

**Regular Meeting
January 5, 2017**

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 5:34 P.M. at the Saraland Water 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, Ms. Carah Hall, Board Engineer, Ms. Cara Stallman, Board Grant Administrator, were present.

Mr. Haines gave the opening invocation.

Committee Reports:

Mr. Mitchell reported, since the last meeting: the men have installed a 4" meter and vault on Towneship Road, repaired four 2" lines have been, installed a ¾" service line and replaced a ¾" service line.

Mr. Thronson reported, since the meeting; applicants for the vacant Office Assistant I position have been interviewed. However, we haven't found anyone to fill the position thus far. We will request a new list of eligible applicants in February. Mr. Robinson added this is the second list we have requested; maybe the next list will have someone who fits our Office Assistant I criteria.

Mr. Haines reported, since the last meeting; the men have performed preventative maintenance on fleet trucks, such as, changing the oil, filters, etc. The men, also, painted the floor in the truck bay and supply room of the maintenance shop.

Old Business:

Mr. Robinson opened discussion on the North Tank. Mr. Hennis reported the job was put out for bid and there were several bids received for the cleaning contract and replacement contract. Ms. Carah Hall reported the bidding process has been completed, the bids tabulated and she is prepared to make her award recommendation. The bid was done in two contracts: cleaning and replacement. Two bids were received for the cleaning contract: Ranger Environmental and GreenSouth Solutions. The bid from Ranger did not have all the required information so it was incomplete; the bid amount was \$54,231.00. The bid from GreenSouth Solutions was in the amount of \$102,960.00. Ms. Hall recommended the Board award the North Tank Cleaning Contract to GreenSouth Solutions. Three bids were received for the replacement contract: Creel Co.\$105,602.00, Persons Service \$115,339.00and GA West \$225,821.00. Ms. Hall recommended the Board award the North Tank Replacement Contract to Creel Company. Mr. Mitchell asked if a bid bond is required. Ms. Hall added all the bonds are in order and the companies are aware of the time constraints. Mr. Thronson made a motion to accept the bid from GreenSouth Solutions in the amount of \$102,960.00 for the North Tank cleaning contract. Mr. Haines seconded. Motion carried. Mr. Haines made a motion to accept the bid from Creel Company in the amount of \$105,602.00 for the North Tank replacement contract. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened discussion on awarding Engineering Contract for the CDBG Grant. Ms. Stallman explained the Board had to go through the competitive procurement process for Engineering and Grant Administrator for the CDBG Grants. The Board authorized a committee of two Board Members and the Utilities Director to review proposals for the engineering and grant administration. There were two proposals received for engineering; Volkert, Inc. and McCrory & Williams, Inc. There was only one proposal for grant administrator; Grant Management, LLC. Based on the committee score sheets, the recommendation for engineer for the CDBG Grant is McCrory & Williams, Inc. Mr. Thronson made a motion to award \$32,000.00 of the CDBG Grant for engineering to McCrory & Williams, Inc. Mr. Haines seconded. Motion carried. Mr. Thronson made a motion to award \$5,000.00 of the CDBG Grant for grant administering to Grant Management, LLC. Mr. Haines seconded. Motion carried.

Ms. Stallman discussed applying for another Community Development Block Grant in 2017. Ms. Stallman continued there are still service areas that this Board could use grant money to improve infrastructure. Mr. Thronson made a motion to move forward in completing the 2017 CDBG application documents and to authorize Chairman Robinson to sign grant documents. Mr. Haines seconded. Motion carried.

Mr. Robinson opened discussion on the discharge contracts for Qualawash and Aaron Oil. Mr. Hennis stated he, Ms. Hall and Mr. Bell are still working on the contracts.

Mr. Robinson asked for an update on the collection of expenses caused by a contractor who damaged sewer lines on Hardwood. Mr. Bell reported there has not been any activity; they will meet to discuss itemization of expense.

Mr. Robinson asked for an update on the acceptance documents for Frontage Road and Towneship Road. Mr. Bell reported he is waiting on the City to get back with him.

Mr. Robinson asked for an update on Mrs. James Cochran, 610 Saraland Avenue, past due balance of \$1,337.39. Mr. Bell reported he has not had any communication from them and to proceed with normal collection procedures this month.

Mr. Robinson opened discussion on sewer along the Frontage Road. Mr. Hennis discussed laying sewer lines down the Frontage Road from the old Hampton Inn to the detention pond to provide service for the future development. Mr. Mitchell explained there is a process to go through before installing sewer lines. The Board authorized Mr. Hennis and Ms. Hall to proceed with getting more information regarding cost to be presented at the next meeting.

The Board discussed the bond projects.

New Business:

Mr. Robinson stated Grady & Rebecca Metts, 501 Pierce Street, requested to be added to the agenda to discuss the sewer rates; however, they were not in attendance at the meeting.

Mr. Robinson opened discussion on the Sewer General Obligation Warrants and the 2008 Water Bond Issue. Mr. Bell stated documentation was included to pay the amounts as stated in the 2016 Bond Issue. Mr. Bell stated all of that information was included in the final bond transcript.

Mr. Robinson opened discussion on the Cherry Hill Subdivision. Mr. Hennis discussed upgrading the lift stations at the entrance of Spanish Trace. Mr. Hennis stated as Cherry Hill Subdivision develops it will increase

the load at the Spanish Trace lift stations. Mr. Hennis suggested reserving a portion of the Cherry Hill Subdivision tap and capacity fees for upgrading the lift station. Mr. Hennis stated the Board may want to think about ways to divert some of the load from Celeste Road.

Mr. Robinson opened discussion on a truck for the Sewer Department. Mr. Hennis explained all the sewer trucks were 10 years or older (1997 Ford, 2001 Ford & 2007 Ford). The cost to keep the sewer trucks on the road is increasing as the trucks get older. There was much discussion regarding and the Board decided to table this until the annual financial statement is presented.

Mr. Robinson opened discussion on an auditor / bookkeeper. Mr. Thronson stated he would like to see profit and loss statements. Mrs. Robinson explained she, Ms. Graham and Mr. Robinson will meet with Mrs. Karen Simmons to discuss the needs of the system. Mrs. Robinson added as soon as the office is fully staffed it will allow Ms. Graham to work on the bookkeeping full time. Mr. Mitchell suggested he and Chairman Robinson meet with Mr. Betancourt to thank him for his service to the Board of Water and Sewer Commissioners.

Mr. Robinson opened discussion on a generator for Well #1. Mr. Hennis explained all the water wells have a generator except Well #1. Mr. Hennis asked Ms. Stallman if there were any grants available for generators. Ms. Stallman stated there will be emergency money available after a disaster. Mr. Mitchell stated we need a generator for the disaster. The Board asked Mr. Hennis to get prices and bring to the next meeting.

Mr. Robinson opened discussion on upgrading the lift station next to the old Hampton Inn. Mr. Hennis explained the need to upgrade the lift station is there especially as the area along the Frontage Road develops. Mr. Herring stated they planned to upgrade the lift station before, but didn't have the money. The Board asked Mr. Hennis to work with Ms. Hall to get prices and bring to the next meeting.

Mr. Robinson opened discussion on the surveillance DVR. Mrs. Robinson explained she received a quote from AIS to upgrade the storage capacity of our existing DVR from 1 TB to 4 TB at a cost of \$985.00, to upgrade the DVR, 4 TB storage capacity at a cost of \$1,985.00. Mr. Hennis recognized some blind spots in the surveillance and added it would benefit the company to get more cameras. The Board asked Mr. Hennis to get prices and bring to the next meeting.

Mr. Robinson opened discussion on invoices for ratification:

Water

Patco A/C Services, Inc. inv# S-12672, in the amount of \$4,890.00, Install 4ton heat pump system at office. Mr. Mitchell made a motion to pay the Patco A/C Services, Inc. invoice in the amount of \$4,890.00. Mr. Thronson seconded. Motion carried.

Sewer

Andritz Separation inv# 8480069297, in the amount of \$11,301.00, Touch Panel, GreenSouth Solutions, LLC inv# 693, in the amount of \$1,704.67, Sludge removal & disposal fee, Hill Trucking inv# 19495, in the amount of \$1,050.52, B-Base Limestone, Jim House & Assoc, Inc. inv# 5416, in the amount of \$1,330.40, Suction flanges for Camelot Lift Station, PATCO A/C Services, Inc. inv# S-12678, in the amount of \$4,936.00, Install 4ton gas package unit, Sheppard Electric Motor, inv# 23756, in the amount of \$13,553.57, Repair Kyser blowers, replace filters, Sheppard Electric Motor, inv# 23757, in the amount of \$1,850.00, Replace belts on Kyser blowers, Next Day Air shipping, Sunbelt Rentals, inv# 65489024-001, in the amount of \$2,167.78, Submersible Pump Rental for North Tank, Aqua-Aerobics Systems, Inc., inv# 80738-PP, in the amount of

\$32,375.00, Rental of Disk Filter. Mr. Hennis explained each of the invoices. Mr. Haines made a motion to pay the sewer invoices submitted for ratification. Mr. Mitchell seconded. Motion carried.

Secretary / Treasurer's Report:

Mr. Mitchell reported Mr. Betancourt is still performing the 2016 – 2017 fiscal year audit. Once the audit is completed; we will present a 1st quarter expense report and start submitting monthly profit & loss statements effective January 2017. Mr. Mitchell stated he has an issue with the Chairman not enforcing Roberts Rules of Order. Mr. Mitchell gave two examples he felt supported his statement. Mr. Mitchell stated Mrs. Robinson crossed the line at two meetings; one in 2015, when the Mayor was present to discuss the Board of Water & Sewer Commissioners taking over the City of Saraland Sewer Department, and in 2016, when waiving sewer tap and capacity fees for Saraland Early Education Center and waiving sewer fees for the YMCA, was discussed. Mr. Mitchell suggested Mr. Robinson and Mrs. Robinson attend a City Council meeting so she can watch the City Clerk and she can mimic the City Clerk. Mr. Robinson stated he would take his statement into consideration.

Utilities Director's Report:

Mr. Hennis reported the men have been working preparing the plant for the North Tank renovations. Mr. Hennis stated Mr. Byrd has been repairing several air leaks, working on the sludge at the sewer plant. Mr. Hennis stated Mr. Vaughn and the men have been working to get everything ready at the shop so stuff can be moved in the new shop. Mr. Hennis stated he is very proud of the men; they are working together to repair broken lines.

Sewer Superintendent's Report:

Mr. Herring reported as Mr. Hennis stated the men have been repairing air leaks at the sewer plant. They have replaced UV ballast. Mr. Mitchell asked how many manholes overflowed during the heavy rain. Mr. Herring stated only two manholes overflowed. Mr. Thronson asked about expansion capabilities of the waste water treatment plant. Mr. Mitchell asked for an engineering report presenting outline of possibly expanding the waste water treatment plant. Mr. Herring thanked the Board for his time at Saraland Water and Sewer Service and stated due to personal reasons he submitted his letter of resignation to the Board. Mr. Herring informed the Board his last day would be January 27, 2017. Mr. Herring gave his letter of resignation letter to Mr. Robinson.

Attorney's Report:

Mr. Bell stated he had nothing further to report tonight.

Engineer's Report:

Ms. Hall stated she had nothing further to report tonight.

Grant Petitioner:

Ms. Stallman stated she had nothing further to report tonight.

Correspondence:

Ltr from ADEM, dtd 12/15/16, re: Saraland WWTP Draft Permit, NPDES Permit No. AL0055786
Ltr from MCPB Training Officer, Jeanne Harris, dtd 12/13/16, re: New Employee Orientation Dates

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 6:40 P.M.

ATTEST:

RATIFIED AND APPROVED:
