

**Regular Meeting
February 4, 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 6:30 P.M. at the Saraland Water 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, and Mr. Darryl Russell, Board Engineer, were present.

Mr. Haines opened the meeting with prayer.

Committee Reports:

Mr. Thronson reported since the last Board meeting everything in the office is running great. Mrs. Robinson has submitted the September 30, 2015 Financial Statement to EMMA database of Municipal Securities Rulemaking Board. This keeps us in compliance with open disclosure for the 2008 Bond Indenture. Mrs. Robinson is preparing for the annual payroll audit.

Mr. Haines reported since the last Board meeting the battery was replaced on the 1250kw generator and the radiator hose was repaired on the 750kw generator. A new pump was installed at the Fairfield Lift Station. A new front tire was put on the John Deere backhoe.

Mr. Mitchell reported since the last Board meeting a 1-1/2" service line and a 6" main has been repaired. The yearly maintenance on all pumps and motors at the wells has been completed. Two 3/4" partial taps were installed and a 3/4" angle stop was replaced.

Mr. Davis reported since the last Board meeting 16 water complaints and 6 sewer complaints have been addressed by the team. In addition, they have completed 47 sewer locates and 39 water 811 locates. Mr. Davis stated the safety meeting will be held Friday, February 5, 2016 at 11:15 am. The last safety meeting was very informative. The discussion was on the basics of safety: hazard recognition and safety controls in order of priority using real world applications.

Old Business:

Mr. Robinson opened discussion on the generator grant procurement update. Mr. Hennis presented the report provided by Mrs. Cara Stallman. Mrs. Stallman has submitted the grant application to Mobile County for sewer lining project for the following streets: Elm Street, Juniper Street and Cyprus Street. Mr. Hennis stated Mrs. Stallman has the price for a Caterpillar 35kw generator for Graham Street Lift Station. Mr. Hennis requested the Board authorize the purchase of the generator at a cost of \$19,082.00. Mr. Hennis stated the work by his men and contractors to prepare the site for the generator will be taken into consideration and deducted from the total amount due. Mr. Hennis stated it will take 9 weeks for delivery. Mr. Thronson made a motion to approve

the purchase of a Caterpillar 35kw generator at a total cost of \$19,082.00 for Graham Street Lift Station. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on Omega Laundry. Mr. Bell is trying to schedule a meeting with the owner to explain the current situation so the owner has a better understanding. Mr. Bell stated he and Mr. Hennis will answer any of their questions.

Mr. Robinson opened discussion on the maintenance / repairs for sewer lift stations. Mr. Hennis reported the UV lights have been installed and the banks are in place and operating properly. Mr. Hennis met with a vendor to obtain a quote for rotating assemblies, wear plates and flapper valves for the sewer lift stations. Mr. Hennis purchased a 30hp electric motor to replace the original motor at Park Street Lift Station. Mr. Herring reported a new pump has been installed at the Fairfield Lift Station.

Mr. Robinson opened discussion on the security cameras for the Sewer Plant. Mr. Hennis reported he received the third bid today. Mr. Hennis stated he would like time to review all three quotes. Mr. Hennis will bring a recommendation to the next Board meeting.

Mr. Robinson opened discussion on Popeye's Chicken. Mr. Hennis stated he, the City Inspector, Assistant Sewer Superintendent Paul Kidd met at a local restaurant to inspect the sewer manhole. Mr. Black stated he would contact Mr. Hennis when the manager is available and they will meet again. Mr. Robinson inquired about fee for businesses that are in violation of proper grease disposal. Mr. Hennis stated Mr. Black has procedures in place for businesses that do not comply.

Mr. Robinson opened discussion on the list of sewer issues for the past 3 – 5 years. Mr. Herring stated this item has been completed and can be removed from the agenda. Mr. Robinson asked Mrs. Robinson to remove it from the agenda.

Mr. Robinson opened discussion on the non-leak sewer adjustment policy. The Board discussed the sewer leak adjustment policy. The Board discussed non-leak sewer adjustments and decided to continue with the same policy implemented by the City of Saraland; no sewer adjustments for non-leaks or negligence. Mrs. Robinson stated one item was overlooked and Mrs. McDuffie is addressing it. Mrs. McDuffie will have a complete sewer leak adjustment policy at the next Board meeting.

New Business:

Mr. Robinson opened discussion on Twin Lakes subdivision. Mr. Hennis reported they could not locate a sewer lateral in the Twin Lakes subdivision. Mr. Hennis suggested an alternate solution of installing check valves on each line. Mr. Bell stated he is working on a comprehensive transfer document that may address some of these issues with future developers if found within the warranty time frame. Mr. Hennis received a quote from A-Long Boring in the amount of \$4,650.00 for the work in Twin Lakes. A motion was made by Mr. Mitchell to approve the quote of \$4,650.00 for A-Long Boring to perform the work in Twin Lakes Subdivision. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened discussion on a merit increase for Mr. Adrian Parker, Sewer Lift Station Mechanic. Mr. Hennis recommended this merit increase for Mr. Parker based on his job performance and attitude at work. Mr. Davis concurred with Mr. Hennis. A motion was made by Mr. Davis to grant Mr. Adrian Parker, Sewer Lift Station Mechanic, a 2-1/2% merit increase effective February 27, 2016.

Mr. Robinson discussed the invoices due for ratification:

TTL inv# 3136463, dtd 1/13/16 in the amount of \$1,256.00 for Fourth Quarter VOCs. McCrory & Williams, Inc. inv# 20167616, dtd 1/15/16 in the amount of \$1,680.00 for tank rehabilitation and maintenance specifications and contract. Mobile County Personnel Board inv# 10651, dtd 1/5/16 in the amount of \$1,713.43 for Second Quarter Expenses. Smith Industrial Services, inv# 3-13596-IN, dtd 1/12/16 in the amount of \$1,476.00 for pumping down and cleaning out Willow Walk Lift Station. McCrory & Williams, Inc. inv# 20167617, dtd 1/15/16 in the amount of \$2,630.00 for utility plan reviews for several sites. Sheppard Electric inv# 23588, dtd 1/26/16 in the amount of \$2,720.00 for pump at Fairfield Lift Station. Smith Industrial Service, inv# 3-13585-IN, dtd 1/26/16 in the amount of \$1,977.75 for cleaning two lift stations on Smoke Avenue. Smith Industrial Services, inv# 3-13636-IN in the amount of \$2,295.50 for cleaning, tv usage and unstopping sewer 8" line on Harris Street. Mr. Hennis stated he would like to contact the vendor on this last invoice and asked the Board to hold that invoice until after he has spoken with the vendor. A motion was made by Mr. Thronson to pay all invoices presented except Smith Industrial Services inv# 3-13636-IN. Mr. Mitchell seconded. Motion carried.

Vice-Chairman Report's:

Mr. Davis reported the outside men are functioning more as a team each day. The improvements made are bringing the system more in line with what our expectations are for the sewer system. We have several employees preparing for operator tests. Mr. Davis discussed the need for proper personal protection equipment versus hepatitis shots for the men. Mr. Davis stated he will discuss the same with the men at the safety meeting Friday. Mr. Robinson emphasized having proper equipment for the men. Mr. Davis stated something to consider is developing an equipment kit for each of the men and making them responsible for maintaining the kit.

Secretary / Treasurer's Report:

Mr. Mitchell reported Mr. Betancourt meet with office personnel to work on the sewer general ledger. Mrs. McDuffie reviewed the February 1 bills before mailing them on January 29, 2016. Mr. Mitchell stated he spoke with Mr. Betancourt and he requested an income and expense report by the next meeting.

Chairman's Report's:

Mr. Robinson discussed Twin Lakes. Mr. Robinson discussed increasing the water rate to Mobile Water. Mr. Robinson asked Mrs. Robinson to put Mobile Water rate increase on the next agenda. Mr. Robinson reported the architect and surveyor have completed their work on the building next door. Hopefully in approximately three weeks work will begin. Mr. Robinson discussed the need for a water rate increase and possible creating a 3 tier rate structure. Mr. Robinson discussed changing the starting time for future Board Meetings. Mr. Bell stated this needs to be on the next agenda because the change would require an amendment to the Board By-laws. Mr. Robinson asked Mrs. Robinson to put amending the Board By-laws on the next agenda.

Water Superintendent's Report:

Mr. Hennis reported the lime pump needs to be replaced at Well #4. Mr. Hennis stated he will bring prices and a recommendation to the next Board Meeting. Mr. Hennis stated he, Mr. Russell and Mr. Herring will compile a list of repairs needed in the sewer system. Mr. Hennis asked Mr. Herring to contact the City of Saraland to acquire a copy of the Aaron Oil and Qualawash contracts. Mr. Hennis stated the Board needs to start thinking about purchasing vacuum / jetter truck for the Sewer Department.

Sewer Superintendent's Report:

Mr. Herring reported the installation of telephone and internet service has been completed and everything is working. Mr. Herring stated one of the vendors came out to give an estimate on the security cameras at the sewer plant. Mr. Herring reported the UV lights have been replaced and all the banks are operational.

Attorney's Report:

Mr. Bell stated throughout the course of the meeting he has touched on everything he had to report.

Engineer's Report:

Mr. Russell reported Tank #2 will be brought back on-line possibly around February 11th. Contractor has cleaned the outside of Tank #4 and will move inside once Tank #2 has been completed and back on-line. The contractor has tested the blast medium which resulted in no lead. Mr. Russell stated he has had his ME&P, Architect and Surveyor out to assess the building next door and prepare for as-builts / design improvements. Mr. Russell reported he and Mr. Hennis are working on Pre-treatment Rules and Regulations for sewer and they will bring a recommendation to the next Board Meeting. Mr. Russell stated he is assisted Mr. Hennis with the pumping stations.

Correspondence:

Ltr from Regions Bank, dtd 1/19/16, re: Corporate Trust Contact Information
Ltr to Mr. Ed Baldwin, ALDOT, dtd 2/1/16, re: Project No. ACAA39475F-FAUP-I065 (388)
Eml from Ms. Annette Reburn, Alabama 811, dtd 2/2/16, re: Interim General Member Position

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 7:55 P.M.

ATTEST:

RATIFIED AND APPROVED:
