

**Regular Meeting
June 4, 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. James E. Davis
Mr. Ron K. Mitchell

Absent:

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

Mr. Mitchell opened the meeting with prayer.

The minutes of the May 21, 2015 meeting were approved by signature. Mr. Robinson announced Mr. Wine will be a few minutes late.

Committee Reports:

Mr. Davis reported, since the last Board Meeting; the men have resolved 10 Complaint Cards and worked 16 Alabama 811 locates. Saraland Water employee, Reginald Rogers, was admitted to the hospital last Thursday with extreme muscle spasms. Reginald was released from the hospital Monday afternoon. Mr. Davis stated he has spoken with the outside employees and the men are encouraged by the current leadership and the morale is positive. Mr. Davis, added, the new temporary laborer seems to be working well with the rest of the team.

Mr. Mitchell reported, since the last Board Meeting; the men have been painting the fire hydrants, installed fifty ¾" radio read meters and repaired a 2" cast iron main on Saraland Avenue and a 2" cast iron main on Hummingbird. The men are performing a chemical treatment on Well #1. The men installed a ¾" service for the new pharmacy coming to the Saraland Loop shopping center.

Mr. Haines reported, since the last Board Meeting; the men have been painting inside the office and Truck #34, 2015 ¾ ton Ford has been serviced by the Saraland Water Service employees.

Mr. Wine reported, since the last Board Meeting; Mr. Hennis and Mrs. Robinson did not get the surveillance system training scheduled for June 3, 2015 at 10:00 am. Jim Reaves, Custom Security, called today to apologize for not coming to conduct the training. Mr. Reaves explained he had other customers experiencing problems due to lightning damage. Mr. Wine commended the office staff for always stepping up to continue to provide excellent customer service in the absence of personnel due to vacation and other unforeseen circumstances. The ladies are doing a great job.

Old Business:

Mr. Robinson opened discussion on the feasibility study of the Sewer System of Saraland. Mr. Bell stated the Board asked him to work on a proposal for the Sewer System of Saraland to submit to the City. Mr. Bell asked the Board for some feedback in regards to what information the Board wants in the proposal. Mr. Bell, added, the Board, also, asked him to look into the outstanding general obligation warrants. Mr. Bell reported he has

requested the official statement. Mr. Bell discussed the draft of the proposal and asked for the Board's input. Mr. Bell stated as the draft develops further he will circulate the draft via email for the Board to discuss at the next meeting.

Mr. Robinson opened discussion on the tank maintenance proposal. Mr. Russell stated the bid opening will be held on June 9, 2015 at 2 pm in the Saraland Water Service conference room.

Mr. Robinson opened discussion on the computer system upgrade. Mrs. Robinson reported there have been several issues to arise during the upgrade; however our programmer has resolved each of them. Mrs. Robinson stated we are having problems with the old printer communicating with the new software. She informed the Board there is a need to upgrade the printer as well. Mr. Davis stated he wants to make sure we get the right equipment needed for the job. Mrs. Robinson concluded even though we have had issues to come up with the upgrade; our customers have not been impacted by them. We have continued to provide our customers with the best customer service.

Mr. Robinson opened discussion on the website development. Mr. Haines reported the office staff is continuing to submit "test payments" in order to modify the per transaction and end of day reports. Mr. Haines elaborated the reason for the per transaction report is so we know exactly when a payment has been made. The office staff have submitted Board meeting minutes to Mrs. Benson to put on the website. The Board discussed the online payment options. Mrs. Robinson explained we will receive a per transaction report for all online payments; however, we will not receive a per transaction report for payments submitted via phone.

Mr. Robinson asked for an update on the surveillance system. Mr. Hennis reported the surveillance system has been installed, but there are a few items that need attention. Mrs. Robinson stated training was rescheduled for June 10, 2015 at 8:30 am.

Mr. Davis opened discussion regarding the Cherry Hill Subdivision. Mr. Davis stated we currently have a water line running through the area and we are fully capable and ready to provide water service to this area. Mr. Davis stated he and Mr. Hennis met with the developer to discuss there being two different sets of plans for the same subdivision. Mr. Davis informed the developer it is our intent to provide water to the developing area. Mr. Davis added there will be a planning board meeting Tuesday evening to discuss the subdivision. Mr. Hennis discussed the benefits to our system if we served the subdivision. Mr. Hennis further explained we are the best system equipped to properly serve the area. The Board continued to discuss the development of the area within the limits of the City of Saraland. Mr. Mitchell recommended two of the Board Members should meet with Mayor Rubenstein to discuss the subdivision.

Mr. Robinson opened discussion on updating the interior of the office. Mr. Hennis reported he contacted several vendors to come look at what we wanted; we are still waiting on those prices. Mr. Hennis stated he and some of the men took it upon themselves to see how difficult it would be to remove the wallpaper, sand and paint the office; so they painted one of the offices. Mr. Wine commended Mr. Hennis and the men on a wonderful job.

New Business:

Mr. Robinson opened discussion regarding updating the signature cards for all the bank accounts at Regions Bank. Mr. Mitchell made a motion to authorize Mrs. Robinson to contact Regions Bank to request the removal of the names of former employees and Board Members and update the signature cards to reflect the following approved personnel; Board Members: O'Neil Robinson, James Davis, Allen Wine, Jackie Haines, and Ron Mitchell and employees: Chad Hennis, Nicole Robinson and Katherine McDuffie. Mr. Davis seconded. Motion carried.

Mr. Robinson opened discussion on the invoices presented for ratification: ADEM inv#2015051011, dtd 5/14/2015 in the amount of \$1,215.00, re: QTR1 (Oct-Dec 2014) and QTR2 (Jan-Mar 2015), McCrory & Williams, Inc inv#2015272 in the amount of \$2,134.00, re: Clerical – Project S7510-2012. The Board discussed the invoices. Mr. Wine made a motion to pay all invoices presented. Mr. Haines seconded. Motion carried.

Secretary / Treasurer's Report:

Mr. Wine reported we do not have any CDs maturing at this time. Mrs. Robinson discussed the low interest rates available for public funds.

Vice-Chairman's Report:

Mr. Davis stated the items he was going to address at this time has already been discussed; therefore, he had nothing further to report.

Chairman's Report:

Mr. Robinson reported he had a couple things he wanted to discuss. First, he wants to recognize the employees on June 19, 2015 with an Employee Appreciation Day. The Board discussed ideas for the day. Mr. Robinson reported he spoke with Mr. Betancourt regarding an old invoice. Mr. Betancourt suggested the Board wait to discuss the invoice at a later time. Mr. Robinson reported we have a new temporary laborer. Mr. Robinson reported he and Mr. Hennis rode through some of the developing area on Hwy 158 and Shelton Beach Road. Mr. Robinson has asked Mr. Hennis to work on a long range plan for these areas. Mr. Hennis stated he will work with Mr. Russell in preparing this long range plan. Mr. Robinson prayed for blessings for our employees and Board Members having health issues.

Superintendent's Report:

Mr. Hennis reported the Well #1 lime pump has been sent to Aqua Products for repair. Mr. Hennis informed the Board; this lime pump has been in service for 15 years. Mr. Hennis reported he had a meeting with the grant petitioner, Mrs. Cara Stillman, on June 1, 2015 to discuss some needs of the system. Mr. Hennis reported the Saraland Fire Department conducted a flow test at Saraland High School this week. Mr. Hennis stated the results reported to him by the fire department was 3000gpm. Mr. Hennis, also, reported the results of 2000gpm for the flow test near the hotels on Hwy 158. Mr. Hennis stated these results show we are more than capable to provide for the future development. Mr. Hennis reported the hospital is still in the plans to come to Saraland. Mr. Hennis finished by telling the Board; we have growth coming into the area and we are ready to provide the water service.

Attorney's Report:

Mr. Bell stated he had nothing further to report at this time.

Engineer's Report:

Mr. Russell stated he had nothing further to report at this time.

Correspondence:

Eml from Ms. Reburn, Alabama 811, dtd 5/21/15, re: Alabama Damage Prevention Task Force

Eml from Mayor Rubenstein, Civic Forum, dtd 05/21/15, re: Officer Installation Banquet / End of Civic Forum Year Celebration on May 26, 2015.

Eml from Ms. Jones, Saraland Chamber, dtd 5/22/15, re: 2015 South Alabama Non-Profit Summit on June 5, 2015, 8:30 – 3:30 pm

Eml from Ms. Jones, Saraland Chamber, dtd 5/22/15, re: Payroll Vault Ribbon Cutting on June 11, 2015, 5:30 – 8:30 pm

Ltr from Mr. Dees, Mobile County Personnel Board, dtd 05/26/15, re: 2015-2016 MCPB Budget

Bulletin No 233 from Mr. Dees, Mobile County Personnel Board, dtd 6/1/15, re: Deadline for Bonus and Incentive Requests

Mr. Robinson asked if anyone had anything more to report to the Board. Mr. Davis informed the Board that Mr. Hennis is still in the process of searching for a certified water service operator. Mr. Davis asked for an update on the disability insurance available to our employees. Mrs. Robinson stated she and Mr. Robinson discussed the short term disability and long term disability insurances currently available at no cost to Saraland Water Service employees. Mrs. Robinson reported in the past Saraland Water Service only offered short term disability, but now offers short term and long term disability. The Board discussed the coverage. Mr. Davis asked Mrs. Robinson is she felt the coverage available was adequate. Mrs. Robinson stated the coverage available is better than what we had in the past and is in line with the industry standards. Mr. Mitchell asked Mrs. Robinson how much we pay for STD and LTD coverage. Mrs. Robinson stated she did not remember the premiums; but if the Board did not mind, she will put that information in the Board Member files so they can have access to it. The Board discussed the information presented. Mrs. Robinson asked the Board to look at another scenario. In the past, when employees were on short term disability it was due to an injury and we have partnered with a local general practitioner to evaluate them before the employee returns to work. However, with a stroke it is more of a neurological illness and we need to find a doctor qualified to evaluate our employee should the employee's doctor decide he/she is ready to return to work. Mrs. Robinson asked the Board to think about this and make any suggestions for a physician to partner with to perform the evaluation before an employee returns to work. Mr. Davis asked Mr. Hennis to evaluate the water line on Hummingbird Drive. Mr. Hennis stated he has already planned to evaluate the water line after one other project.

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 7:30 P.M.

ATTEST:

RATIFIED AND APPROVED:
