

**Regular Meeting  
September 17, 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:	Absent:
Mr. James Davis	Mr. Allen Wine
Mr. Ron Mitchell	
Mr. O'Neil Robinson	
Mr. Jackie Haines	

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

Mr. Davis opened the meeting with a prayer.

**Committee Reports:**

No committee reports.

**Old Business:**

Mr. Robinson opened the discussion on the agreement between the City of Saraland and Saraland Water. Mr. Bell presented each Board member a document reorganized from a subsequent copy to have some recitals and defining terms for review. Mr. Bell continued to describe the contents of the document. After some discussion Mr. Robinson requested the Board go into executive session. The chairman has discussed with Mr. Bell the reason for executive session and I deem these matters to be sufficient to go into executive session for a period of approximately 15 minutes. The Board entered into executive session. The Board resumed regular order of business. Mr. Mitchell made a motion to reaffirm the vote to accept the transfer of the sewer system and that the chairman is authorized to execute the contract as modified to reflect the deletion of the language of 1.3 and the attorneys work out the language in paragraph 23 and 24 to accentually omit the language in 24. Mr. Davis seconded. Motion carried.

Mr. Robinson introduced Mr. Patton of Volkert Engineering. Mr. Patton presented the Board with a brochure and a brief synopsis of the service provided. Mr. Robinson thanked them for attending the meeting.

Mr. Robinson opened the discussion on the motion to increase the sewer rate. Mr. Mitchell made a motion to rescind motion to increase the sewer rate by 120% of the existing water rate. Mr. Haines seconded. Motion carried. Mr. Mitchell made a motion to increase the sewer rate by 20% contingent on the signing of the contract of the transfer of the sewer system on October 1<sup>st</sup>, 2015 between the City of Saraland and Saraland Water. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on the budget. Mr. Hennis stated the budget presented was for the fiscal year 2014-2015. A budget for 2015-2016 will be created after the audit.

Mr. Robinson opened the discussion on the tank maintenance proposal. Mr. Russell will report during the engineer' report.

Mr. Robinson opened the discussion on the attorney's fee. Mr. Davis made a motion to increase the monthly fee to \$1000.00 with no more than 3 hours of service the balance billable at the current rate. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on the Low Income/Disability discount sewer application and policy. Mr. Mitchell made a motion to continue with the policy the City of Saraland has in effect, requalification will begin on July 1, 2016 with the exception being new applications contingent on the signing of the contract October 1<sup>st</sup>, 2015. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on requesting the Mobile County Personnel Board creating an OAIH position. Mr. Mitchell made a motion to create the OAIH position. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion for an employee discount on their water and sewer bill. No action taken.

Mr. Robinson opened the discussion on the sewer repairs on the right of way. Mr. Hennis would like for the Board to adopt a policy to define what the responsibility would be for our personnel in reference to sewer repairs. Mr. Bell will work on a draft for this policy to be reviewed.

Mr. Robinson opened the discussion on the renovations to the building located 233 Shelton Beach Road. Tabled to be discussed next meeting.

Mr. Robinson opened the discussion on business meter deposit. After some discussion Mr. Haines made a motion to increase the ¾" meter deposit from \$50.00 to \$100.00 effective immediately. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened the discussion on a 500,000 line of credit. Tabled to be discussed next meeting.

**New Business:**

Mr. Robinson opened the discussion for a one step merit increase for Susan Graham and Pam Boykin our Office Assistant I's. Mr. Davis made a motion to approve this merit increase. Mr. Haines seconded. Motion carried.

Mr. Robinson opened the discussion on the Water Service Operator II. Tabled to be discussed next meeting.

Mr. Robinson opened the discussion on an Employee Bonus. Tabled to be discussed next meeting.

Mr. Robinson opened the discussion on the Holiday Schedule 2015-2016 presented for review. The holidays are the same in number and occasion. Mr. Davis made a motion to adopt the holiday schedule as presented. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened the discussion on Ordinance 818. No action taken.

Mr. Robinson opened the discussion on sewer call out. Mr. Robinson has discussed this with Mr. Hennis and the recommendation is to adopt the current policy of 2 hours for call out to be consistent with the Water Department personnel. After some discussion Mr. Davis made a motion to take the Superintendents recommendation to pay 2 hours for sewer call out, which is the industry standard, for the Sewer personnel contingent on the signing of the contract to be effective October 1<sup>st</sup>, 2015. Mr. Mitchell seconded. Motion carried.

Mr. Robinson opened the discussion on sewer bill adjustment procedure and policy.

Mr. Mitchell made a motion to adopt a sewer adjustment policy as follows:

If a homeowner has a sewer leak that doesn't go into the sewer system, no more than once every 12 month period, it will be considered for adjustment with proper documentation. Customer will be responsible for 1/3 of the leak plus a six month average. Mr. Mitchell made a motion to adopt this policy as presented contingent on the signing of the contract October 1<sup>st</sup>, 2015. Mr. Haines seconded. Motion carried.

#### **Report of Officers:**

No reports.

#### **Superintendent's Report:**

Mr. Hennis reported the new employee started September 14, 2015.

#### **Engineer's Report:**

Mr. Russell reported the tank maintenance contract has been executed. Mr. Russell has a revised drawing for the Board on the renovations to the building located 233 Shelton Beach Road. Mr. Russell reported the relocation of water line project on Celeste Road engineer's agreement with ALDOT has been signed. The plans for this project are being developed along with the reimbursement agreement with ALDOT.

#### **Attorney's Report:**

Mr. Bell would like to have an agenda item next meeting to have a motion to reaffirm all contingent agreements. Mr. Bell, Mr. Hennis, Mr. Robinson and Mayor Rubenstein met with the Turnerville Board to inform them of the upcoming transfer of ownership of the sewer department and to reassure them there is a cooperative spirit moving forward to work with them.

Mr. Bell is very great full for the consideration of the increase and vote of confidence from the Board.

**Correspondence:**

Emails from the Chamber of Commerce.

Ltr from Southern Actuarial Services, dtd 9/8/15.

Ltr to Mr. Donald Dees, Personnel Director of Mobile County Personnel Board, from Chad Hennis Re: Creation of positions, dtd 9/11/15.

There being no further business to come before the Board; Mr. Davis made a motion to adjourn the meeting. Mr. Mitchell seconded. Meeting adjourned at 8:45 P.M.

ATTEST:

RATIFIED AND APPROVED:

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