

**Regular Meeting
March 2, 2017**

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 5:30 P.M. at the Saraland Water Service conference room with the following Board Members present:

Present:	Absent:
Mr. H. O'Neil Robinson	
Mr. Scooter Thronson	
Mr. Jackie R. Haines	
Mr. James E. Davis	
Mr. Ron K. Mitchell	

Mr. Patrick Dungun, Attorney, attended in Mr. Bell's absence. Ms. Carah Hall, Board Engineer, was present.

Mr. Robinson gave the opening invocation.

Committee Reports:

Mr. Haines stated he did not have a report this evening.

Mr. Mitchell reported, since the last Board meeting; the men have started the water lines tie-in along Celeste Road to Graham Street. The tapping saddle on Robert Williams Drive has been repaired.

Mr. Davis reported, since the last meeting; the outside crew has addressed 14 work orders for water and 3 work orders for sewer. There were seventy-eight 811 locates completed. The safety meeting will be Friday, March 3, 2017 at 11:00 am. There will be one outside employee performance evaluation.

Mr. Thronson reported, since the meeting; there were thirteen applicants on the list for the vacant Office Assistant I position. After interviewing the responding applicants; we were not able to find an applicant who was best qualified for the drive-thru position. We will request another applicant list. Mr. Robinson added; after conducting second interviews with two applicants, we decided to request another group.

Old Business:

Mr. Robinson discussed the Aaron Oil Discharge contract. Mr. Robinson stated Mr. Bell is still gathering information and will try to have something by the next Board meeting.

Mr. Robinson discussed the acceptance documents for Frontage Road and Township Road. Mr. Robinson stated Mr. Bell is still gathering information on the acceptance documents. Mr. Bell plans to speak with Mr. Rutens, Mr. Hennis and report at the next meeting.

Mr. Robinson opened discussion on Mrs. James Cochrane, 610 Saraland Avenue. Mrs. Robinson explained this account had a leak which resulted in an elevated water bill. Mrs.

Cochrane, her daughter and son-in-law came before the Board to dispute the charges. Mrs. Cochrane's daughter and son-in-law were communicating with Mr. Bell. Mrs. Cochrane has sold the house and now we are left with a bad debt of almost \$1,500.00. Mr. Robinson stated he spoke with Mr. Bell regarding this situation. Mr. Bell advised the Board to think about it and if necessary take the case to small claims court. Mr. Davis asked if there is an opportunity to make payments on the outstanding balance. Mr. Robinson stated he would like for Mr. Bell to send a letter prior to taking other actions.

Mr. Robinson stated there was nothing new to report regarding installing sewer lines along the Frontage Road..

Mr. Robinson opened discussion on upgrading the lift station next to the old Hampton Inn. Ms. Hall reported she and Mr. Hennis are still compiling information. The pumps will need to be upgraded to accommodate the commercial growth coming to the area.

Mr. Robinson opened discussion on the Sewer consultant and Sewer lab set-up. Mr. Davis discussed the scope of work in retaining a Sewer consultant. He asked the Board members, Ms. Hall and Mr. Bell to review the scope to determine if there is a way to procure the scope or will this be something that will need to be accomplished through the bid process. Mr. Thronson stated he would like the development of Sewer standard operating procedures. Ms. Hall stated she will discuss the scope with Mr. Bell and there may be some items needing expanding. Mr. Robinson reported Mr. Hennis met with the instructor at Faulkner regarding items needed to set up the lab in the Sewer Department.

Mr. Robinson opened discussion on the South Tank. Ms. Hall reported bids were opened for the emergency cleaning of the South reactor tank, post eq tank and post aeration basin. Ms. Hall explained two bids were received, GreenSouth and Smith Industrial Services. The low bidder was GreenSouth in the amount of \$79,900.00; Smith Industrial Services bid was \$94,000.00. Mr. Thronson made a motion to accept the low bid from GreenSouth in the amount of \$79,900.00. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the test well. The Board discussed finding a location for a test well on the west side of Interstate 65. Mr. Robinson reported Mr. Hennis thinks a cheaper option may be to install a booster pumping station instead of developing a test well. Ms. Hall reported Marlin Cook, Hydrogeologist, could get the preliminary data and assessment within two weeks. Ms. Hall stated she will bring the information to the Board.

New Business:

Mr. Robinson welcomed Mr. Stacey Waldrop, Adamson Insurance Agency, to speak to the Board. Mr. Waldrop reviewed the general liability and property insurance policy. Mr. Waldrop answered questions from the Board. The Board thanked Mr. Waldrop for coming to review the policy.

Mr. Robinson opened discussion on the Treatment Plant Operator I position. Mr. Davis explained he and Mr. Hennis interviewed an applicant, Mr. Mike Brault. Mr. Brault is certified as a Grade II Water Operator and Grade III Sewer Operator. Mr. Davis explained Mr. Hennis has contacted the Personnel Board requesting the addition of his name to the list of eligible applicants for the Treatment Plant Operator I position.

Mr. Robinson opened discussion on increasing the Blue Notice collection fee. The Board discussed the need for an increase in the fee. The \$10 Blue Notice fee has not changed in over 14 years. Mr. Mitchell made a motion to increase the Blue Notice fee from \$10.00 to \$25.00 effective March 21, 2017. Mr. Thronson seconded. Motion carried.

Mr. Robinson stated the Cherry Hill Subdivision will be tabled until the next regular Board Meeting. Mr. Mitchell suggested Ms. Hall could do an engineering study to get a surplus and the capacity it would add to the current lift stations serving the area. Mr. Davis asked if the water pressure in Cherry Hill is adequate. Mr. Mitchell stated he spoke with Mr. Black and he assured Mr. Mitchell as each house ties on the water pressure will be tested.

Mr. Robinson opened discussion on purchasing hand-held radios and accessories for the Sewer Department. Mrs. Robinson explained Mr. Hennis is requesting authorization to purchase hand-held radios for the Sewer employees to keep them from having to use their personal cell phones during business hours. The Board discussed the matter. Mr. Mitchell made a motion to authorize Mr. Hennis to purchase four hand-held radios and accessories for the Sewer Department. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on the 2017 Discharge Monitoring Report – Quality Assurance Study 37 (DMR-QA Study 37) by the EPA. Mr. Davis explained this is a study to check the labs testing at treatment plants in the state of Alabama. Mr. Davis added Mr. Hennis is on top of this study and he will submit the documents by the guidelines indicated. Ms. Hall elaborated; this study is to test the labs performing testing services for waste water treatment plants and reporting to ADEM.

Mr. Robinson opened discussion on invoices for ratification:

Water

Data Flow Systems, Inc. inv# 65016, in the amount of \$2,756.41 for the SCADA system TCU. Mr. Thronson made a motion to pay the invoice. Mr. Haines seconded. Motion carried.

Sewer

The Creel Company, Inc. Payment Estimate #4, in the amount of \$46,559.98, re: Emergency Replacement of Headworks Screening Equipment. GreenSouth Solutions, LLC. Payment Estimate #1, in the amount of \$79,610.00, re: Cleaning of North SBR Tank. Hydra Service, Inc. inv# 119494, in the amount of \$14,761.00, re: Piping and Pump rental for Sewer Plant. Smith Industrial Services, Inc. inv# 7273-IN, in the amount of \$2,013.44, re: Cleaning Lift Stations. HACH, inv# 10341738, in the amount of \$1,557.39, re: DO package. Mr. Thronson made a motion to pay the sewer invoices submitted for ratification. Mr. Haines seconded. Motion carried.

Secretary / Treasurer's Report:

Mr. Mitchell reported there are no CDs maturing.

Vice-Chairman's Report:

Mr. Davis reported a customer residing at 814 Deer Run Drive called Monday, February 27, 2017, to commend the Saraland Water and Sewer employees for responding and working so diligently to repair the broken water line on Robert Williams Drive this weekend. Mr. Hennis stated Mark Holmes, Allen Brunson and Adrian Parker worked quickly and efficiently to repair the broken line with as little inconvenience to our customers as possible. Mr. Davis, also, commended the men for doing a great job.

Chairman's Report:

Mr. Robinson reported the ¾" radio read meters have been ordered. Mr. Vaughn built the shelves in the inventory room of the shop. Mr. Robinson wants to make sure the surveillance camera and security alarm works. Mr. Robinson reported trees were cut down around the Sewer Plant today. Mr. Robinson and Ms. Hall discussed getting the sewer maps together to produce a sewer system map. Mr. Robinson discussed the test well, booster pumping station, the North SBR tank and South SBR tank. Mr. Robinson stated a letter was sent to Mr. Betancourt thanking him for his years of service.

Utilities Director's Report:

Assistant Water Superintendent, John Vaughn, reported the water and sewer men have been busy working on the installation of the water line along Celeste Road preparing to tie-in to the new 8" line.

Attorney's Report:

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

Engineer's Report:

Ms. Hall stated we have opened the bids for the emergency cleaning the South SBR tank, bids were opened for the CIP Line Project – CDBG Grant; there were three bidders. Ms. Hall stated she has not completed reviewing those bids, but will have a recommendation at the next Board meeting. Ms. Hall reported a lead inspection and leak test and final inspection were performed on the North SBR tank last week and the platforms should be installed by Monday. Ms. Hall stated the North Tank should be started and seated by 10am Monday morning.

Grant Petitioner:

Ms. Stallman was not present at the meeting.

Correspondence:

Ltr from Liana Barnett, Director, Mobile County Personnel Board, re: Resignation of Joseph Nelson

Ltr to Marshall Biscuit Company, re: Disrepair of Grease Trap

Ltr to Betancourt and King, CPA, re: Annual Fiscal Year Audit

Requisition for Treatment Plant Operator I

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 7:15 P.M.

ATTEST:

RATIFIED AND APPROVED:
