

Regular Meeting

June 16, 2016

Chairman H. 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 Service Conference room with the following Board Members present:

Present:

Mr. H. O'Neil Robinson
Mr. Ron Mitchell
Mr. Scooter Thronson
Mr. James Davis

Absent:

Mr. Jackie Haines

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

Mr. Thronson opened the meeting with prayer.

The minutes of the June 2, 2016 meeting were approved by signature.

Committee Reports:

Mr. Thronson reported that since the last board meeting the office is running smoothly.

Mr. Mitchell reported that since the last board meeting a 10" Sewer Line was repaired in front of the new Auto Zone. An 8" Water Line on Old Telegraph Road was repaired. An 8" Tap for Agape Church on Celeste was worked. 80 feet of 6" Water Main was installed on Lazy Buck. Two partial taps were done in Spanish Trace, and 18 taps for the Apartments on McKeough Avenue were applied for.

Mr. Davis reported that since the last board meeting, sixty-eight 811 locates has been worked for the Water and Sewer Departments. Eleven water complaint cards have been worked. The Safety meeting will be at 11:00 tomorrow.

Old Business:

Mr. Robinson opened discussion of Omega Laundry. Mr. Robinson reported that Mr. Hennis and Mr. Black will meet with Mr. Dials, owner of Omega Laundry, Friday June 17, 2016.

Mr. Robinson asked Mr. Davis to give an update on Cherry Hill Subdivision. Mr. Davis informed the Board that the City is requesting a third party testing of the water flow and he will have an updated report at the next meeting. Mr. Vaughn informed the Board, Mr. Hennis was asking for permission to hire someone to do this flow test. Mr. Mitchell wants more information on who actually requested and wants this flow test done, before he approves Mr. Hennis to hire a third party to do the test.

Mr. Robinson discussed Blue Cross Blue Shield Insurance. A Representative of Blue Cross and Blue Shield will come by to update us on our policy. Mr. Robinson wants everyone to be here when that happens.

Mr. Robinson asked for an update on the CDBG Grant. Ms. Stallman informed the Board the amount for Saraland Water and Sewer Service has decreased and asked the Board to accept the new Resolution 2016-2 to replace the old Resolution 2016-1. Mr. Thronson motion that the Board resend the Resolution that was previously passed and replace with the new Resolution. Mr. Davis seconds the motion. Motion passed.

Mr. Robinson asked Mr. Herring to give an update on the Maintenance/Repairs for Lift Station. Mr. Herring reported the new pump located by the Hampton Inn on Highway 158 is running good, but the lift station is still using both pumps. Mr. Herring would like to get a bigger pump and put the two from this location at the Smoke Avenue Lift Station. Mr. Herring also added there is a check valve broken at the plant but they are working to get it fixed.

Mr. Robinson opened discussion of the Generator Grant, Ms. Stallman informed the Board that the only thing we are waiting on is the Generator itself.

Mr. Robinson opened the discussion for sewer lines at the University of Mobile. Mr. Davis has had the action of contacting Mr. Tommy Robinson. Mr. Davis asked Mr. Bell if he can consult with him on the proper approach he should take on this matter.

Mr. Robinson asked for an update on the screening/headwork project. Mr. Russell informed the Board that the contract documents have been signed by the contractor, the manufacturer is doing their part, but we are waiting on some Insurance Certificate papers to be signed and returned to us but work is proceeding.

Mr. Robinson asked for the update on the Chain and Teflon Rollers. Mr. Herring has talked to Jim House, he has informed Mr. Herring that this is a special order part, they do not keep it in inventory, but Mr. House has called the factory to explain to them that it is wrong part, we can't use it. Mr. House informed Mr. Herring that he is working on it.

Mr. Robinson discussed Property & General Liability Insurance. After much discussion Mr. Robinson stated further information is needed and he will get that information and bring it back in front of the Board.

Mr. Robinson discussed changing the contact person on the 2008 Bond. The Board was informed Michael Sullivan is still on file as the contact person, and that it should be updated to reflect Chad Hennis being the contact person on the 2008 Bond. Mr. Bell did inform the Board this update has been done.

Mr. Robinson updated the Board of Ms. Hodges and her loading the Sewer Books into the Quick Book program.

Ms. Hodges did inform Mr. Robinson one thing that is holding her up is the fact that the Sewer Plant should have been appraised and question of some invoices she is communicating with Mrs. Jernigan at the City of Saraland to get the information she needs.

Mr. Robinson opened discussion of hiring a Treatment Plant Operator I. Mr. Vaughn (sitting in for Mr. Hennis) asked the Board (on Mr. Hennis behalf) to agree to pay this person at Grade 12 Step I rate when hired and then after six months increase is pay to Grade 12 Step J. Mr. Bell informed the Board it is his understanding the person Mr. Hennis is talking about still needs to give the Mobile Personnel Board information and we need to wait on the list of eligible Treatment Plant Operator I candidates. After further discussion the Board agreed to table this discussion, find out more information and asked to be placed on the next meeting agenda.

Mr. Daryl Russell reported to the Board on the Water Line along Highway 158 to Saraland City Limits. Mr. Russell informed the Board he obtained a lay out of the lines from MAWSS and he provided copies and discussed them with Mr. Bell. Mr. Russell also contacted MAWSS's director Doug Cody, he explained to him what our interests were as far as possibly taking over the line segments from Highway 158 up Kali Oka to where we are already metering. Mr. Russell said MAWSS does not object to this proposal, however details have not been worked out. Mr. Russell spoke with Mr. Charles Highland and Mr. Cody to discuss the proposal to determine whether they are amenable to these terms. Mr. Bell will then have contact with them to go over the terms and report back to the Board. Mr. Davis made motion for McCrory and Williams to make assessment and bring it back to the Board. Mr. Thronson seconded the motion. Motion passed.

Mr. Robinson informed the Board if they are considering to give employees a Bonus it is time for a letter to be sent to the Mobile Personnel Board stating our intentions. Mr. Davis made motion to send such letter to the Mobile Personnel Board. Mr. Thronson second the motion. Motion Passed.

New Business:

Mr. Robinson discussed bids for North Tank. Mr. Herring brought attention to the Board that as far as the Sewer Department is under a dual permit and when they decide to open bids on the cleaning and maintenance of the North Tank, to state in the requirements that work should not start until latter part of October. Mr. Davis made motion for McCrory and Williams to start the preparation for the cleaning of North Tank.

Mr. Thronson second the motion. Motion passed.

Mr. Robinson opened discussion of increasing water and sewer rates. After further discussion the Board agreed to bring this matter up at a later meeting before October 1, 2016.

Mr. Robinson discussed the invoices presented for ratification. WATER: Inv # 1101630 Badger Meter, dated 06/06/2016, in the amount of \$4,413.36 for Service Renewal effective 07/07/2016 to 07/06/2017. Inv# 2016061011 ADEM, dated 06/03/2016, in the amount of \$1200.00 for Bacteriological Analysis Fee (from Oct-Dec 2015/Jan-Mar 2016). Inv# 20167872 McCrory & Williams, dated 06/09/2016, in the amount of \$24,037.50 for Design Services: Renovation Plans and Specifications. Inv# 20167831 McCrory & Williams, dated 06/03/2016, in the amount of \$2,552.00 for Clerical. Mr. Davis made motion to pay the invoices. Mr. Mitchell second. Motion passed.

SEWER: Inv# 362174 Industrial Chemicals, Inc., dated 05/24/2016, in the amount of \$1,539.85 for (2) 440 lb. drum, poly. Inv# 4720 Mobile Fence, dated 06/09/2016, in the amount of \$2,033.00 for installation of fence at sewer lift station on Graham Street. Inv# 20167843 McCrory & Williams, dated 06/09/2016, in the amount of \$3,862.50 for preparation of 2015 Municipal Water Pollution Prevention Annual Report. Inv# 20167845 McCrory & Williams, dated 06/10/2016, in the amount of \$4,102.50 for Engineering Services Inv# 230456 Industrial Valve, dated 05/31/2016, in the amount of \$3,122.25 for repair of another Actuator. Inv# 24173 Sheppard Electric Motor Service LLC., dated 05/24/16, in the amount of \$1,467.99 for EQ pump #5. Mr. Thronson mad motion to pay the invoices. Mr. Mitchell second. Motion passed.

Report of Offices:

Mr. Mitchell wants to bring paper work from another business where he is a seated treasurer, showing their CPA Auditor expense to ours.

Mr. Davis reported he has had the opportunity to talk with the outside employees since the last meeting, and there are no complaints. Mr. Davis also added since we are getting into the summer months that the Board should consider getting more drinks and bandanas along with other items along those lines for the outside men. Mr. Davis also added the safety meeting is going to be June 17, 2016.

Mr. Robinson reported he and Mr. Russell met with contractors regarding the building next door, they did a walk through and gave an idea to the contractors of what is wanted. The contractors will make their proposal and turn them in before 2:00 pm Friday June 24, 2016. Mr. Robinson asked Mr. Vaughn for an update on the water line installation on Lazy Buck. Mr. Vaughn informed the Board they are still working on it. Mr. Robinson ended his report by acknowledging Mr. Russell was leaving McCrory and Williams and moving on to a different company. He thanked Mr. Russell for being there for Saraland Water and Sewer Service and he will be greatly missed.

Assistant Superintendent's Report:

Mr. Vaughn reported everything is going good. The Water Department is pumping around two million gallons of water per day, and keeping on top of maintenance.

Engineer's Report:

Mr. Russell reported that the bids for the property next door should be placed on the agenda of the next meeting. Mr. Russell would like thank the Saraland Water and Sewer Board and its employees for he has enjoyed being part of our company. Mr. Russell made comment that the Board and employees make the citizens the central focus which makes this a pleasurable place to work and is conducive of a great organization.

Correspondence:

Email from SSAB Foundation for Education, dtd 06/13/2016 Fill the Bus campaign
Ltr from Mobile Personnel Board, re: Budget for the Personnel Department fiscal year October 1, 2016-September 30, 2017

Mr. Mitchell made the request for the SSAB Foundation for Education be placed on the Agenda for the July 7, 2016 meeting, for the Board to consider contributing One Thousand Dollars to this cause.

There being no further business to come before the Board, Motion by Mr. Thronson to adjourn. Motion seconded by Mr. Davis. Meeting adjourned at 6:59 P.M.

ATTEST:

RATIFIED AND APPROVED:

