

**Regular Meeting
August 20, 2015**

Chairman Mr. 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 Saraland Water Service meeting room with the following Board members present:

Present:

Mr. James Davis
Mr. Ron Mitchell
Mr. O'Neil Robinson

Absent:

Mr. Allen Wine
Mr. Jackie Haines

Mr. Raymond Bell of Bell Law Firm was present. Mr. Darryl Russell of McCrory & Williams was present.

Mr. Robinson opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last meeting the men have completed 19 water line locates and 11 work order request cards. The last safety meeting was held on August 7, 2015 and the topic was "School Zone Safety".

Mr. Mitchell reported since the last meeting 2 - ¾" & 2 - 1" radio read meters and 4 - ¾" Backflow have been installed.

Old Business:

Mr. Robinson opened the discussion on the Tank Maintenance proposal. Mr. Bell has been contacted by Regions Bank about the requested loan of \$275,000 which will be a bond subordinate to the existing bond with a 60 month amortization schedule. Mr. Davis would like to amend the agenda and open the nominations for temporary assistant Secretary Treasurer. Mr. Davis nominated Mr. Mitchell. Mr. Robinson closed the nominations. Nomination unanimously approved by the Board. Motion by Mr. Davis to approve the authority of the Chairman and the temporary Assistant Secretary Treasurer to execute the documents necessary to enter into the 2015 series Bond for \$275,000. Mr. Mitchell seconded. Motion approved.

Mr. Robinson opened the discussion on the Chemical Bid. The Board would like for Mr. Hennis to check the State Bid list.

Mr. Robinson opened the discussion on the Regions Bank signature cards. Mr. Robinson reported all attending Board members have signed the documents.

Mr. Robinson opened the discussion on independent rate schedules for the Water service and Sewer services. Motion by Mr. Mitchell to separate the water and sewer rate schedules. Mr. Davis seconded. Motion carried.

Mr. Robinson would like for the Board go into executive session. Mr. Bell has been in communication with the Chairman of the Board and deemed the matters to be appropriate for executive session. The session will be approximately 20 minutes. Mr. Davis made a motion to go into executive session. Mr. Mitchell seconded. Motion carried.

New Business:

Mr. Robinson welcomed Cara Stallman to the meeting. Ms. Stallman presented each Board member with a report on projects submitted for the Restore Act funds. Ms. Stallman would like for each Board member to review the attached list of people on the Alabama Gulf Coast Recovery Council to make contact.

Report of Officers:

Mr. Davis has met with the outside staff of the Water and Sewer Departments and discussed several items one being uniforms. Mr. Hennis will make sure all new personnel will be sized properly. Mr. Davis stated Mr. Paul Kidd is planning to retire by October 1, 2015. The sewer personnel have requested direct deposit.

Mr. Mitchell would like to present an analysis of water sales from the financial statements. The analysis reflects that the revenue generated from the annual increases should cover additional expenses.

Mr. Mitchell has been in contact with his CPA in reference to auditing services. My CPA is no longer in that business. Mr. Mitchell asked him to furnish a list of available auditors. Mr. Mitchell will bring that list to a future meeting.

Mr. Mitchell would like an email address added to our website. Mr. Mitchell would also like someone to answer the questions from customers on a daily basis.

Mr. Robinson would like to send a mail-out to our customers with the information that Saraland Water will be taking over the City of Saraland Sewer System effective October 1, 2015. Mr. Robinson would also like for our Board members to attend Turnerville Water's next Board meeting. Mr. Mitchell would like to request The Call News report on the transition of ownership of the Sewer System of Saraland from the City of Saraland to Saraland Water.

Superintendent's Report:

Mr. Hennis reported Tank Pro has been out and repaired some items at Shelton Beach Road Tank that were discovered during an inspection. Tank Pro previously had the maintenance contract on this tank site.

Mr. Hennis would like for the Board to review a policy from MAWSS website in reference to sewer.

Mr. Hennis reported the Sewer Department did not participate in the re-band of the Radios and the participation period has expired. Radios will have to be purchased for the Sewer Department.

Mr. Hennis is currently developing a work order card for sewer department, they will be light green in color.

Engineer's Report:

Mr. Russell reported McCrory & Williams is working on a layout for the maintenance building to be presented at the next meeting.

Attorney's Report:

Mr. Bell reported receipt of the first draft of the agreement between the City of Saraland and Saraland Water for review. The Mobile County Personnel Board will put the request for personnel on the agenda when notified. Mr. Bell has requested a list of inventory. Mr. Bell will have a rough draft of the final agreement at the next meeting.

Correspondence:

Ltr from Donald Dees Director of Mobile County Personnel Board, Re: OAI Position, dtd 8/12/15.

Maintenance schedule from Tank Pro list of items repaired on 8/11/15.

Recycled copper and brass from shop copy of check \$1872.69 dtd 8/6/15.

Well Source Data Report for the month of July 2015.

There being no further business to come before the Board; Mr. Mitchell made a motion to adjourn the meeting. Mr. Davis seconded. Meeting adjourned at 8:32 P.M.

ATTEST:

RATIFIED AND APPROVED:
