

Regular Meeting February 19, 2015

Chairman Mr. 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 Saraland Water Service meeting room with the following Board members present:

Present:	Absent:
Mr. Allen Wine	
Mr. O'Neil Robinson	
Mr. James Davis	
Mr. Ron Mitchell	
Mr. Jackie Haines	

Mr. Raymond Bell of Bell Law Firm was present. Mr. Darryl Russell of McCrory & Williams was present.

Mr. Wine opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last Board meeting 25 water line locates, 16 complaint cards have been processed. The Safety meeting was held February 13, 2015 the topic was "Electrical Safety while removing/installing meters".

Mr. Mitchell reported since the last Board the following leak has been repaired: 2" CI main located Hummingbird Drive. A concrete driveway was repaired at 216 Autumn Drive due to the repair of a water line. 10 - 3/4" radio read meters have been installed. The Annual maintenance has been performed on all equipment at the Well's.

Mr. Wine reported since the last Board meeting the books have been posted and balanced manually as well as in the computer. The new upgraded main frame has been delivered last week. Mr. Rowe has begun the process of transferring files and programs. In response to additional customer inquiry notices regarding water line insurance letters. Notices have been posted in the office and several public places stating we are not affiliated with these companies.

Mr. Haines reported since the last Board meeting the 2005 3/4 ton Ford has a new radiator.

Old Business:

Mr. Robinson opened the discussion on the Feasibility Study of the Sewer System of Saraland. Letters have been mailed to some CPA's and waiting for response. Mr. Bell has done the out of court check and discovered there is no pending litigation. Mr. Bell will continue. Mr. Russell will report on the Engineering when he gives his Engineering report.

Mr. Robinson opened the discussion on the website development. Mr. Haines reported Mrs. Robinson contacted Mrs. Jackie Benson of North Mobile Internet to inform her of the Board's decision to move forward with the website development. Thursday afternoon Mrs. Robinson met with Mrs. Benson to discuss the website. Mrs. Robinson provided Mrs. Benson with some of the basic information such as: Board Member information, office hours, holiday schedule, returned check policy, in the office payment options...etc. Mrs. Benson asked Mrs. Robinson to have the minutes from the beginning of the year to current emailed to her. Mrs. Benson, also, discussed setting up a PayPal account for Saraland Water Service. Mrs. Robinson will get Mrs. Benson's assistance in setting up the PayPal account. Mrs. Benson wants pictures of all of the Board Members to put on the website. We need input from the office staff, Mr. Hennis and the Board. Everyone is excited about the development of the website. We want the website to represent all aspects of Saraland Water Service.

Mr. Robinson opened the discussion on the Saraland Water Service footprint. Mr. Russell discussed a map previously drafted showing colored representations of each water company's distribution area. Mr. Bell has some information that hasn't been reviewed yet by McCrory & Williams. Mr. Bell will continue to collect pertinent information.

Mr. Robinson opened the discussion on the radio read install program. The Badger meter representative met with Mr. Hennis, Mr. Russell and Mr. Mitchell to show the available ME meters with laptop reading capability. The new series of meters have a two way radio read function and will also have the capability in the future to be read by a fixed base antennae located at the office. Mr. Hennis would like permission to purchase a laptop reader which will read the current CE series installed and the new ME series meters, this proposal will also include training, programming and warranty. After some discussion, Mr. Mitchell made a motion to purchase the Orion ME Mobile starter kit at a cost of \$14800.00 as presented. Mr. Wine seconded the motion. Motion carried.

Mr. Robinson opened the discussion on the tank maintenance proposal. Mr. Hennis and Mr. Russell road out to the Kali Oka Road tank to look at the exterior paint it isn't as bad as earlier projected. Mr. Russell is currently drafting a proposal to bid out the tank maintenance contract.

Mr. Robinson opened the discussion of the property for sale behind the office. Mr. Hennis would like for the Board to get a committee together to approach the property owner to make an offer. Mr. Mitchell would like for the Board to give the attorney the charge of drawing of offer to purchase the piece of property for \$15,000. The property would have to be subdivided. Mr. Mitchell made a motion to purchase the property located behind our office for \$15,000 and the owner would be responsible for any expenses incurred. Mr. Davis seconded. Motion carried.

New Business:

Mr. Robinson opened the discussion on a one step merit increase for John Vaughn. Mr. Hennis recommends this raise. Mr. Wine made a motion to grant a one step merit increase for John Vaughn. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion:

Invoices for ratification:

Invoice #20157069 from McCrory & Williams, Re: consulting in the amount of \$2607.00.

Invoice from Adamson Insurance, Re: 2015-16 insurance renewal in the amount of \$40838.00

Invoice #0115249 from Alabama 811, Re: locate requests in the amount of \$559.46

Invoice #41570 from Data Tech, Re: main frame upgrade in the amount of \$6075.00

Invoice #8408 from Charter Tire, Re: backhoe tires in the amount of \$525.00

Motion by Mr. Wine to pool and pay the invoices as listed. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on the office parking lot coating and new striping. Mr. Hennis would like permission to have the parking lot coated and striped. After some discussion, Mr. Mitchell made a motion to award the job to the lowest qualified bidder that meets the specifications. Mr. Davis seconded. Motion carried.

Report of Officers:

Mrs. Robinson discussed the OPEB CD with Mr. Betancourt on Friday, February 6, 2015. Mr. Betancourt recommended Mrs. Robinson invest additional funds into the OPEB account to keep up with the actuarial risk. However; when Mrs. Robinson went to BBVA Compass to deposit additional money into the OPEB CD, Mrs. Robinson was informed there had been an error. Due to a computer glitch several CD customers had been notified of the wrong maturity date. The correct maturity date is January 31, 2016. Mrs. Robinson submitted the financial statement for year ending September 30, 2014 to Electronic Municipal Market Access via Municipal Securities Rule Making Board Gateway. This keeps us in compliance with our 2008 Bond Issue.

Mr. Robinson would like for the Superintendent Position to be filled. Motion by Mr. Wine to allow eligible candidates apply as promotional at the Mobile County Personnel Board for the Superintendent Position. Mr. Haines seconded. Motion carried. Mr. Robinson would like to commend the personnel for the great job they perform on a daily basis.

Superintendent's Report:

Mr. Hennis reported the water operator school will begin March 9, 2015 on Range Line Road for approximately six weeks two days a week. Terrence Brown will be attending. Mr. Hennis has checked into the shadow box fence and agrees with Mr. Mitchell about the better appearance. Mr. Hennis and Mr. Russell took a tour of the Sewer Plant today. Mr. Russell will give a report.

Engineer's Report:

Mr. Russell reported on the tour of the Sewer Plant and discussion with Mr. Herring. Mr. Russell stated after this meeting and discussion with Mr. Herring there are some repairs needed on the

head works of the plant. Some of the equipment is not operational. There was a spill today possibly due to the extreme cold weather, the screens failed. Mr. Russell stated in reference to the engineering feasibility study there are a limited number of small firms available and McCrory & Williams would like to recommend reaching out to some larger firms. Mr. Russell suggested McCrory & Williams work with Volkert by interviewing them and finding out what things need to be done. Mr. Mitchell made a motion based on new information that the Board has received that the scope would probably be better handled not by a small firm but by a firm that has the institutional knowledge working in conjunction with McCrory & Williams would be a better approach; therefore the previous motion would be rescinded and replaced by this motion. Mr. Haines seconded. Motion carried.

Attorney's Report:

Mr. Bell reported research is continuing on the suit. Mr. Bell reported there has been no response in reference to the Peavy Construction bill. Mr. Bell recommends one more attempt to collect the debt.

Correspondence:

Invoice #20157069 from McCrory & Williams, Re: consulting dtd 2/5/15 (2607.00).

Invoice from Adamson Insurance, Re: 2015-16 insurance renewal, dtd 2/9/15 (40838.00).

Invoice #0115249 from Alabama 811, Re: locate requests dtd 1/31/15 (559.46)

Invoice #41570 from Data Tech, Re: main frame upgrade dtd 2/6/15 (6075.00)

Invoice #8408 from Charter Tire, Re: backhoe tires dtd 2/6/15 (525.00)

Ltr to Mr. Michael J Kintz CPA, Re: feasibility study Saraland Sewer Department from Mr. O'Neil Robinson dtd 2/17/15.

Ltr to Mr. Dennis Sherrin CPA, Re: feasibility study of Saraland Sewer Department from Mr. O'Neil Robinson dtd 2/17/15.

Email from Saraland Planning Committee, Re: 2015 Leadership Saraland Class Committee Meeting

Well Source Data Report for January 2015 sent to ADEM, dtd 2/5/15

There being no further business to come before the Board, Motion by Mr. Wine to adjourn. Motion seconded by Mr. Davis. Meeting adjourned at 7:58 pm.

ATTEST:

RATIFIED AND APPROVED:
