

**Regular Meeting
October 19, 2017**

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
Mr. Jackie Haines

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

Mr. Davis opened the meeting with prayer.

Committee Reports:

Mr. Mitchell reported since the last board meeting One Hundred Forty-Seven (147) radio read meters have been installed, the Two (2) new meters for Aaron Oil have been installed, and a Two (2) inch water line was repaired on Hummingbird Drive.

Mr. Davis reported since the last board meeting there have been Fifteen (15) work orders for water department, Two (2) work orders for sewer department, and Thirty-One (31) locates for 811 that have been worked for Water and Sewer Departments.

Mr. Haines reported since the last board meeting the Grit Removal at the Sewer Plant is up and running. The dishwasher, new cabinet, and counter top have been installed, in the lab, at the Sewer Plant. Also, the safety switch on the crane on the new F-450 has been repaired. The credit card machines, in the office, were put into effect on October 5, 2017. Since that time, there has been 44 credit card payments made.

Old Business:

Mr. Robinson asked Cara Hall about the status of Well # 5 (Test Well). Ms. Hall stated that we could proceed with the deep well, and then move on the aquifer once the property has been secured. After some discussion, Mr. Haines made a motion to move ahead with the deep well. Mr. Davis second the motion. Motion passed.

Mr. Robinson mentioned the contract with Aaron Oil. The contract has been received, and both John Vaughn and Nelson Willard have installed the Two (2) discharge meters.

Mr. Robinson asked Ms. Hall about the maps for the sewer system. Ms. Hall stated that she brought the maps for everything on Celeste Road, and should bring the rest of the maps next week.

Mr. Robinson brought up the expense for the Sewer Plant lab equipment. He states that with the purchase of the lab equipment, we would be able to cut the expense of sending samples out to labs for testing within the next Four (4) to Five (5) months. After much discussion, Mr. Davis made a motion to allow the purchase of the lab equipment for the Sewer Plant. Mr. Haines second the motion. Motion passed.

New Business:

Mr. Robinson called on Laura Lose, to discuss bill. Ms. Lose was not present for meeting.

Mr. Robinson stated that Shelley Churchwell, Office Assistant I, is eligible for a one-step 2-1/2% merit increase; Grade 9 Step B. The Office Manager, Nicole Robinson, recommends approval of this merit increase based on her job performance, positive attitude and customer skills. Mr. Thronson made a motion to give Ms. Churchwell a 2-1/2% merit increase. Mr. Davis second the motion. Motion passed.

Mr. Robinson said that Mark Holmes, Water Service Operator I, is eligible for a one-step 2-1/2% merit increase; Grade 14 Step O. Utilities Director, Chad Hennis, recommends approval of this merit increase. Mr. Thronson made a motion to give Mr. Holmes a 2-1/2% merit increase. Mr. Davis second the motion. Motion passed.

Mr. Robinson also mentioned that John Vaughn, Water Service Operator II, is eligible for a one-step 2-1/2% merit increase; Grade 14 Step O. Utilities Director, Chad Hennis, recommends approval of this merit increase. Mr. Davis made a motion to give Mr. Vaughn a 2-1/2% merit increase. Mr. Thronson second the motion. Motion passed.

Mr. Robinson asked Mr. B. J. Gilbert about the P & L statements. Mr. Gilbert went over the P & L reports with the board and stated that Ms. Debra Hodges, Auditor, will be in to finalize the end of the year reports. He also, said that if there were any questions, he would be available to meet at any time.

Mr. Robinson brought up the Resolution – Act 2017-367, which is for the retirees. This resolution was for all retirees, with all utility companies. Mr. Mitchell made a motion to approve the Resolution – Act 2017-367. Mr. Thronson second the motion. Motion passed.

Mr. Robinson mentioned that there was a CD that had matured. After reviewing the rates from different banks, Mr. Thronson made a motion to invest the CD with PenAir Credit Union for a 13-month period. Mr. Mitchell second the motion. Motion passed.

Mr. Robinson said that a 2-1/2% Cost of Living increase for employees was needing to be decided on. After some discussion, Mr. Mitchell made a motion to give the 2-1/2% Cost of Living increase. Mr. Davis second the motion. Motion passed.

Mr. Robinson informed the board that it was time to re-elect Board Officers. Mr. Robinson declared the nominations for the position of Chair open. Mr. Mitchell nominated Mr. Robinson for the position of Chair. Mr. Thronson moved to close the nominations for the position of Chair and Mr. Davis provided a second to the motion. The Chair called for the vote. By a unanimous vote Mr. Robinson was elected to serve as Chair.

Board attorney, Mr. Bell, said that the board could do a group vote to approve the remaining positions to stay the same. Mr. Robinson declared the positions opened. Mr. Mitchell stated that all remaining positions should stay the same. Mr. Thronson moved to close the nominations and Mr. Davis provided a second to the motion. The Chair called for the vote. By a unanimous vote the remaining positions were elected to stay the same.

INVOICES FOR RATIFICATION:

WATER: Beard Equipment invoice # 918020, in the amount of \$1,020.35 re: repair on backhoe. Ferguson Waterworks invoice # 1241403, in the amount of \$2,618.29 re: HYD Flusher. McCrory & Williams Project No: S7510-2012, in the amount of \$1,364.00 re: Clerical. TTL invoice # 3158979, in the amount of \$1,546.00 re: Water testing – Third Quarter: VOC, Haloacetic Acid, SPE GCMS Organic. Mr. Thronson made a motion to pay the water invoices. Mr. Haines second the motion. Motion passed.

SEWER: SIS invoice # 0018998-IN, in the amount of \$1,431.60 re: Sewer Plant Equalization Basin. SIS invoice # 0019248-IN, in the amount of \$2,454.59 re: Clean and Vacuum Grit Chambers. USA Blue Book invoice # 389297, in the amount of \$1,045.44 re: Sewer Plant lab supplies. USA Blue Book invoice # 388663,

in the amount of \$2,035.13 re: Sewer Plant lab supplies. REV Construction Project NO: S7510-2045 Payment #3, in the amount of \$111,739.00 re: HWY 158 & I-65 Service Rd Sanitary Sewer Line. McCrory & Williams invoice # 20178646, in the amount of \$2,090.00 re: W.W.T.P. Operations Assessment and Training. Mr. Haines made a motion to pay the sewer invoices. Mr. Davis second the motion. Motion passed.

Aqua-Aerobic Systems invoice # 80738, in the amount of \$15,000.00 re: Equipment Rental was put on hold for further clarification.

REPORT OF OFFICERS:

Mr. Mitchell - Treasurer

Mr. Mitchell did not have a report.

Mr. Davis – Vice Chairman

Mr. Davis said that since the last meeting the outside teams have attended the monthly health and safety meeting. In addition, last Monday we completed six (6) annual reviews for the outside employees.

Mr. Robinson - Chairman

Mr. Robinson stated that he had talked to Mr. Hennis, and there are a number of items that could be bought for the Sewer Plant. This is something that will be put on the agenda for the next meeting. He reported that the new employee, Mr. Ard is doing a great job. He also stated that they are talking about doing the smoke test, but they are unsure what exactly they will run into. Also, he mentioned that in the next two (2) to three (3) years we need to consider getting another tank because of growth.

Mr. Mitchell mentioned that he thought a good place to use for the Sewer Plant expansion would be where the animal shelter is located. We would have to purchase the property, then have the mayor to move the animal shelter, and then ask the mayor to give us the lot that the shelter was located on. The board said this would be something to think about for the future.

Mr. Vaughn – Assistant Superintendent

John Vaughn said that everyone was staying busy, the meter installation was on schedule, and everything at the Sewer Plant was going good.

Mr. Bell – Board Attorney

Raymond Bell discussed a letter that was received from Ellison Plumbing. He says that he will be contacting them to rectify the situation. Also, that he is talking with the Mobile County Personnel Board about new hires.

Carah Stallman – Board Grant Petitioner

Mr. Robinson reported for Ms. Stallman, saying that she is requesting that the board try and petition our county representatives for votes for BP monies.

Correspondence:

Aaron Oil contract

Letter on ADEM SSO Reporting

ADEM Well Source Data Report for September 2017

Mr. Robinson asked if there was anything else that needed to be discussed. With no reply, he asked if he had a motion to adjourn. Mr. Thronson made a motion to adjourn. Mr. Davis second the motion. Motion carried. Meeting adjourned at 6:17 P.M.

ATTEST:

RATIFIED AND APPROVED:
