discussion for a truck for the Sewer Department. After some discussion. Mr. Mitchell made a motion to authorize Mr. Hennis to purchase a truck off the state bid list. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened the discussion on an upgrade for the Lift Station next to the Old Hampton Inn. Ms. Hall has discussed this with Mr. Hennis in reference to future growth needs which will require verifying information on the incoming businesses. Once the information is compiled and reviewed a recommendation will be given to the Board for consideration.

Mr. Robinson opened the discussion on an Assistant Sewer Superintendent and a Sewer Consultant. Mr. Davis would like to propose hiring a consultant to identify our current operations as we put the system back on line and to review our laboratory practices and give recommendations to include evaluation of man power necessary. Mr. Bell advised the Board to draft a scope and a cost estimate and then advertise for eligible candidates.

Mr. Robinson opened the discussion on the South Tank. Ms. Hall reported she has requested expediting anything possible to shorten the time required to complete this project.

Mr. Robinson opened the discussion on paid vacation / paid sick leave limits. After some discussion the Board decided to follow the current Mobile County Personnel Boards policy.

Mr. Robinson opened the discussion on a test well. After some discussion Mr. Mitchell made a motion to authorize Mr. Hennis to proceed with a geological well study not to exceed \$1500.00 for test well sites. Mr. Davis seconded. Motion carried.

Mr. Robinson opened the discussion on radio read meters. After some discussion Mr. Thronson made a motion to authorize Mr. Hennis to order 2500 - ¾" radio read meters to be ordered in staggered shipments as needed and staggered invoicing. Mr. Mitchell seconded. Motion carried.

### **New Business:**

Mr. Robinson introduced Mrs. Deborah Hodges, Karen Simmons and B J Gilbert our new CPA's. Mrs. Simmons gave her credentials and a sample of reports that will be available including a P & L report.

Invoices for Ratification:

### **Water Invoices:**

Invoice #20168156 from McCrory & Williams for clerical services, (\$2,068.00).

Invoice #10735 from The Personnel Board for Mobile County for 2016-2017 quarterly expense Water & Sewer, (\$2,317.16).

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

### **Sewer Invoices:**

Invoice #19438 from A& B Electric for install temporary power to effluent pump, (\$4032.45).

Invoice #8480070463 from Andritz Separation for Engineering Services to program Centrifuge, (3450.00).

Invoice from Betancourt & King for 2016 Audit, (6,600.00).

Invoice from The Creel Company to unload and reposition filter, Install Pump, (\$2,450.00).

Invoice #754 from Green South Solutions dumpster and disposal fee, (\$4,112.73).

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

**Report of Officers:**

Mr. Davis reported since the last Board meeting the men attended a safety meeting the topic was eye safety.

Mr. Robinson stated all employees need to be encouraged to attend schooling for certifications.

Mr. Robinson reported the ceremony and plaque unveiling for the Sewer Plant located 104 Station Street will be held Friday, February, 24<sup>th</sup> at 3:00 pm.

**Assistant Superintendent Report:**

Mr. Vaughn reported everyone has been extremely busy repairing leaks and painting.

**Engineer's Report:**

Ms. Hall reported the North Tank Project is almost completed. The grant project has a pre bid meeting scheduled on Tuesday, February 21, 2017 at 10:00 am. The Bid opening will be scheduled on Thursday, March 2, 2017 at 3:00 pm.

**Grant Petitioner Report:**

Ms. Stallman reported grant project 222 the voting deadline is February 24, 2017. Ms. Stallman encourages all members to make as many contacts as possible to facilitate interest in our project.

**Attorney's Report:**

Mr. Bell nothing further to report.

**Correspondence:**

There being no further business to come before the Board; Mr. Davis made a motion to adjourn the meeting. Mr. Thronson seconded. Meeting adjourned at 6:37 P.M.

ATTEST:

---

RATIFIED AND APPROVED:

---

---

---

---

---