

Regular Meeting

May 2, 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 and Cara Hall, Board Engineer was present.

Mr. Haines opened the meeting with prayer.

Committee Reports:

Mr. Davis reported that since the last board meeting there have been One Hundred nine (109) Alabama 811 locates have been completed for water and sewer, in addition there have been twenty-five (25) work orders for water and five (5) work orders for sewer that have been worked by the outside crews. Mr. Mitchell reported that since the last Board Meeting the men repaired a ¾ inch service line along with a two-inch main. A fire hydrant that was damaged by a tractor was repaired and at the Splash Pad a new one inch along with a two-inch service line installed. The men are also in the process of the maintenance of all our fire hydrants.

Mr. Haines reported that since the last meeting the headliner was replaced along with a new gasket in the back glass in Truck #36.

Old Business:

Mr. Robinson asked Mr. Hennis the status of the Preventative Maintenance Plan for the System. Mr. Hennis informed the Board that he has the plan he just needs to place it in the book. Mr. Davis asked Mr. Hennis if he also has inventory of assets attached to this plan? With Mr. Hennis' response Mr. Davis advised Mr. Hennis to do so.

Mr. Robinson asked Mr. Bell of the update on Sec.25-49 Special Provisions for Subdivisions Saraland, AL Code of Ordinances. Mr. Bell informed the Board that it is still being worked.

Mr. Robinson ask Mr. Hennis to update the Board on the 6” force main on Norton Avenue damaged by a company boring a line. Mr. Hennis informed the Board he has file a claim with the company and the company’s response is they have no line where we have the claim. Mr. Hennis asked the Board to allow Mr. Bell to get involved.

Mr. Robinson brought before the Board the “Assistant Superintendent” listed on the Agenda. Mr. Davis made motion for the Board to go into executive session and for the discussion not go over fifteen minutes. Mr. Thronson second the motion. Motion passed.

New Business:

Mr. Robinson asked Mr. Hennis does he now have a schedule written out for the Sewer On-Call Rotation. Mr. Hennis informed the Board that there is a schedule now and the men have been informed of said schedule. Mr. Hennis then asked Ms. Hall to inform the Board of the information from ADEM on having the system as a remote monitoring. Ms. Hall informed the Board of ADEM’s requirements, and what is needed in order for the Sewer System to become a remote monitoring waste water treatment plant.

Mr. Robinson asked for information on Treatment Plant Operator I. Mrs. Robinson addressed the Board to inform them that it has been requested, by Saraland Water and Sewer Service to the Mobile County Personnel Board, an amendment of the specification for the classification the requirements. The Mobile Personnel Board has since sent us notification of a public hearing to be held on May 7, 2019 on this matter.

INVOICES FOR RATIFICATION:

WATER: FCCI Insurance Group, dated 4/26/2019, in the amount of \$5,020.00, re: Workers Compensation (audit-premium) (02/15/2018-02/15/2019). McCrory & Williams, Inv#20199456, dated April 15, 2019, in the amount of \$1,100.00, re: Engineering Services-Water Service Connection & Permitting/Shelton Beach Road Hess Enterprises. McCrory & Williams, Inv#20199447, dated April 8, 2019, in the amount of \$1,936.00, re: Clerical services. Top Notch Tree Care, Inv#3641, dated April 16, 2019, in the amount of \$1,350.00, re: Short Street, oak tree removal, dispose and stump grinding. Top Notch Tree Care, Inv#3642, dated April 16, 2019, in the amount of \$1,000.00, re: Pierce Street, pine tree removal, dispose and stump grinding. Pace Analytical, Inv# 7516, dated 4/16/2019, in the amount of \$3,830.00, re: First quarter SOC (synthetic organic chemicals). Security101, inv# P26754, dated 4/29/2019, in the amount of \$2,640.91, re: camera installation at storage/equipment building. Mr. Mitchell made motion for the invoices to be pulled and paid. Mr. Haines seconded. Motion passed.

SEWER: Chapman Masonry, inv# 0002, dated April 18, 2019, in the amount of \$2,032.00, re: 9270 Celeste Road, driveway and sidewalk repair. Greensouth Solutions, Inv#1643, dated March 31, 2019, in the amount of \$2,391.89, re: Sludge removal, dumpster fee, and disposal fee (46.94 ton). Headworks International, Inv#19-0405SAR1, dated April 11, 2019, in the amount

of \$2,901.97, re: field service, scraper wear pad and shipping). Jim House & Associates Inc., Inv#11207, dated April 9, 2019, in the amount of \$2,753.62, re: impeller for FLYGT and wear ring-brass. Jim House & Associates, Inc., inv# 11246, dated April 15, 2019, in the amount of \$2,245.95, re: installing SC100-05 and MPE transducer. McCrory & Williams, Inv#20199407, dated March 13, 2019, in the amount of \$2,150.00, re: Engineering service WWTP information coordination/February 2019 monthly training. McCrory & Williams, Inv#20199454, dated April 15, 2019, in the amount of \$1,650.00, re: WWTP information coordination/March 2019 monthly training. McCrory & Williams, Inv#20199455, dated April 15, 2019, in the amount of \$1,100.00, re: Engineering Services-Sewer on Shelton Beach Road for Hess Enterprises. NSI Lab Solutions, inv# 365455, dated April 16, 2019, in the amount of \$1,002.00, re: DMR QA for Lab. Team-Mobile, Inv#1409IN010464, dated March 27, 2019, in the amount of \$4,552.48, re: Repair cost Auma Actuator. Mr. Haines made motion for the invoices to be pulled and paid. Mr. Mitchell seconded. Motion passed.

Report of Offices:

Mr. Robinson brought to the Boards attention of the letter from Mrs. Robinson regarding payroll to the members.

Mr. Davis mention to develop some continuing education to the office staff. Mr. Mitchell made comment of the Mobile County Personnel Board offering courses in line with what Mr. Davis had just talked about. Mr. Thronson then asked Mrs. Robinson, in her opinion, is there enough office staff? Mrs. Robinson informed Mr. Thronson that the office could use one more person. After further discussion Mr. Thronson made motion for Mrs. Robinson to requisitions the Mobile County Personnel Board to create one (1) additional position of Office Assistant I, for Saraland Water and Sewer Service. Mr. Davis seconded the motion. Motion passed.

Mr. Robinson added in having a discussion with Mr. Hennis, he believes that all employees should be together in the hours of operation, meaning that every employee should have the same "clock in time", with Mr. Hennis' discretion of the time. Added to the discussion was the fact of the temperature outside getting higher, if Mr. Hennis believes the outside employees need to come in earlier, he should inform them to do so.

Mr. Hennis informed the Board that the cameras have been installed at the storage/equipment building. Mr. Hennis added that the sewer crew have started back on Celeste Road to finish up the sewer project. He added there will be a safety meeting May 3, 2019 and there is also two (2) evaluations to be conducted that day.

Mrs. Robinson gave the Board an update of the one (1) employee, and the one laborer that has been absent because of the accident that happened February 13, 2019.

Ms. Stallman informed the Board that they have been awarded a grant for the CIPP of Shelton Beach Estates.

Correspondence:

ADEM Sanitary Survey-FY 2019

Email from DMRQA, EPA DMR-QA Study 39

Ltr from The Personnel Board to Mr. H. O'Neil Robinson, Re: Treatment Plant Operator Trainee classification.

Ltr to Mobile County Personnel Board from Mr. H. O'Neil Robinson, re: amendment to position/Change from Grade III Wastewater Certificate to Grade II Wastewater Certificate.

Ltr to Board Members from Mrs. Robinson, Re: Board Member Payroll

WWTP Board Report, Weeks 4-5-19 to 4-18-19

WWTP Collections System Board Report, Weeks 4-4-19 thru 4-18-19

Well Source Data Report for March 2019

Ltr from The Personnel Board, re: Public Hearing of the request from Board of Water and Sewer for the amendment of the specification for the classification of Treatment Plant Operator I, to be held Tuesday, May 7, 2019 at 8:30 am.

WWTP Collections System report 4-17 to 5-01-2019

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 6:45 P.M.

ATTEST:

RATIFIED AND APPROVED:
