

**Regular Meeting**  
**July 7, 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. H. O'Neil Robinson  
Mr. Scooter Thronson  
Mr. Jackie R. Haines  
Mr. Ron K. Mitchell

Absent:  
Mr. James E. Davis

Mr. Raymond Bell, Board Attorney, and Mrs. Carah Hall, Board Engineer were in attendance.

Mr. Haines opened the meeting with prayer.

**Committee Reports:**

Mr. Mitchell reported since the last Board meeting; three new taps were installed and a 2" leak repaired.

Mr. Thronson reported since the last Board meeting; everything in the office is running smoothly.

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

Having the Board's approval; Mr. Robinson deviated from the regular order of business to allow sewer customer, Mrs. Marie Morris, to address the Board regarding sewer backing up into her residence on June 17 – 18, 2016. The Board thanked Mrs. Morris for coming to the meeting to explain the extent of her situation. The Board informed Mrs. Morris they will do everything they can to ensure it does not happen again. The discussed having a generator set up for automatic start-up to prevent this from happening again in the future. Mr. Thronson made a motion to put a temporary generator at the Landfill lift station until a permanent generator can be installed. Mr. Haines seconded. Motion carried.

**Old Business:**

Mr. Robinson opened discussion on the maintenance / repairs for lift stations. Mr. Robinson advised the Board this item will not be listed under Old Business on future agendas. It will be the responsibility of the Sewer Superintendent to report at the appropriate time.

Mr. Robinson opened discussion on the generator grant. Mr. Hennis reported the generator for Graham Street lift station has been delivered to Thompson Caterpillar. Mr. Hennis explained an automatic start-up switch did not come with the generator so he had to order one. Once the switch comes in; Mr. Hennis will have it all delivered at one time.

Mr. Robinson opened discussion on the CDBG grant. Mr. Robinson explained Mrs. Stallman isn't present tonight.

Mr. Robinson opened discussion on the Treatment Plant Operator I. Mr. Hennis reported we are waiting on a list of eligible candidates from the Mobile County Personnel Board.

Mr. Robinson opened discussion on sewer lines for the University of Mobile. Mr. Robinson asked for this item to remain on the agenda so Mr. Davis can report on it at the next meeting.

Mr. Robinson opened discussion for an update on the Screening / Headwork Project. Mrs. Carah Hall reported the notice to proceed was issued on June 27, 2016. Mrs. Hall reported the 160-day contract began July 5, 2016. Mrs. Hall stated they are waiting on the screen to come in; it should not take more than two weeks. Mr. Hennis reported he has been checking on the blower; it should be here within a couple of weeks.

Mr. Robinson opened discussion on the chain and Teflon rollers. Assistant Sewer Superintendent Paul Kidd reported they have returned the Teflon rollers, but the vendor would not allow the chain to be returned. However; they did give Mr. Kidd a list of companies who use that type of chain. Mr. Robinson asked for this item to be removed from future agendas and Mr. Herring can report should there be anything new.

Mr. Robinson opened discussion on the 2008 Bond. Mr. Robinson introduced Mr. Bob Young, Frazier Lanier Company. Mr. Mitchell explained he reviewed the six RFQs received and he selected Frazier Lanier Company to help the Board with the refunding of the 2008 Bond Issue. Mr. Young discussed the refunding process with the Board. Mr. Young explained the importance of obtaining a Standard and Poor's rating. Mr. Mitchell made a motion to accept the proposal from Frazier Lanier Company and hire them to facilitate the refunding of the 2008 Bond Issue and acquiring a Standard & Poor's rating. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened discussion on Cherry Hill Subdivision. Mr. Robinson tabled this item to allow Mr. Davis to give his report at the next Board meeting.

Mr. Robinson opened discussion on the property & general liability insurance. Mr. Robinson tabled this item until the next Board meeting.

Mr. Robinson opened discussion on the bids for the shop next door. The Board discussed reducing / removing some of the requested items in order to reduce costs. Mr. Mitchell suggested the shop next door would provide an adequate area for future Board meetings. Mr. Bell suggested negotiating with the low bidder regarding the amended items. Mr. Robinson asked Mr. Hennis and Mrs. Hall to negotiate with the low bidder.

Mr. Robinson opened discussion on installing water lines along Hwy 158 to Saraland City limits. The Board asked Mr. Hennis and Mrs. Hall to work together in acquiring pricing. Mrs. Hall discussed permitting for work along Hwy 158. The Board discussed the possibility of having two wells near one another on Hwy 158.

Mr. Robinson opened discussion on the tank upgrade – make it green. The Board tabled this item, due to Mrs. Cara Stallman's absence.

Mr. Robinson opened discussion on the SSAB Foundation. Mr. Bell explained the Board cannot make a donation; however, the Board can purchase advertisement. Mrs. Robinson asked if the Board would like to challenge the employees to purchase school supplies for the schools in our area. The Board asked Mr. Hennis to head this endeavor. Mr. Mitchell suggested asking Mr. Joe McDonald to come to the office and speak to the employees.

Mr. Robinson opened discussion on the Blue Cross Blue Shield of Alabama health insurance. The Board discussed the increase for health insurance and the impact it would have on the employees. The Board tabled this item until the next meeting to learn what the City of Saraland is going to do for their employees.

### **New Business:**

Mr. Robinson opened discussion on authorizing Mrs. Nicole Robinson to attend a Human Resource Law Seminar to be held on October 6, 2016. Mr. Robinson explained the importance of allowing Mrs. Robinson to attend this seminar. Mr. Thronson made a motion to authorize payment in the amount of \$349.00 to allow Mrs. Nicole Robinson to attend the Human Resource Law Seminar to be held on October 6, 2016 in Mobile, Alabama. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on Superintendent Chad Hennis' merit increase recommendation for Mr. Steve Williams, Public Service Worker I. Mr. Hennis elaborated on the work ethic of Mr. Williams. Mr. Thronson made a motion to approve a 7-1/2% special merit increase for Mr. Steve Williams, Public Service Worker I. Mr. Haines seconded. Motion carried.

Mr. Bell stated he has been in communication with Chairman O'Neil Robinson. They discussed the items that need to be discussed in executive session and Mr. Bell deems the subject to be appropriate for executive session. Mr. Bell stated he understands the executive session should take approximately 20 minutes. Mr. Haines made a motion to enter into executive session for no longer than 20 minutes. Mr. Thronson seconded. Motion carried. Executive session began at 7:00 pm. Mr. Robinson ended executive session and began regular order of business at 7:20 pm. The Board discussed the need for written policies for on-call employees. Mr. Thronson made a motion to place a letter of reprimand in the permanent employee file of Mr. David Byrd. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened discussion on water and sewer invoices presented for ratification:

Water invoices

McGriff Tire & Service inv# 282494, in the amount of \$1,438.90, Tires for backhoe  
Southern Controls inv# 4040050-00, in the amount of \$1,123.82, re: Soft start for Well #1  
TTL inv# 13013337, in the amount of \$3,151.70, re: Consumer Confidence Report

Mr. Haines made a motion to pay water invoices as presented for ratification. Mr. Mitchell seconded. Motion carried.

Sewer invoices

Sheppard Electric Motor Service inv# 24281, in the amount of \$6,994.50, 3hp pump for lift station  
Analytical & Environmental Testing inv# 26296, in the amount of \$1,450.00, May 2016 Sampling  
Precision Industrial Machine inv# 12568, in the amount of \$1,180.00, Check valve repair of Gorman Ruff pump  
Quartz Lamps inv# 10807, in the amount of \$3,561.02

Mr. Thronson made a motion to pay sewer invoices as presented for ratification. Mr. Mitchell seconded. Motion carried.

**Secretary / Treasurer's Report:**

Mr. Mitchell presented the Mobile Works annual audit for comparison and information to consider when looking for a new firm to perform the annual audit. Mr. Mitchell reported Mrs. Robinson is searching for the best rate and term for a matured cd.

**Chairman's Report:**

Mr. Robinson discussed Mrs. Deborah Hodges and her work to transfer sewer books to quick books. Mrs. Robinson reported we are entering water accounts payable vendors into quick books in an effort to begin paying water accounts payable from quick books. Mr. Robinson requested an OAI to free up employees to work with quick books. Mr. Robinson asked Mr. Mitchell to work with Mrs. McDuffie regarding a percentage to increase water and sewer rates.

**Water Superintendent's Report:**

Mr. Hennis clarified the temporary generator to be installed at the Landfill lift station will not have an automatic start-up switch. Someone will have to go to the lift station and manually start the generator. Mr. Hennis explained he has three prices for a new generator. The Board discussed the response time to an AC power fault of a lift station. Mr. Haines and Mr. Thronson requested a policy on after-hours response and proper training.

**Sewer Superintendent's Report:**

Assistant Sewer Superintendent Paul Kidd reported A& B Electric recoated the lines to the old drum screen at the treatment plant. Mr. Kidd reported Jim House picked up the Teflon rollers. Mr. Kidd called Mr. Herring and informed him Jim House picked up the rollers, but not the chain. Mr. Robinson reported Mr. Paul Kidd will be retired effective August 1, 2016.

**Attorney's Report:**

Mr. Bell stated he had nothing further to report.

**Engineer's Report:**

Mrs. Hall stated she covered her report under old business. Mrs. Hall reported they are doing the preliminary research for cleaning out the tank at the treatment plant.

**Correspondence:**

Cpy of ltr to Mr. Dees, Director Mobile County Personnel Board, dtd 6/13/16, re: Bulletin No. 236

Ltr from Mr. Dees, Director Mobile County Personnel Board, dtd 6/16/16, re: Budget for 2016/2017

Cpy of ltr to The Creel Company from Carah Hall, dtd 6/27/16, re: Emergency Replacement of Headworks Screening Equipment, M&W Project No. S7510-2037

There being no further business to come before the Board; Mr. Thronson made a motion to adjourn the meeting. Mr. Haines seconded. Meeting adjourned at 7:39 P.M.

ATTEST:

RATIFIED AND APPROVED:

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