

**Regular Meeting
May 16, 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 Saraland Water Service meeting room with the following Board members present:

Present	Absent
Mr. Jim Davis	Mr. Jackie Haines
Mr. Ron Mitchell	
Mr. O'Neil Robinson	
Mr. Scooter Thronson	

Mr. Raymond Bell of Maynard, Cooper & Gale Law Firm was present. Ms. Carah Hall of McCrory & Williams was present. Ms. Cara Stallman was present.

Mr. Robinson opened the meeting with a prayer.

Committee Reports

No Committee Reports.

Old Business:

Mr. Robinson opened the discussion on Assistant Superintendent Position. After some discussion no action was taken.

Mr. Robinson opened the discussion on Sec, 25-49 Special provisions for subdivisions Saraland, Al Code of Ordinances. This item has been presented to the City of Saraland for review and approval by the Mayor and City Council.

Mr. Robinson opened the discussion on Treatment Plant Operator I. Mr. Robinson reported a letter has been sent to the Personnel Board for approval. The Treatment Plant Operator specifications have been approved by The Personnel Board.

New Business:

Mr. Robinson opened the discussion on Municipal Water Pollution Prevention Resolution Form.

Ms. Hall reported an annual report is submitted to ADEM, this includes everything that has been done at the Sewer Plant and in the System. This report has been reviewed by Mr. Hennis and he has approved the draft. ADEM requires approval by the Board. Mr. Mitchell made a motion to approve the report as submitted. Mr. Thronson seconded. Motion carried.

Mr. Robinson opened the discussion on P & L statement. There was no P & L submitted. The Board requires our CPA attend and provide a P & L statement at the next regularly scheduled meeting. Mr. Hennis stated he will send an email tomorrow.

Mr. Robinson opened the discussion on an addition of a Video on our Website to include how to read a meter and view leak detector. Mr. Hennis reported Mr. Haines was handling this video. An email will be sent to Mr. Haines to check the status of this video.

Mr. Robinson opened the discussion on a flow meter for the headworks located Sewer Plant on 104 Station Street. Mr. Hennis wants to confirm the accuracy of the effluent from the plant. Mr. Hennis would like to install a temporary meter for a period of 30 days to determine influent right before the headworks. The fee will be approximately \$2500.00 a month. Ms. Hall will get an accurate estimate of the cost next meeting.

Mr. Robinson opened the discussion on SCADA system at the Sewer Plant. Mr. Hennis has contacted Data Flow they are working with Precision Engineering. Data Flow has also contacted Aqua Aerobics. Mr. Hennis will contact Data Flow to check on the status tomorrow.

Mr. Robinson opened the discussion on unauthorized payment site for Saraland Water payments.

An unauthorized site was discovered on-line that mirrors our official site to make payments. Mr. Bell contacted Cyber Crime Unit to check into this claim. It was deemed an official site that has in small print they are not affiliated or representing Saraland Water & Sewer. Mr. Bell would like to contact this company to figure out what course of action would be necessary. Mr. Bell is concerned with the similarity of the two sites. Mr. Bell stated the legitimate concern is how the customers payments are being handled. The Board would like for Mr. Bell to investigate this and to provide proper information to be placed on our official site.

Mr. Robinson would like to entertain a motion for the Board to go into executive session for employees @ 6:25 p.m. Mr. Bell stated Mr. Robinson has contacted me earlier about what he wanted to go into executive session for and based on the subject matter it is deemed appropriate to go into executive session and it should not exceed 15 minutes. Motion by Mr. Davis to go into executive session, seconded by Thronson. Motion carried.

Mr. Robinson stated we are now back from executive session @6:39 is there a vote on the matter discussed in executive session, no nor a motion. Item tabled.

Invoices for Ratification:

Water Invoices

Personnel Board, Inv#10924, dated April 23, 2019, in the amount of \$2,717.53, re: 2018-2019 third quarter personnel board expense.

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

Sewer Invoice

Advanced Plumbing Company, Inv#038291, dated May 8, 2019, in the amount of \$1,400.59/654.00, re: repair Sonic on Highway 43 replaced backflow due to water outage.

McCrary & Williams, Inv#20199479, dated May 6, 2019, in the amount of \$2,200.00, re: WWTP Information Coordination April Report.

Greensouth Solutions LLC, Inv#1671, dated April 30, 2019, in the amount of \$3,267.91, re: dumpster fee, disposal fee 63.63 ton and 4 loads sludge removal in April.

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

Report of Officers:

Mr. Davis reported the Safety Meeting was held on fall prevention, programs and inspections. At the end of the meeting documentation was provided to receive a Certificate of Recognition from OSHA for participation in the OSHA National Safety Stand-Down to Prevent Falls in Construction.

Mr. Mitchell would like for the Board to consider purchasing an ad in the next 2019/2020 publication of the City of Saraland Magazine. No discussion. Mr. Mitchell made a motion to purchase a 1/6 - page color ad @ a cost of \$500.00. Motion dies due to lack of a second.

Utilities Director Report:

Mr. Hennis reported he will be sending out a letter of intent to serve water to a future Apartment Complex to be located by Kali Field Subdivision.

City of Saraland has sent some paperwork over for information on sewer to be completed for an application for a \$6,000,000.00 loan from State Revolving Fund. Mr. Hennis might need some help from the auditor.

The Kaiser Blower payment is in and we are waiting for the final invoice from Sheppard Electric for the fire that occurred at the Sewer Plant.

Engineer's Report:

Ms. Hall nothing further to report.

Grant Petitioner Report:

Ms. Stallman found out today that Mobile County is getting Hurricane money for Hurricane Michael of \$300,000.00. First step would be to send a letter of intent. Ms. Stallman spoke with Chad and he stated next priority is a 100 KW generator to be located next to the Dialysis Center. The letter of intent has been submitted.

The second item there is a grant for Gulf State Entities for \$60,000.00 you are required to furnish matching funds of 39.2%. This purpose of this grant program is to come up with data to help your infrastructure become more resilient to future flood impacts. Its about addressing climate change. The grant is very specific it cannot be equipment, this grant is for study for more data.

There are several areas where studies would be beneficial.

Accounting Report:

Mr. BJ Gilbert not in attendance.

Attorney's Report:

Mr. Bell reported A T & T has been contacted no response.

Correspondence:

Ltr from Glatfeiter Claims Management Inc. to Mr. Hennis, Re: Equipment/Blower/104 Station Street & final portion of the repair costs in the amount \$21,108.70.

April Training Summary Report from James Dean, Sewer Consultant.

Personnel Board ltr Treatment Plant Operator I specifications.

Personnel Board notice of public hearing to be held Tuesday, May 21, 2019 at 8:30 a.m. Comments and suggestions concerning 2019-2020 budget.

Saraland Area Chamber of Commerce 2019/2020 City of Saraland Magazine.

Well Source Data Report for April 2019.

There being no further business to come before the Board; Mr. Davis made a motion to adjourn the meeting. Mr. Thronson seconded. Meeting adjourned at 6:55 P.M.

ATTEST:

RATIFIED AND APPROVED:
