

**Regular Meeting
February 5, 2015**

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. Allen K. Wine
Mr. Jackie R. Haines
Mr. Ron K. Mitchell

Absent:
Mr. James E. Davis

Mr. Darryl Russell, Board Engineer, and Mr. Raymond Bell, Board Attorney, were present.

Mr. Robinson opened the meeting with prayer.

The minutes of the January 15, 2015 meeting were approved by signature.

Chairman Robinson interrupted the regular order of business to allow Mayor Howard Rubenstein to address the Board regarding the merger of the City of Saraland Sewer Department and Saraland Water Service. Mayor Rubenstein discussed a plan to supplement Saraland Water Service for a period of approximately 7 years. Mayor Rubenstein stated his proposed plan would need to be approved by the City Council. Mayor Rubenstein, also, stated he needed to know from the Water Board if there is interest in proceeding with the merger. The Board agreed they were interested; however the Board feels they need to proceed with a feasibility study before giving Mayor Rubenstein a definitive answer regarding the merger. The Board feels the time it would take to conduct a feasibility study would allow Mayor Rubenstein to discuss his proposal with the City Council. Mr. Robinson asked Mr. Russell if he would give his opinion of the sewer plant. Mr. Russell stated it was his understanding the sewer department was doing some cleaning up, but he had noticed some issues. Mr. Hennis asked if he and Mr. Russell could go do a walk through of the sewer plant and report back at the next meeting. The Board had no objections.

Committee Reports:

Mr. Haines reported, since the last Board Meeting; the coolant heater was replaced on the 80kw Generator by Taylor Generator Company. This item was under warranty; no cost to Saraland Water. The tires were rotated and balanced on Truck #32, 2005 ¾ ton Ford. Mr. Haines, also, reported, we are in the process of getting tires for the John Deere backhoe.

Mr. Mitchell reported, since the last Board Meeting; the men are in the process of cleaning the Wells in preparation for the annual ADEM inspection. The men have installed thirty ¾" radio read meters. The men repaired a 2" pvc line on Hwy 43 in front of Verizon Wireless. The men repaired a 1-1/2" pvc line at the intersection of Dale Street and Ruben Avenue.

Mr. Wine reported, since the last Board Meeting; the office is running smoothly and the books have been posted and balanced manually, as well as, in the computer.

Old Business:

Mr. Robinson opened discussion on the feasibility study of the City of Saraland Sewer Department. After much discussion, the Board agreed it would be in the best interest of our customers and the company to proceed with the feasibility study of the City of Saraland Sewer Department. Mr. Haines made a motion to proceed with the feasibility study. Mr. Wine seconded. Motion carried. The Board asked Mr. Russell and Mr. Bell if they felt it was necessary to include engineering and legal in the study. Both Mr. Russell and Mr. Bell agreed to have a complete assessment of the condition of the sewer department; the Board should include engineering, legal and accounting in the feasibility study. The Board voted at the conclusion of discussion. Motion carried.

Mr. Robinson opened discussion on the SRF/USDA loan applications. Mr. Russell reported he contacted USDA regarding the infrastructural project such as radio read installation and based on the population census for the City of Saraland and the size of our water system; we would not qualify for the low interest loans offered by the USDA. Mr. Russell stated he and Mr. Hennis will continue to search for government loans. Mr. Russell discussed the radio read meters currently installed and the newer meters available. Mr. Hennis stated he received information from the Badger representative and he will discuss this information with Mr. Russell and report to the Board at the next meeting.

Mr. Robinson opened discussion regarding the main frame / workstation upgrade. Mrs. Robinson discussed the estimates for items needed for the upgrade. Mrs. Robinson, also, stated copies of the material specs with costs were given to Mr. Bell. Mr. Bell agreed everything was in order. Mrs. Robinson reported most of the computers in the office were at least 7 years old. The Board continued to discuss the upgrade. Mr. Mitchell made a motion to approve and move forward with the main frame / workstation upgrade. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the website development. Mr. Haines discussed the website development. Mr. Haines stated the website would increase customer service and allow customers to pay the bills online. After much discussion, Mr. Mitchell made a motion to retain Mrs. Jackie Benson of North Mobile Internet Service to proceed with the website development based on the quote Mrs. Benson previously presented to the Board. Mr. Haines seconded. Motion carried. Mr. Haines asked Mrs. Robinson to contact Mrs. Benson.

Mr. Robinson opened discussion regarding identifying the Saraland Water Service footprint. Mr. Hennis stated he sent some information relative to Cherry Hill Subdivision to Mr. Bell and they discussed the information. Mr. Bell reported he received the information involving three water systems' incorporation papers and footprints. Mr. Bell stated he would like for the Board to allow Mr. Russell, Mr. Davis and Mr. Hennis and himself to review the documents and discuss them. Mr. Bell stated it appears there are competing footprints in the same area. The Board authorized Mr. Bell, Mr. Russell, Mr. Davis and Mr. Hennis to review, discuss and present their findings at the next Board meeting. Mr. Bell and Mr. Hennis reviewed the map with the Board. Mr. Russell stated the Board had previously submitted documentation regarding the areas of water service; Mr. Russell added he will compare what was previously submitted to what Mr. Bell gets next week.

Mr. Robinson opened discussion on the installation of radio read meters. Mr. Mitchell stated he was very interested in Mr. Russell's idea of having a central system to receive readings from the meters without having to send anyone out to get the readings. Mr. Hennis stated he just got some

information from the Badger representative and he wants to review it with Mr. Russell before he presents it to the Board at the next meeting.

New Business:

Mr. Robinson informed the Board Mr. Carnes Craig had asked to be on the agenda to discuss the Board's policy regarding returned checks and late fees. Mr. Robinson stated Mr. Carnes is not in attendance this evening.

Mr. Robinson opened discussion regarding the property and general liability insurance proposal from Adamson Insurance Agency. Mrs. Robinson stated Mr. Hennis reviewed the property coverage and made sure all of the vehicles and equipment were listed and the coverage was adequate. Mrs. Robinson reviewed the liability coverage. The premium in the proposal is less than the previous year. Mr. Mitchell asked if this included workman's compensation. Mrs. Robinson responded workman's compensation is included. Mr. Mitchell made a motion to approve the property and general liability insurance proposal from Adamson Insurance Agency in the amount of \$40,838.00. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the invoice presented for ratification: Mobile County Personnel Board invoice #10566, dated 1/26/15, in the amount of \$1,812.08 for 2nd Quarter Personnel Board Expenses. The Board discussed the invoice. Mr. Haines made a motion to pay the invoice as presented. Mr. Wine seconded. Motion carried.

Chairman's Report:

Mr. Robinson discussed letters received by some of our customers offering the opportunity to purchase insurance to help with the cost of broken water lines. These letters insinuate they are affiliated with Saraland Water Service; even though they are not affiliated with Saraland Water Service. The Board discussed what if anything they could do to stop these letters. Mr. Bell stated we should only say we are not affiliated with these companies and not say anything derogatory about the companies. The Board regrets our customers are receiving these letters, but can not do anything to stop them. Mr. Robinson, also, expressed his appreciation of Mr. Davis and Mr. Hennis for their undertaking of the maps and water service footprint. Mr. Robinson stated the employees are highly concerned about the merger with the sewer department. Mr. Robinson asked the Board members to think seriously about the merger and if it happens Mr. Robinson recommended keeping the departments separate. Mr. Mitchell has talked with the owner of the property directly behind the water department. Mr. Mitchell reported the cost of the property is \$15,000.00. Mr. Mitchell passed out copies of the map for the Board to review. The Board discussed replacing the chain link fence with a wooden fence. Mr. Mitchell suggested a shadow box fence.

Secretary / Treasurer:

As reported at the previous meeting Mrs. Robinson combined two smaller CDs into a larger CD to invest at Family Security Credit Union. Mrs. Robinson contacted me and Chairman O'Neil Robinson; we authorized her to proceed with investing the money into a CD at Family Security Credit Union. In addition to Mrs. Robinson, Chairman O'Neil Robinson and I are authorized signers. BBVA sent maturity notification of the OPEB CD; the Board needs to decide if we want to put additional funds into it before re-investing the Other Post Employee Benefit CD. After much discussion, Mr. Wine made a motion to authorize Mrs. Robinson to invest the minimum amount

recommended by Mr. Betancourt into the OPEB CD to keep it actuarially sound. Mr. Mitchell seconded. Motion carried.

Superintendent's Report:

Mr. Hennis reported he has gotten prices for wooden fence to replace the chain link fence. Mr. Robinson suggested Mr. Hennis talk with Mr. Mitchell about the shadow box fence. Mr. Hennis reported Mr. Vaughn used a stump grinder to remove some of the stumps. Mr. Hennis asked for permission to purchase two tires for the John Deere backhoe. Mr. Haines made a motion to authorize Mr. Hennis to purchase two tires for the John Deere backhoe. Mr. Wine seconded. Motion carried.

Attorney's Report:

Mr. Bell stated he gave his information earlier in the meeting. Mr. Robinson thanked Mr. Bell for his input and research. Mr. Hennis asked Mr. Bell to give a status on the Peavy Construction bill. Mr. Bell reported the Peavy Construction has requested additional time.

Engineer's Report:

Mr. Russell stated he had nothing further to report tonight.

Mrs. Robinson stated she appreciated the support of the Saraland Water family during such a tragic time for her family. Mrs. Robinson added the prayers, love and support have given her strength to come in and make it through each day.

Correspondence:

Ltr from Mr. Dees, Mobile County Personnel Board, dtd 12/17/14, re: Public Hearing on "Ban the Box Program"

Memo from Mr. Dees, Mobile County Personnel Board, dtd 12/29/14, re: Meeting Notice

Ltr from Mr. Dees, Mobile County Personnel Board, dtd 1/20/15, re: Decision on "Ban the Box Program"

Eml from Ms. Jones, Saraland Area Chamber of Commerce, dtd 2/3/15, re: Luncheon reminder

Eml from Ms. Jones, Saraland Area Chamber of Commerce, dtd 2/3/15, re: Membership Call Blitz

February 2015 Newsletter from the Saraland Area Chamber of Commerce

Thank You card from the family of Richard Burton (Nicole Robinson)

There being no further business to come before the Board; Mr. Wine made a motion to adjourn the meeting. Mr. Haines seconded. Meeting adjourned at 8:16 P.M.

ATTEST:

RATIFIED AND APPROVED:
