

**Regular Meeting
February 7, 2019**

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

Absent:

Mr. Raymond Bell, Board Attorney was present.

Mr. Haines opened the meeting with prayer.

Committee Reports:

Mr. Mitchell reported that since the last Board Meeting the men have repaired a 2-inch water main on Avondale Avenue and a 2-inch main on Norton Avenue the men also installed a 3/4-inch new water service on Martha Alleyn Drive. Mr. Mitchell reported at last since the last meeting the Sewer department has installed approximately 900ft on Celeste Road.

Mr. Davis reported that since the last meeting, One Hundred eight (108), 811 Locates have been worked between Water and Sewer, in addition to eight (8) work orders for water and one (1) work order for sewer were completed.

Mr. Thronson reported that since the last meeting One Hundred Forty (144) credit card machine transactions, and the office is running smoothly.

Mr. Haines reported that since the last meeting the Vermeer has been repaired. Mr. Haines added the relay on the generator has been replaced along with the fuel system was checked at the sewer plant.

Old Business:

Mr. Robinson asked Mr. Hennis the status of the Preventative Maintenance Plan for the System. Mr. Davis commented that this has been on the agenda for a long period of time and would like to have from Mr. Hennis a draft plan by the end of the quarter (March 2019).

Mr. Robinson started the discussion of Depress Sewer Lines. Mr. Hennis informed the Board of the three Manholes have been lined that was previously discussed and the Sewer department is currently placing degreaser in specific places. Mr. Davis added that Mr. Hennis should take notice of the Treatment Plant levels now that the manholes have been lined.

Mr. Robinson discussed the alternate site for a new well. Ms. Hall was not able to attend this meeting but did send paperwork for this item to Board Members to look at.

Mr. Robinson starts the discussion of the surge tank location. Mr. Robinson informed the Board that this will be the last time this item will be on the Agenda, but when he receives more information it will be placed back on the Agenda.

Mr. Robinson begins the discussion of Sec.25-49 Special Provisions for Subdivisions Saraland, AL Code of Ordinances. Mr. Bell informed the Board that its not completed yet, the changes has been made, the next step is to work with the City Council to adopt it.

Mr. Robinson ask Mr. Bell for the update of the MAWSS contract. Mr. Bell informed the Board that the contract is all set, one correction consists placing in the contract that the meter does belong to MAWSS and the actual start date needed to be listed. Mr. Davis made motion for the modification of commencement date of MAWSS contract should state March 1, 2019. Mr. Haines seconded motion. Motion passed.

New Business:

Mr. Robinson asked Mr. Hennis to address the Board regarding the Surveillance Cameras at 100 Ennis Street. Mr. Hennis asked the Board for surveillance cameras to be installed at the new storage/equipment building. The Board Members looked at the quote Mr. Hennis supplied to them. Mr. Haines wants Mr. Hennis to gather detail quotes and bring them to the next Board Meeting.

Mr. Robinson asked Mr. Waldrep of First Capital Insurance Agency, Inc., to address the Board regarding our general liability and property insurance renewal. Mr. Waldrep informed the Board that policy has increased due to four overseen locations and the fact that the payroll increased on the Sewer side, where as the Water payroll has gone down. Mr. Davis was interested in the Mod code and asked Mr. Waldrep to get the detail report on this for the Board.

Mr. Robinson asked Mr. Hennis to address the Board concerning the purchase of a gas meter along with the safety tripod for when the men have to go into manholes. Mr. Davis made motion for Mr. Hennis to purchase the gas meter with safety tripod. Mr. Haines seconded the motion. Motion passed.

Mr. Robinson asked Mr. Hennis to address the Board of the Scaleton needed for Well #4. Mr. Hennis explained to this the Board and Mr. Haines made motion for Mr. Hennis to purchase the Scaleton for Well #4. Mr. Thronson seconded the motion. Motion passed.

Mr. Robinson asked Mr. Hennis to address the Board of the pipe needed for Pierce Street. Mr. Hennis informed the Board that new house construction will be starting soon and though there is sewer on Pierce Street there is no water. Mr. Thronson made motion for Mr. Hennis to purchase 1,000 ft of pipe to place water line on Pierce Street. Mr. Davis seconded the motion. Motion passed.

Mr. Robinson started the discussion of the annual CCRs. Mr. Hennis informed the Board that TTL has started the process.

Mr. Robinson asked Mr. Hennis to address the Board of purchasing a Camera to inspect the Sewer Laterals. After further discussion, Mr. Davis made motion for Mr. Hennis to purchase the discussed camera to be used to inspect the sewer laterals. Mr. Mitchell seconded the motion. Motion passed.

Mr. Robinson informed the Board that since we have the check scanner, and it will not read starter/counter checks, a motion is needed to no longer allow these checks to be used by customers to pay their bill. Mr. Mitchell did ask if these customers could pay by debit or credit card, the response was Yes. Mr. Mitchell made motion for Saraland Water and Sewer Service no longer accept starter/counter checks from customers making payments. Mr. Davis seconded the motion. Motion passed.

Mr. Robinson brought to the table of having a thumbprint time clock in place for the Men when they move into the maintenance building. After further discussion, Mr. Thronson made motion for Mr. Hennis to purchase the discussed Time Clock. Mr. Haines seconded the motion. Motion passed.

INVOICES FOR RATIFICATION:

WATER: McCrory & Williams, inv# 20199341, dated 1/29/2019, in the amount of \$1,408.00, re: Clerical. The Personnel Board for Mobile County, Alabama, inv# 10903, dated 1/18/2019, in the amount of \$2,717.53, re: second quarter 2018-2019 quarterly Personnel Board expense. Alabama 811, inv# 119258, dated 1/31/2019, in the amount of \$1,090.50, re: yearly membership, January-December 2019. Mr. Thronson made motion for the invoices to be pulled and paid. Mr. Haines seconded. Motion passed.

SEWER: Chapman Masonry, inv# 0001, dated 1/29/2019, in the amount of \$2,980.00, re: repairs to Sewer Treatment Plant, Spanish Trace Lift Station and Tavares Drive. Sheppard Electric Motor, inv# 27302, dated 1/30/2019, in the amount of \$6,188.65, re: New Sub Pump, new adapter for pump at Selena Drive Lift Station. Hydra Services, Inc., inv# 131537, dated 1/28/2019, in the amount of \$2,131.00, re: rental of 6” Pump, Scott Drive Lift Station. Mr. Thronson made motion to pay Sewer invoices. Mr. Haines seconded. Motion passed.

Report of Offices:

Mr. Hennis was just wanting to know of how many Board Members will be in attendance for the ARWA 41st Annual Technical Training Conference March 18, 2019.

Ms. Stallman just wanted to remind the Board Members that the paper work for GOMESSA has been submitted (two projects).

There being no further business to come before the Board, Motion made by Mr. Davis to adjourn. Motion seconded by Mr. Thronson. Meeting adjourned at 6:25 P.M.

ATTEST:

RATIFIED AND APPROVED:
