

**Regular Meeting  
November 15, 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 Saraland Water Service meeting room with the following Board members present:

**Present**

Mr. Jim Davis  
Mr. Ron Mitchell  
Mr. O'Neil Robinson  
Mr. Scooter Thronson

**Absent**

Mr. Jackie Haines

Mr. Raymond Bell of Adams & Reese Law Firm was present. Ms. Carah Hall of McCrory & Williams was present. Ms. Staci McKean our grant petitioners' partner was present.

Mr. Thronson opened the meeting with a prayer.

**Committee Reports:**

Mr. Thronson reported since the last Board Meeting there have been 57 credit card payments. Mrs. Robinson traveled to Montgomery for the RSA two day training session. The session included training on the new Employer Self Service Portal and an informative Q&A regarding the new retirement contribution process that will go live after the first of the year. Mrs. Robinson stated this will be a more detailed reporting of all full time permanent, as well-as, temporary part time employees. The process will be more time consuming and require some adjustments to the payroll printouts.

Mr. Davis reported since the last Board Meeting the field crews have completed 93 – 811 locates. In addition 12 water work orders and no sewer work orders were completed.

Mr. Mitchell reported since the last Board Meeting a 6" water main was repaired. Three hundred feet of 2" water line has been installed on Hummingbird Drive N.

**Old Business:**

Mr. Robinson opened the discussion on the preventative maintenance plan for the system. Mr. Hennis reported he has been performing random grease inspections at several Restaurants in Saraland. Mr. Hennis has been working on the 5 year plan.

Mr. Robinson opened the discussion on the Grease Recycle Program. No report.

Mr. Robinson opened the discussion on sewer line depress. Ms. Hall reported SIS hasn't made any progress due to the rain. They are going to look at the flows tomorrow to begin the work next week.

Mr. Robinson opened the discussion on alternate Well sites. Ms. Hall sent the information from the pumping test Mr. Hennis provided. Mr. Cook reviewed the results and stated they look great. Ms. Hall has checked with ADEM for requirements.

Mr. Robinson opened the discussion on surge tank location. Ms. Hall has discussed with Mr. Dean and some other consultants about the requirements for a surge tank. This would convert the plant from a Grade 3 to a Grade 4 plant. This would increase the capacity. The influent at the plant would be diluted and this will starve the bugs required for the plant to operate efficiently. Cleaning of the sewer lines will be beneficial.

Mr. Robinson opened the discussion on Sec, 25-49 Special provisions for subdivisions Saraland, Al Code of Ordinances. Mr. Bell stated at the last meeting I was provided the current draft of 25-49 special provisions and requested to make some revisions which I have completed. However when I went to the Municipal Code section I pulled the entire section to look at it. Mr. Bell recommends the entire thing be revamped to have a complete overhaul for the section that governs Water & Sewer disposal. Mr. Bell was granted permission by the Board to revamp the entire document.

**New Business:**

Mr. Robinson opened the discussion on an Employee Cost of Living Raise. After some discussion Mr. Mitchell made a motion to grant a 2 ½% cost of living raise for all full time/permanent employees. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened the discussion on The Christmas Parade application and throws. Mr. Thronson made a motion approve purchase same as last year. Mr. Davis seconded. Motion carried.

Mr. Robinson opened the discussion on surveillance cameras for the New Equipment Bay. Mr. Hennis has a quote of \$4400.00 for installation and programming from STC the company that currently has our surveillance system. Mr. Davis made a motion to purchase the surveillance system from STC. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened the discussion on the sewer consultant report. A copy is in each Board Members file. No discussion.

Mr. Robinson opened the discussion on a one-step merit increase for Mr. Chad Hennis. Mr. Thronson made a motion to grant a one-step merit increase for Mr. Chad Hennis. Mr. Davis seconded. Motion carried.

Mr. Robinson opened the discussion on a one-step merit increase for Mrs. Nicole Robinson. Mr. Thronson made a motion to grant a one-step merit increase for Mrs. Nicole Robinson. Mr. Davis seconded. Motion carried.

**Invoices for Ratification:**

**Water Invoices**

Invoice #S100144081.001 from Central Pipe & Supply, 2 day training for badger reading, (\$1500.00).

Invoice #20189226 from McCrory & Williams for Clerical, (\$1,496.00).

Invoice S7510-2059 project Harris Contracting Co – **Payment #4** / McCrory & Williams for metal building for parking and storing utility trucks and equipment, (\$31,190.10).

Invoice #20189227 from McCrory & Williams for Engineering Services from 9/17/18 to 10/17/18 Parking & Storage Building for Field Trucks and Equipment, (\$3,130.00).

Mr. Thronson made a motion to pool and pay the invoices as listed. Mr. Davis seconded. Motion carried.

**Sewer Invoices**

Invoice #20189240 from McCrory & Williams for WWTP Operations Assessment and Training, (\$2,180.00).

Invoice #20189230 from McCrory & Williams for Engineering services/Sewer, (\$1,305.00).

Invoice #20189232 from McCrory & Williams for Surveying Services depressed sewer at Nordan Creek Highway 43, (\$2,357.50).

Invoice #20189233 from McCrory & Williams for Engineering Services depressed sewer at Nordan Creek Highway 43, (\$1,480.00).

Invoice #26975 from Sheppard Electric Motor, submersible pump and installation @ Charleston Ridge, (\$2,677.50).

Invoice #576-1118 from Southern Actuarial Services, for GASB 75 valuation as of October 1, 2017 (\$1,500.00).

Invoice #721540 from USA Blue Book for Hach Digital Reactor Block, (\$1,015.81).

Mr. Thronson made a motion to pool and pay the invoices as listed. Mr. Davis seconded. Motion carried.

**Report of Officers:**

No reports.

**Utilities Director Report:**

Mr. Hennis reported the Safety Meeting will be held tomorrow @ 11:15am. Mr. Hennis reported some of the employees have enquired about RSA 1, Mr. Hennis would like to schedule a meeting soon. Mr. Hennis spoke with Ms. Hall about the heater not working in the building located 233 Shelton Beach Road to see if it is still under warranty. Mr. Hennis has checked on lights on the new building, one of the existing lights will be relocated. Mr. Hennis also checked the lights at the sewer plant, plan is to replace the lights with LED light fixtures as they go out.

Mr. Hennis requested an update on the Waste Water Operator positions. Mr. Bell stated he was asked to work with the Personnel Board on two matters: one was opening the Treatment Plant Operator II position, the Board has an authorized position and at the next meeting of the Personnel Board they will open a register for the position to be filled. In addition, Mr. Hennis discussed the creation of a new position and explained what that person would do. The Personnel Board takes the position that that position is somewhat like a Treatment Plant Operator 1 in order to be a Treatment Plant Operator I you have to be a Treatment Plant Operator Trainee. The duties will exceed some of the requirements of a Treatment Plant Operator Trainee. No new position can be created at this time. After some discussion Mr. Thronson made a motion to have a letter drafted to request creation of a Sewer Treatment Plant Operator Trainee and begin with Grade 11, also to authorize opening a register for a Treatment Plant Operator II position. Mr. Davis seconded. Motion carried.

**Engineer's Report:**

Ms. Hall reported the final walk thru for the Maintenance Bay will be held tomorrow.

**Grant Petitioner Report:**

Ms. McKean is filling in for Mrs. Stallman. Ms. McKean would like to commend the Board Members on their representation at the meetings on the Restore Act Funds. Ms. McKean stated you are doing exactly what needs to be done and to continue. There is still 350 million remaining for future projects.

**Accounting Report:**

Mr. BJ Gilbert was not in attendance.

**Attorney's Report:**

Mr. Raymond Bell nothing further to report.

**Correspondence:**

Ltr to The Personnel Board for Mobile County, Al from Mr. H. O'Neil Robinson, Re: One Time Bonus.

Ltr from The Personnel Board for Mobile County, Al from Liana W Barnett, Re: Adoption of Mobile County Personnel Board Policy #165 for the College Educational Incentive Pay Policy in regards to employees of the City of Citronelle, Effective 11/6/18.

Ltr from The Personnel Board for Mobile County, Al from Liana W Barnett, Re: Notice Public Hearing to be held Tuesday, November 20, 2018 @ 8:30 a.m. for consideration of comments and suggestions concerning Personnel Board Policies #142 & #156.

There being no further business to come before the Board; Mr. Thronson made a motion to adjourn the meeting. Mr. Davis seconded. Meeting adjourned at 6:30 P.M.

ATTEST:

RATIFIED AND APPROVED:

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