

Regular Meeting

May 4, 2017

Vice Chairman Mr. James Davis 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. Jackie Haines
Mr. Ron Mitchell
Mr. Scooter Thronson
Mr. James Davis

Absent:

Mr. H. O'Neil Robinson

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

Mr. Mitchell opened the meeting with prayer.

Committee Reports:

Mr. Mitchell reported that since the last board meeting a 2" water line was repaired, a ¾" service line was repaired, 123 radio read meters were installed and 12ft section of sewer main was replaced on Elm Street.

Mr. Thronson reported since the last Board Meeting, there has been absents in the office due to illness but the office staff has pulled together to keep things going. Mrs. K McDuffie is continuing to cross train Ms. Boykin in Daily Deposits.

Mr. Davis reported that since the last board meeting, fifty-two 811 locates have been worked for the Water and Sewer Departments. Twelve work orders for water have been worked and eight work orders worked for the sewer department.

Old Business:

Mr. Davis introduced Mr. Cook which he then started his conclusion on the Test Well, after Mr. Cook's presentation the Board decided to place this back on the agenda for the next meeting so there can be a vote.

Mr. Davis introduced Mr. Gilbert (CPA), for him to discuss the P&L to the Board. Mr. Gilbert informed the Board that he will have a P&L every second Board meeting of the month for the previous month.

Mr. Davis ask for an update on the Aaron Oil Discharge Contract, Mr. Bell informed the Board that the contract is complete, and it is now ready to give to Aaron Oil. Mr. Thronson made motion to accept the contract that states for us to install a meter at Aaron Oil to register their discharge into the sewer system. Mr. Haines seconds the motion. Motion passed.

Mr. Davis asked Ms. Hall for the update on the lines of Frontage Road, Ms. Hall informed the Board that there were 6 (six) bids taken on the 27th of April, and that she has included her recommendation of REV Construction in the package. Ms. Hall also informed the Board, if the contract is approved at this meeting, she expects the full executed by May 20th and by June 1st have their notice to proceed. Ms. Hall talked to Crackle Barrell and they are good with this time frame. Mr. Haines made motion for the Board to proceed with Ms. Hall's recommendation to award the contract to REV Construction. Mr. Thronson second the motion. Motion passed.

Mr. Davis started the discussion of the Sewer Consultant, Ms. Hall reported to the Board that the revisions have been made, and should release the RFP on May 8th, response by May 26th. Mr. Davis made motion to accept the proposal as amended to allow McCrory and Williams to identify potential Sewer Consultants. Mr. Thronson seconds the motion. Motion passed.

New Business:

Mr. Davis pointed out that the item listed under New Business (install meter at Aaron Oil) has been taken care of in the Aaron Oil Discharge Contract under Old Business.

INVOICES FOR RATIFICATION: WATER: Inv # 10756, The Personnel Board for Mobile County, in the amount of \$2,317.16, re: 2016-2017 Third Quarter Expenses. Mr. Thronson made motion to pay the invoices. Mr. Haines second. Motion passed.

SEWER: Inv# 3127, Quick Rooter, LLC., in the amount of \$2,800.00 for four loads-bugs for sewer. Hach, inv# 10419885, in the amount of \$1,000.00, Probe with Cable. Hach, inv# 1042813, in the amount of \$4,211.48, Sewer Lab equipment/supplies. GreenSouth Solution, LLC., Payment request #1, in the amount of \$73,150.00, Emergency Cleaning of Post Aeration/UV Basin, Post-Equalization Basin and South SBR Tank. Southern Balance, inv# 042117-C, in the amount of \$3,200.00, AND GH120 Balance. Mr. Thronson made motion to pay the invoices. Mr. Haines second. Motion passed.

Report of Offices:

Mr. Mitchell reported that no CDs have matured at this time. Mr. Mitchell also wanted to bring up another topic, not for a “vote” but for “discussion”. Mr. Mitchell received an email from Nicole Robinson, which said that because of personal reason (her Mothers illness), she would be working from home (sometimes), Mr. Mitchell stated he is not a fan of employees working from home. He would like to discuss, asking Mr. Bell, could the Board members put some requirements on there that states she would have to use vacation and sick time and limit the amount of “work at home” time, to say 25%. Mr. Bell responded saying that working from home is hard to track but the Board policies are currently the policy of the Mobile County Personnel Board. Mr. Thronson wanted to know what does the Personnel Board policy mandates? Mr. Bell informed the Board that the Mobile County Personnel Board wants us to make sure if we write a policy on such matters that the Board make sure it does not conflict with theirs, and the Mobile County Personnel Board does not have a provision of working at home, however they do have a provision for flex, and then the point authority that this Board has, sends an assentation stating that “I know said employee has worked forty hours, thus pay that employee for hours worked.” Mr. Bell continued to state, that it’s not hard to write a “work from home” policy, but it is different from having an employee punch in on a time clock. Mr. Thronson ask Mr. Bell for sake of an example, if the Saraland Water and Sewer Service Board Members denies Nicole Robinson the ability to work from home, would the Board be in any violation with the Mobile County Personnel Board? Mr. Bell’s response was that Nicole Robinson would use her vacation and sick time she has accumulated if she was to work from home, and there would be no violations. Mr. Mitchell then said to the Board, he remembers from the City of Saraland of employees giving other employees some of their accumulate time. Mr. Bell stated what the Board agrees upon should be equal to all employees. Mr. Mitchell then states to the Board, he believes the members of this board should not write their own policy just to stay with the Mobile County Personnel Board’s policy, Mr. Bell said that this was good, but also realize that when an employee is off (either by taking vacation time or sick time) they are off and calling the employee at this time to do Saraland Water and Sewer Service task should not be done. Mr. Mitchell added, based on Nicole Robinson’s email, she had talked to the Chairman Mr. Robinson, and her email was to inform the Board members of her work schedule. Mr. Haines stated that yes the email was not written as a request, Mr. Mitchell agreed. Mr. Mitchell then stated that he would like for this discussion to be placed in the minutes, and that he is in favor of continuing normal work operation, not work from home. Mr. Mitchell also added if an employee in this situation used all their accumulated vacation and sick time, then to come to the Board, for now nothing has changed, if Mrs. Robinson needs something to be changed she would need to make a request to the Board not just talk to the Chairman, for he does not have the authority to tell Mrs. Robinson she can work from home.

Mr. Davis informed the Board Members that two outside employee’s evaluation has been completed, one more employee is still needed.

Utility Director's Report:

Mr. Hennis reported that he was informed of people living at 105 Delisa Drive, and not have a water meter, it was then found out the house is actually connected to a pump located in the back yard. Mr. Hennis did contact Mr. Bell to see what needs to be done in founding out the owner of the property. Mr. Bell informs the Board he did find the name of the property owner and will try to contact him and hope that he will cooperate with us on this matter. Mr. Bell is asking the Board to give him instructions on the continuation of getting in touch with property owner and to inform current persons at said address to properly hook up to Saraland Water Service. The Board decided to place this on the agenda for the next meeting. Mr. Hennis then informs the Board Members that he has hired temporary laborer, Weston Moody, he is young but doing very well. Mr. Hennis informed the Board Members that there was problems Sunday night, because of a power failure a generator had to be hook up to the lift station on Deer Run Drive, also that the SSO (Sanitary Sewer Overflow) has been sent to ADEM. On Monday the fuser will be in and they can get started on the South Tank. Next Tuesday the men will be at Hampton Inn Lift Station with Alabama Power. Mr. Hennis also informed the Board that he received a letter from the Mobile County Personnel Board informing him that the pay scale for the Sewer Mechanic and the Sewer Mechanic Assistant are so close that the Board needed to look at it and make adjustments. The Board agreed for this item to be placed on the Agenda for next meeting.

Engineer's Report:

Ms. Hall reported to the Board, the CDBG grant project has started, the contractor ran a camera in the sewer lines of the three roads and found that a line about 14 feet on Elm Street needed to be replaced before it could be lined, the water and sewer men went to Elm Street and replaced the line.

Correspondence:

Ltr to Stephanie Ammons, ADEM, dtd 4/25/17, Response to Notice of Violation.

There being no further business to come before the Board, Motion by Mr. Thronson to adjourn. Motion seconded by Mr. Haines. Meeting adjourned at 7:02 P.M.

ATTEST:

RATIFIED AND APPROVED:

