

Regular Meeting
March 3, 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, was in attendance.

Mr. Mitchell opened the meeting with prayer.

Committee Reports:

Mr. Thronson reported since the last Board meeting; the office is running well. Mrs. McDuffie and Mr. Hennis discussed the meter reading and getting the billing parameters back to a 27-30 day billing cycle. Mrs. Robinson has completed the interview process to fill one of the vacant Office Assistant I positions. Mr. Robinson sat in on the second interview. Mrs. Robinson recommended Mrs. Shelley Churchwell to fill the Office Assistant I position. Mr. Robinson concurred. Mrs. Churchwell will begin training March 14, 2016. Mr. Thronson stated he knows Mrs. Churchwell and he feels she will do a great job.

Mr. Haines stated he did not have a report for this meeting.

Mr. Mitchell reported since the last Board meeting; two ¾" service lines have been repaired.

Mr. Davis reported since the last Board meeting; there have been seventeen water work orders and seventeen 811 locates completed by the outside water crew. In addition, one sewer work order and twenty 811 locates have been completed by the outside sewer crew. Mr. Davis inquired about the turnaround time for a sewer 811 locate. Mr. Herring stated normally two days.

Mr. Thronson asked about Mr. Davis. Mr. Hennis reported he went to Mr. Davis' home with the portable test kit. Mr. Hennis explained how the test kit worked to Mr. Davis. Mr. Hennis stated the meter was accurate and Mr. Davis is satisfied with the results.

Old Business:

Mr. Robinson opened discussion on Aaron Oil and Qualawash contracts. Mr. Herring reported he has the contract for Aaron Oil. Mr. Herring gave a copy of the contract to Mr. Bell for review.

Mr. Robison opened discussion on the maintenance / repairs for sewer lift stations. Mr. Hennis reported they are still working on the lift stations. Mr. Hennis stated they have replaced rotating assemblies, wear plates and are in the process of replacing belts. Mr. Haines asked if the sewer lift stations they have worked on are in tip

top shape. Mr. Hennis stated he wouldn't say tip top shape, but they are functioning more efficiently. Mr. Thronson asked about problems with storm water. Mr. Hennis and Mr. Herring concurred storm water does cause problems to the system. Mr. Thronson asked if they could make that a priority especially with hurricane season approaching. Mr. Hennis reported he, Mrs. Stallman and Mr. Russell have been working on something. Mrs. Stallman reported they are working on a project to line some of the streets to help with storm water.

Mr. Robinson opened discussion on the security cameras for the sewer plant. Mr. Hennis stated he received proposals from three different companies. Mr. Russell reviewed the proposals; however, there needs to be some clarification made whether or not these are turn-key proposals and equipment used.

Mr. Robinson opened discussion on the contract with Mobile Water. Mr. Hennis discussed the current rate (\$1.74/1000 gal) charged to Mobile Water. Mr. Hennis stated the last time there was a rate increase was 2005. Mr. Hennis recommended increasing the rate by 20%. Mr. Robinson asked Mr. Bell to work on a new contract.

Mr. Robinson opened discussion on the generator grant. Mr. Bell reported on the email correspondence between Mr. Rutens and himself regarding the generator grant. Mrs. Stallman explained this is a reimbursement 75/25 grant. Mrs. Stallman stated the generator cost will be \$19,082.00. Mrs. Stallman stated the Board would have to pay the money up front and get 75% reimbursed back to them. The 25% come be paid in cash or in-kind work, i.e. Mr. Hennis' employee labor, equipment and site preparation. Mr. Bell stated he wants an itemized breakdown of the amount requested by Mr. Rutens.

Mr. Robinson stated he would like to discuss the trees around the sewer plant during the Chairman's report if everyone is in agreement. The Board was in agreement.

New Business:

Mr. Robinson opened discussion on Stauffer Avenue. Mr. Hennis met with Mr. Black and Mobile Gas regarding damage to the sewer lateral on Stauffer Avenue. Mr. Hennis is still investigating the situation and will report back when he finds out more information.

Mr. Robinson discussed the invoices due for ratification:

Water invoices

McCrary & Williams, Inc. inv# 20167681 dtd 2/24/16 in the amount of \$3,660.00 for engineering work performed on Lazy Buck and Hwy 158 Extension. Mr. Haines made a motion to pay the invoice. Mr. Thronson seconded. Motion carried.

Sewer invoices

Sheppard Electric Motor Service inv# 23509 dtd 1/11/16 in the amount of \$14,033.42 for Willow Walk. Ranger Environmental inv# 20162710741 dtd 2/16/16 in the amount of \$1,793.50 for wet well at Sewer Plant. Jim House & Assoc. inv# 3490 dtd 2/18/16 in the amount of \$10,959.00 for UV lights at Sewer Plant. Industrial Pump & Machine inv# 5250 dtd 2/19/16 in the amount of \$6, 140.00 for Graham Street lift station. McCrary & Williams Inc. inv# 20167681 dtd 2/24/16 in the amount of \$3,240.00 for Sewer Lining Project and Pre-treatment Program for Aaron Oil and Qualawash. A-Long Boring, Inc. inv# 1795 dtd 2/25/16 in the amount of \$3,500.00 for Twin Lakes sewer lateral. Mr. Thronson made a motion to pay invoices submitted for ratification. Mr. Haines seconded. Motion carried.

Vice-Chairman Report's:

Mr. Davis reported the regular Safety Meeting will be held Friday, March 4, 2016 at 11:15 am. Mr. Davis stated he was proud to announce Mr. Allen Brunson passed his Grade II Water Operator test and Mr. Mark Holmes will be getting married Saturday, March 11, 2016. Mr. Davis appreciated Mr. Holmes thinking of his work family.

Secretary / Treasurer's Report:

Mr. Mitchell stated he regretted to report we still do not have an income / expense report. Mr. Mitchell reported Mr. Betancourt will meet with office personnel to work on the sewer general ledger and journal. Mr. Mitchell stated an income / expense report will be submitted once the Sewer General Ledger and Journal are set up. The March payment on the Sewer line of credit was paid March 1, 2016.

Chairman's Report's:

Mr. Robinson asked Mr. Mitchell about the one cent sales tax increase that was earmarked for sewer. Mr. Mitchell stated that was a rumor and there was not a sales tax increase for sewer. Mr. Mitchell stated a one penny sales tax was passed in the early 1980s to pay for the new sewer plant, but there were no stipulations that after the plant was paid for that the penny would go away. Also, the penny increase could be used for anything in general fund; which is what that one penny is being used for today, the general fund. Although, it was originated to pay for the sewer plant. Mr. Robinson discussed a sun screen for the drive thru window. Mr. Robinson stated he would bring an estimate for installation for the Board to review. Mr. Robinson stated he would like to postpone the tree removal until the money situation looks better. Mr. Robinson stated he has spoken with Mr. Hennis and Mr. Herring regarding some of the problems at the sewer plant. Some of the issues discussed were: cleaning out the tank, diffusers for each tank, drum screens, exposed wiring and stairs deteriorated by corrosion. Mr. Robinson stated these repairs will be very costly. Mr. Mitchell stated sewer rate will have to increase each year. Mr. Mitchell stated if Mr. Robinson can speak to the City Council regarding financial assistance. Mr. Mitchell stated the only way to make the improvements and have money for expansion is to raise sewer rates. Mr. Haines stated we did not receive a sewer plant in tip top shape. Mr. Davis asked if Mr. Mitchell would partner with Mr. Robinson to approach the City Council. Mr. Thronson asked if there is a Federal Grant to fix sewer. Mrs. Stallman stated she will look for that grant program.

Water Superintendent's Report:

Mr. Hennis discussed a letter from Mr. Betancourt. Mr. Hennis submitted the letter to Mr. Bell. Mr. Hennis discussed the City sidewalk grant. Mr. Hennis stated he has completed the Twin Lake project. The chemical bids were received today at 2:00 pm. Mr. Hennis stated he will submit them to Mr. Russell for review. Mr. Hennis reported the men are still working on Lazy Buck and Mr. Russell will come out next week and look at the sewer tanks.

Sewer Superintendent's Report:

Mr. Herring reported he discussed auger. Mr. Herring stated he met with Mr. Russell about reducing the size of the auger. Mr. Herring reported the discharge line in Twin Lakes was fixed.

Attorney's Report:

Mr. Bell stated Mr. David Byrd's hearing will be 9:00am Thursday, March 17, 2016 at the Personnel Board.

Mr. Thronson asked how Mr. Byrd was doing. Both Mr. Hennis and Mr. Herring stated he was doing very well. Mr. Robinson asked Mr. Bell to inquire with the Personnel Board about Mr. Hennis and Mrs. Robinson's new positions. Mr. Robinson stated one day Mr. Herring is going to retire and he would suggest not replacing him. It would be a better chain of command to have one Director and two Assistant Superintendents. Mr. Hennis stated Mr. Adams passed his nursing test. Mrs. Cara Stallman commended the Board for having a great team in place that can do the work so the company does not have to pay an outside contractor.

Correspondence:

Wedding invitation from Erin Talley and Mark Holmes

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 7:50 P.M.

ATTEST:

RATIFIED AND APPROVED:
