

**Regular Meeting**  
**May 3, 2018**

Chairman Mr. 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 Maintenance Building with the following Board Members present:

Present:  
Mr. H. O'Neil Robinson  
Mr. Ron Mitchell  
Mr. Scooter Thronson  
Mr. Jackie Haines  
Mr. James Davis

Absent:

Ms. Carah Hall, Board Engineer and Mr. Raymond Bell, Board Attorney was present.

Mr. Davis opened the meeting with prayer.

**Committee Reports:**

Mr. Mitchell reported that since the last Board Meeting, a new 4" service and vault along with an 8" fire line has been installed at Destination Church. Two (2) 2" services were installed along with a 6" sewer lateral.

Mr. Haines reported that since the last Board Meeting, the A/C in truck #35 is being repaired.

Mr. Davis reported that since the last Board Meeting, fifty-seven (57) Alabama 811 locates have been worked for water and sewer. Eight (8) work orders for water, and one (1) work orders for sewer have been worked.

Mr. Thronson reported that since the last Board Meeting, there have been twenty-seven (27) payments processed on the credit card machine in the office. The credit card machine collected \$7,620.61 in payments, water taps, turn on, cleanup meters.

**Old Business:**

Mr. Robinson started the discussion the Preventative Maintenance Plan for the System. Mr. Hennis has a journal at each site collecting the information on what is being done and what is needed. He will ask the Board permission to purchase some materials to repair some of the sites.

Mr. Robinson asked for Mr. Davis to give an update on the Infectious Waste Exposure. Mr. Davis informed the Board that the employees that are subject to the Blood borne pathogens has been trained in the written portion of our program, and have begun the steps in the receiving their first round of shots.

Mr. Robinson asked Mr. Haines to discuss with the Board the Grease Program. Mr. Haines then asked Mr. Bell to inform the Board of his findings about the Grease Program we are trying to put in place. Mr. Bell informed the Board, that after the last meeting where is was clarified which way this Board was going with the program he then inquired of the procedures of Mobile Water and Sewer (MAWSS) on a commercial establishment that handles grease. After further discussion Mr. Thronson made motion for Mr. Bell to start the Saraland Water and Sewer Service Policy for commercial establishments in the Saraland Water and Sewer Service area that handles grease. Mr. Haines second the motion. Motion passed.

Mr. Robinson asked an update on the three (3) year EMR accident report. Mr. Davis said that what he wants is a signed report from our insurance company, stating what number are we in reference to our accident reports in last three years. Mr. Davis asked for this item to stay on the agenda until we receive this report from the insurance company.

Mr. Robinson asked Mr. Hennis to explained to the Board of the emergency tie in of Kushla Water. Mr. Hennis informed the Board that Kushla water has asked if it was possible for them to hook into our water line, to be used in an emergency. Mr. Thronson made motion that Kushla Water be allowed to tie into our water main and may use the water in an emergency situation at the price of 3.50 per thousand gallons. Mr. Davis second the motion. Motion passed.

**New Business:**

Mr. Robinson asked Mayor Rubenstein to address the Board with his request. Mayor Rubenstein discuss with the Board the request of the Saraland Water and Sewer Service to donate water to the Splash Pad project at the City of Saraland Park facility. Mr. Mitchell made motion for Saraland Water and Sewer Service to donate water to the Splash Pad at the City of Saraland Park facility located on Highway 43. Mr. Davis second the motion. Motion passed.

Mr. Robinson asked Ms. Cottrell to address the Board about her concern. Ms. Cottrell stated that after her findings of her water bills, she is asking the Board for compensation of monies she has paid. After further discussion the Board informed Ms. Cottrell they will get the information for her on this matter, correct the bill and give her names of the persons she needs to talk to at the City of Saraland.

Mr. Robinson brought before the Board a special merit increase for Mr. Ard, TPO II. Mr. Mitchell made motion that Mr. Ard be awarded this special merit increase. Mr. Davis second the motion. Motion passed.

Mr. Robinson made the Board aware of the copy of the police report we received in regards of the monies that was covered with a specious color found in our night drop.

Mr. Robinson made the Board aware of the resignation letter of Mr. Brunson.

Mr. Robinson ask Mr. Cook to address the Board of his findings of the Test Well #5. After discussion the Board agreed that a Third Party should retest the water sample from Test Well #5. Ms. Hall is to get a list of companies and their price.

Mr. Robinson asked Mr. Hennis to inform the Board of the required maintenance of the Centrifuge. Mr. Davis made motion for Mr. Hennis to purchase a new centrifuge from the quote given to the Board. Mr. Mitchell second the motion. Motion passed. Mr. Hennis also asked the Board for permission to buy flappers for 3" force, for 8" pump, well plates and a couple of rotate assemblies for lift station repairs, Mr. Mitchell made motion for Mr. Hennis to purchase said items. Mr. Thronson second the motion. Motion passed.

Mr. Robinson opened the discussion on a CD that was discovered past maturity date. Mr. Davis discovered this CD by accident while going through his personal finances at BBVA Compass. This CD had been dormant for four (4) years, as he was informed, and the CD signatures were, a retired employee, a former Board Member and Mrs. Robinson. Mr. Davis was very concerned about this CD and any others that may be out there dormant and questioned Mrs. Robinson's involvement, even referencing the movie "Shawshank Redemption." Mr. Davis suggested investing the CD for sixty months at 1.5% rate at BBVA Compass. Mr. Mitchell stated that the length of the investment would be too long, he believed that twenty-four month investment at 1.6% would be wiser. Mr. Mitchell made motion for this CD be moved to United Bank and be invested for twenty-four months at 1.6%. Mr. Thronson second the motion. Motion passed. Mr. Davis also expressed his concern of this CD being over looked and asked how many others have been overlooked, it was a good thing he was able to obtain this information from BBVA Compass even though his name was not listed as one of the signers. The Board then agreed that a list of all active CD's, the maturity dates, current signatures and the title of that CD should be formed.

Mr. Robinson asked Mr. Mitchell to address the Board on the irrigation meter for Keep Saraland Beautiful. Mr. Mitchell asked the Board to allow Keep Saraland Beautiful to have the irrigation meter on Highway 158 at no charge. Mr. Hennis informed the Board that this situation has come before the Board years ago and was voted to allow this situation for Keep Saraland Beautiful.

#### **INVOICES FOR RATIFICATION:**

WATER: A-Long Boring, Inc., (McCrary & Williams, Inc.) inv#, dated 04/27/2018, in the amount of \$32,614.00, re: water portion of Highway 158 Waterline Extensions. McCrary Williams, inv# 20188930, dated 04/19/2018, in the amount of \$7,620.00, re: Bond Issue Project, Highway 158 Waterline to Kali Oka Road. McCrary Williams, inv# 20188938, dated 04/19/2018, in the amount of \$1,530.00, re: Bond Issue Project, Test Well #5. The Personnel Board, inv#10840, dated 04/19/2018, in the amount of \$2,941.46, re: Third Quarter 2017-2018 Personnel Board Expense. Mr. Thronson made motion to pay water invoices. Mr. Davis seconded. Motion passed.

SEWER: GreenSouth Solutions, LLC, inv#1231, dated 03/31/2018, in the amount of \$5,382.44, re: Sludge removal. Jim House & Associates, Inc., inv#8747, in the amount of \$4,605.00, re: Popeye's Lift Station, pump motor and parts. McCrary Williams, inv#20188929, dated 04/19/2018, in the amount of \$2,315.00, re: WWTP Operations Assessment and Training. McCrary Williams, inv#20188928, dated 04/19/2018, in the amount of \$1,080.00, re: General Services. A-Long Boring, Inc., (McCrary & Williams, Inc.) inv#, dated 04/27/2018, in the amount of \$77,200.00, re: sewer portion of Highway 158 Waterline Extensions. SIS, inv#0028703-IN, dated 04/13/2018, in the amount of \$1,199.85, re: cleaned and videoed 300' of 8" on Celeste Road at Destination Church looking for a lateral to tie in. Mr. Haines made motion to pay the sewer invoices. Mr. Mitchell seconded. Motion passed.

#### **Report of Offices:**

Mr. Davis informed the Board that the Safety Meeting he announced at the last Board meeting did take place and that the three annual performance review he reported last meeting did take place but only two where done.

Mr. Hennis reported that they are working on the collection system, working on Old Telegraph Road pumping station. Mr. Hennis also added they have been working on the generator at Scott Drive lift station. Mr. Hennis informed the Board that they have been working on servicing the lift stations and they will be at Ann Street repairing a lateral. Mr. Hennis also added the Smoke Testing is still going on they are still in Shelton Beach Estates, and was informed by Ms. Hall of some depress sewer lines, Mr. Davis wants this added to next meeting's agenda.

Ms. Hall reported that the water and sewer line on Highway 158 is finished, still working on the irrigation meter, but the project come in at 7% (seven percent) under budget, along with the Test Well that came in at 10 to 15% under budget. Ms. Hall also informed the Board that the pre-bid for the equipment building was held just the day before and three contractor showed, the 9<sup>th</sup> of May is the dead line for the bids to be placed and at the next Board Meeting Ms. Hall will have her recommendation.

Ms. Stallman gave the Board a summary (update) of the project on Highway 158, if the Board wishes to place this on the Website. Ms. Stallman informed the Board of a meeting on the 24<sup>th</sup> of May (6pm-8pm) at Five Rivers, in regard of the "Bucket 1", and suggest that the Board make an appearance.

**Correspondence:**

Report from American Tank Maintenance, Washout Inspection Report on Tank #2.  
Copies of overpayment to the City of Saraland GO Series 2010.

There being no further business to come before the Board, Motion made by Mr. Thronson to adjourn. Motion seconded by Mr. Haines. Meeting adjourned at 7:21 P.M.

ATTEST:

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RATIFIED AND APPROVED:

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