

Regular Meeting
June 2, 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 5:30 P.M. at the Saraland Water and Sewer Service conference room with the following Board Members present:

Present:
Mr. Scooter Thronson
Mr. Jackie R. Haines
Mr. James E. Davis
Mr. Ron K. Mitchell

Absent:
Mr. H. O'Neil Robinson

Mr. Raymond Bell, Board Attorney, Mr. Daryl Russell, Board Engineer, and Ms. Cara Stallman, Board Grant Petitioner, were in attendance.

Mr. Haines opened the meeting with prayer.

Committee Reports:

Mr. Davis stated Mr. Robinson was unable to attend the meeting tonight and asked Mr. Davis to chair the meeting.

Mr. Davis reported since the last Board meeting; thirty-eight 811 locates have been completed for the water and sewer departments and ten water complaint cards have been resolved.

Mr. Mitchell reported since the last Board meeting; two 1-1/2" services have been installed, two 2" mains have been repaired and one 3/4" service was moved out of a drive-way. The pump motor at Well #4 struck by lightning has been replaced and an 8" valve was replaced at Well #4.

Mr. Haines reported since the last Board meeting; two new tires have been mounted on the John Deere backhoe.

Mr. Thronson reported since the last Board meeting; the office is running well. Mrs. Churchwell is fast becoming a great asset to the company. The Sharp copier located in the front office is tripping the breaker. This copier is nearly 10 years old. Mrs. Robinson has requested a service call. The Berney representative will arrive at the office Friday morning. Meanwhile, we are researching the copiers on the State Bid List.

Old Business:

Mr. Davis opened discussion on the maintenance / repairs for lift stations. Mr. Hennis stated they pulled the motor from the Hampton lift station; a small motor will be installed temporarily until a permanent motor can be purchased to accommodate the future growth of the area. The men have been grounds maintenance. Mr. Hennis met with Mr. Russell to discuss the bar screen. Mr. Herring reported the two pump at Jubilee lift station were pulled and impellers cleaned.

Mr. Davis opened discussion on the Mobile Water Contract. Mr. Bell reported the contracted has been completed and signed by Mr. Hyland at Mobile Area Water and Sewer System. Mr. Bell stated once Mr. Robinson signs the contract a copy will be mailed back to Mr. Hyland.

Mr. Davis opened discussion on the generator grant. Ms. Cara Stallman reported she has given documents to Mr. Bell for review. Ms. Stallman reported the generator is on order and Mr. Hennis has the site prepared for the generator. Ms. Stallman stated the generator grant will expire June 24, 2016; however, she is already preparing the extension paperwork. It is unlikely we will have everything completed by that date.

Mr. Davis opened discussion on the CDBG grant resolution and paperwork. Ms. Stallman reported the County has allocated \$145,000.00 in grant to apply toward the sewer line project for Cypress, Juniper and Elm Streets. The project total cost is \$232,560.00. The Board will make up the deficit of \$87,060.00 to complete the project. Mr. Stallman stated she wanted to report the final numbers so the Board can review and then vote on the resolution at the next meeting.

Mr. Davis opened discussion on the Lift Station Mechanic position. Mr. Davis reported Mr. Hennis found an applicant on the list very qualified for the position. Mr. Davis stated he and Mr. Hennis interviewed the applicant and determined he would make a great addition to the team. Mr. Hennis concurred with Mr. Davis. Mr. Hennis asked for permission to hire Mr. Daryl Taylor. Mr. Thronson made a motion to hire Mr. Taylor as the Lift Station Mechanic at Grade 12 Step G. Mr. Haines seconded. Motion carried.

Mr. Davis opened discussion sewer lines for University of Mobile. Mr. Davis asked for a report of any progress. Mr. Bell stated the Board decided it will be the responsibility of the University of Mobile to approach the City to be annexed into the City of Saraland. The Board will not offer sewer to University of Mobile unless they are annexed into the City of Saraland.

Mr. Davis opened discussion on the Screening / Headwork Project update. Mr. Russell discussed the headworks screening replacement bids. Mr. Russell asked the Board to consider a modification that would reduce the total cost. Mr. Russell recommended modifying the project by replacing the compactor equipment with a dumpster disposal method. Mr. Russell had already discussed the modification with Mr. Hennis and Mr. Herring. Mr. Hennis and Mr. Herring approved the modification presented by Mr. Russell. Mr. Haines made a motion to accept Mr. Russell's modified headworks screening replacement at a cost of \$170,959.00. Mr. Thronson seconded. Motion carried.

Mr. Davis opened discussion on the chain and Teflon rollers. Mr. Herring reported he contacted Mr. Biggs for assistance in returning these items back to the vendor. Mr. Herring is waiting on Mr. Biggs to get back with him. Mr. Herring stated he would contact Mr. Biggs next week for an update.

Mr. Bell advised the Board to allow Mr. David Dials, owner of Omega Laundry, to address the Board. The Board agreed in common consent to allow Mr. Dials to address the Board. Mr. Dials expressed his concerns with the Board's decision to put a meter on the well at his business. The Board explained the water from the well is treated by our wastewater treatment plant. Mr. Dials stated he is no longer using the well and he has re-run his plumbing. The Board discussed sealing the well to avoid water contamination. Mr. Hennis stated he would ask Mr. Mike Black, City Inspector, to meet with him and Mr. Dials at Omega Laundry to ensure everything is handled properly. The Board asked Mr. Hennis to give a report at the next Board meeting.

Mr. Mitchell discussed Cherry Hill Subdivision with the Board. Mr. Mitchell stated he wanted to give the Board an update; however, the Board does not have to take any action at this time. Mr. Mitchell discussed property and general liability insurance. Mr. Mitchell would like to shop the market to ensure we are getting the best coverage and rate. Mr. Mitchell discussed a letter received from Mr. Betancourt regarding changing the contact person named in the 2008 Bond Indenture. Mr. Bell stated he has already contacted EMMA and they are sending the form to make the necessary changes.

New Business:

Mr. Davis opened discussion on merit increases for two maintenance employees. Mr. Hennis discussed Mr. Mark Holmes' job performance, attendance and dependability. Mr. Haines made a motion to accept Mr. Hennis' recommendation and grant Mr. Mark Holmes, Water Service Operator I a 2-1/2% merit increase, Grade 12 Step L. Mr. Thronson seconded. Motion carried. Mr. Hennis discussed Mr. Terrance Brown's work ethic, attitude and contribution to the system. Mr. Haines made a motion to accept Mr. Hennis' recommendation and grant Mr. Terrance Brown, Public Service Worker I a 2-1/2% merit increase, Grade 8 Step I. Mr. Thronson seconded. Motion carried.

Mr. Davis asked for discussion on the Treatment Plant Operator I position. Mr. Hennis explained how it would benefit the sewer department to have another operator. The Board discussed the need for another treatment plant operator. Mr. Haines made a motion to authorize the office staff to create a requisition for one treatment plant operator. Mr. Thronson seconded. Motion carried.

Mr. Thronson discussed running water lines along Highway 158 to the city limits. Mr. Thronson stated there will be growth in that area and when it starts it will happen quickly. Mr. Thronson recommended we get ahead of the growth and be prepared to serve water and sewer.

Sewer invoices

Mr. Davis opened discussion on the sewer invoices submitted for ratification. Mr. Hennis explained the work associated with each of the invoices. Mr. Davis asked the Board to review the invoices. Sheppard Electric Motor inv# 23631, in the amount of \$6,741.71 for Wilo Pump & #3 Impeller for Willow Walk and Sheppard Electric Motor inv# 23972, in the amount of \$6,899.50 for Pump for Smoke Ave Lift Station. Mr. Thronson made a motion to pay both invoices as presented for ratification. Mr. Haines seconded. Motion carried.

The Board agreed by common consent to receive the reports in a different than listed on the agenda.

Attorney's Report:

Mr. Bell discussed a report that MAWSS was evaluating whether or not they wanted to continuing serving water to an area or possibly sell. Mr. Bell clarified MAWSS is not presently interested in selling; it is only an evaluation. Mr. Bell discussed some options and advised the Board to consider those options. Mr. Russell referred to the area map to clarify the area in discussion to the Board. Mr. Russell explained how this area would allow Saraland Water to loop in our existing water lines. Mr. Bell's recommendation to the Board was to internally put together a proposal for discussion. Mr. Mitchell was concerned about if the area is in the city limits or in the Kushla District. The Board asked Mr. Bell and Mr. Russell to work on a proposal.

Engineer's Report:

Mr. Russell reported the advertisements for bids have been sent out for the maintenance building. Mr. Russell stated he will have a pre-bid meeting with contractors in two weeks and the bid date was moved from June 15th to June 23rd.

Water Superintendent's Report:

Mr. Hennis reported lightning struck Well #4 and damaged the pump motor. Mr. Thronson suggested adding more surge protection at the wells; such as, a triangle ground system. Mr. Hennis stated he would research it. Mr. Davis asked Mr. Hennis to work with Mr. Russell to develop a solution to reduce the occurrence of damage due to lightning strikes. Mr. Hennis reminded the Board of the Blue Cross Blue Shield health insurance will renew in July. Mr. Hennis stated after he attended the department head insurance meeting he would report back to the Board.

Sewer Superintendent's Report:

Mr. Herring reported Mr. Paul Kidd is working on his retirement package with a tentative retirement date of August 1, 2016. Mr. Davis asked Mrs. Robinson to plan a retirement celebration for Mr. Kidd to recognition of Mr. Kidd's many years of service to the City. Mr. Herring reported Mr. David Byrd has replaced the belts on the transfer pump and installed the new 20hp motor on #5 transfer pump. Mr. Herring reported Mr. Steve Williams has been busy keeping the grounds cleaned up around the plant and lift stations.

Mr. Davis reported the stolen weed eater was thrown back over the fence at the sewer plant. Mr. Davis suggested Mr. Hennis change the locks at the sewer plant. Mr. Hennis stated he has already added two additional security cameras.

Secretary / Treasurer's Report:

Mr. Mitchell reported a payment of \$2,839.22 on the Regions Line of Credit was made on June 1, 2016. \$2,000.00 principal and \$839.22 interest. We have a CD in the amount of \$100,000.00 maturing on June 28, 2016. Mrs. Robinson will start polling financial institutions to get the best rate and term. I will report on this at the July 7th Board meeting. Mr. Mitchell asked for an update on the sewer bookkeeping. Mrs. Robinson stated she received an email from Mrs. Hodges stating they are making progress are on track to submit a receivables / disbursement report for the next Board meeting.

Vice-Chairman Report's:

Mr. Davis reported he met with the outside employees on several occasions. Mr. Davis asked Mr. Hennis to make sure each truck has a cooler of ice water and maybe purchase cool bandanas for the men to make sure they stay cool especially as the temperatures and heat index increase. Mr. Davis reminded everyone of the Employee Appreciation Day to be held on June 30, 2016. Mr. Davis asked that we invite Mayor Rubenstein and the City Council.

Chairman's Report's:

Mr. Robinson was not present at this meeting.

Correspondence:

Saraland Police Department Police Report, dtd 5/9/16, re: Burglary at Sewer Plant
Mobile County Personnel Board, Public Hearing Notice, dtd 5/17/16, Fiscal Year 2016-2017
Mobile County Personnel Board, Bulletin No. 236, dtd 5/17/16, Deadline for Bonus and Incentive Request
Eml from Mr. Raymond Bell, Jr., dtd 5/24/16, Report regarding status of MAWSS contract.

There being no further business to come before the Board; Mr. Haines made a motion to adjourn the meeting. Mr. Thronson seconded. Meeting adjourned at 6:40 P.M.

ATTEST:

RATIFIED AND APPROVED:
