

**Regular Meeting**  
**September 5, 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 seventy-one (71) 811 locates worked for water and sewer, along with twenty-two (22) work orders for water and two (2) work orders for sewer.

Mr. Mitchell reported that since the last Board Meeting the men have repaired a ¾" water line on Hartley Road, and all the leak sites have been paved in the roadway. An 18" sewer line has been repaired along with a manhole was lined at the end of Frances Street.

**Old Business:**

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 this item should be taken off the agenda until future notice, (waiting on the City Ordinance).

Mr. Robinson asked Mr. Mitchell to begin the discussion of the Hermitage Subdivision sewer line. Mr. Mitchell did inform the Board of the information he obtained about finding the funds to expedite this project. Mr. Mitchell informed the Board of looking into a (5) five-year loan, after further discussion Mr. Mitchell stated that the monthly payment on this loan is not feasible. Mr. Mitchell added that there are in that area 2-3 out of twenty-six (26) property owners that are actually having septic tank problems, he went to the EPA website and found a list of six (6) different systems for proper functional septic tank based on the property conditions in this area. Ms. Stallman addressed the Board and informed them of a State Revolving Fund, and applications for this is due in January, she asked the Board to allow her to check into this further and report at next meeting.

Mr. Robinson ask Mr. Bell for an update on new sewer and water tap for commercial and residential. Mr. Bell did first inform the Board that technically the next item on the agenda can be combined with what is currently being discussed, then he processed to go over the policy of this matter. After further discussion Mr. Bell asked the Board Members to look over the copy of the policy they have and bring next meeting any deletion, addition, any chances.

Mr. Robinson asked Mr. Bell to report to the Board on the Resolution 2017-2. Mr. Mitchell made motion to adopt the Proposed Amendment to 2017-2. Mr. Thronson seconded the motion. Motion passed.

Mr. Robinson introduced Mr. Cox to address the Board. Mr. Cox made comment that he has received the letter from our Attorney and the letter has been explained. Mr. Chairman also added that at the last meeting when you appeared before the Board, it was recommended that you hire an expert to investigate your plumbing. Mr. Cox informed the Board that he has been in the instrumentation field for thirty years (30yrs), and no "Smart Meter" is One Hundred percent (100%) reliable, if it was PC based companies would go out of business. Mr. Chairman did state to Mr. Cox, that at a previous meeting you agreed if the Board had the meter tested by a third-party source and the meter tested within AWWA Standards you would be satisfied with the results. The Board has complied with your request, the meter has tested within AWWA standard and this issue should be closed.

Mr. Mitchell added that he would like for the policy of when a meter is to be tested to be reviewed and revised, it was then brought to the Board's attention the resolution Mr. Bell is currently working on has our policy of meter testing, and for Mr. Bell to go and revise that portion to state what the Board requested.

Mr. Robinson opened discussion of funding the payout of retiree vacation and sick pay. Mrs. Robinson discussed funding options with the Board. After further discussion, Mr. Mitchell made a motion for Mrs. Robinson to open two accounts with The First starting October 1, 2019, for the sole purpose of when an employee retires the monies in these accounts will be used for their vacation and sick time payout. The signatures on these accounts will be Chairman H. O'Neil Robinson, Secretary / Treasurer Ron K. Mitchell and Office Manager Nicole B. Robinson. The

two accounts established will be Water Vacation – Sick Pay and Sewer Vacation – Sick Pay. Mr. Thronson second the motion. Motion passed.

Mr. Robinson asked Ms. Hall for an update on the Woodlands. Ms. Hall informed the Board that this project is half (½) way through completion.

Mr. Robinson address Mr. Bell about the deed to Shell Street property. Mr. Bell informed the Board of the specification the donor place on the property when it was given to the City of Saraland, he also added that someone other than the normal spokesman for Saraland Water and Sewer Service needs to have a meeting with The City of Saraland and with the donor of the property to ask them to lift the restrictions, or the Board of Saraland Water and Sewer Service needs to find another piece of property.

Mr. Robinson asked Mr. Hennis to address the Board with the price quotes on replacing the roof at the Sewer Plant. After further discussion, Mr. Thronson made motion to accept Diversified Roofing Service, Inc. as the company to replace the roof at the Treatment Plant. Mr. Davis second the motion. Motion passed.

Mr. Robinson asked Mr. Hennis to address the Board with the price quotes on replacing A/C at the Mike Sullivan Maintenance Building. After further discussion, Mr. Davis motion to accept All South Heating & Cooling as the company to replace the A/C in the Mike Sullivan Maintenance Building. Mr. Thronson second the motion. Motion passed.

Mr. Robinson asked Mr. Hennis to discuss the need and prices of a by-pass pumps, the Board did conclude that Mr. Hennis needs to gather more prices and to bring them to next Board meeting.

Mr. Robinson asked Mr. Hennis to discuss the interviews for WWTP Operator Trainee, that Mr. Davis and himself conducted. After further discussion, Mr. Thronson made motions for Mr. Hennis to hire Andrea Bullock for the position of WWTP Operator Trainee, starting at Grade 11, Step A. Mr. Haines second the motion. Motion passed.

**New Business:**

Mr. Robinson asked Mrs. Robinson to address the Board and discuss the Employee Policies and Procedures. Mrs. Robinson asked the Board to allow her to update the employee policies and procedures and then to create a handbook. Mr. Thronson made motion for Mrs. Robinson with Mr. Bell's assistant to proceed with updates and handbook of the Employee Policies and Procedures. Mr. Davis second the motion. Motion passed.

Notation: Mrs. Pettaway asked to be on the agenda for this meeting, Mrs. Pettaway did not show for the meeting.

Mr. Robinson asked the Board to start the discussion of offering the Employees a Christmas Bonus. After further discussion Mr. Thronson made motion to repeat the procedure of last year's (2018) Christmas Bonus for this year's (2019) Christmas Bonus of Employees. Mr. Davis second the motion. Motion passed.

Mr. Robinson asked Mr. Hennis to inform the Board of the emergency repairs on Frances Street. Mr. Hennis informed the Board of this finding and what had to be fixed, including the lining of the pipe (terra cotta) from the manhole to the one that's below it (211 ft). Mr. Davis made motion for the moving forward of the repairs (sewer lines and manhole) on Frances Street. Mr. Thronson second the motion. Motion passed.

### **INVOICES FOR RATIFICATION:**

WATER: All South Heating & Cooling, inv# 42673, dated 8/29/2019, in the amount of \$5,368.00, re: new Trane air handler and new Trane 14 seer outdoor unit. Hill Trucking Co., inv# 21641, dated 8/27/2019 in the amount of \$1,044.37, re: one (1) load B-Base rocks to shop. Top Notch Tree Care, inv# 3843, dated 8/16/2019, in the amount of 1000.00, re: pruning trees at the Short Street Reservoir. Pace Analytical, inv# 1920290975, dated 8/22/2019, in the amount of \$3856.00, re: SOC-DW. Mr. Thronson made motion for the invoices to be pulled and paid. Mr. Davis seconded. Motion passed.

SEWER: Hydra Service, Inc., inv# 135515, dated 8/13/2019, in the amount of \$1000.00, re: Rental of a bypass pump for Weatherby Lift Station. McCrory & Williams, inv# 20199642, dated 9/03/2019, in the amount of \$3,065.00, re: Hermitage Estates Sewer. McCrory & Williams, inv# 20199641, dated 9/03/2019, in the amount of \$8,000.00, re: Hermitage Estates Sewer surveying. McCrory & Williams, inv# 20199640, dated 9/03/2019, in the amount of \$2,010.00, re: General Service. McCrory & Williams, inv# 20199639, dated 8/30/2019, in the amount of \$6,890.00, re: Woodlands Phase 3, sewer. McCrory & Williams, inv# 20199627, dated 8/27/ 2019, in the amount of \$1,700.00, re: WWTP Operations Assessment and Training. Mr. Thronson made motion for the invoices to be pulled and paid. Mr. Haines seconded. Motion passed.

### **Report of Offices:**

Mr. Robinson did announce to the Board that the first meeting in October will be the Election of Officers.

Mr. Davis reported on the interviews for WWTP Operator Trainee, and Employees' evaluations (4).

Mr. Hennis informed the Board that the SCADA system is still being built for the Sewer Plant.

Ms. Stallman gave the Board an update on the Shelton Beach Estates project.

Mrs. Robinson first informed the Board of the updates Mr. Thronson asked for, to all but two computers to Windows 10. Mrs. Robinson then informed the Board that the two that was not updated need to be replaced. Mrs. Robinson ask the Board to give her a budget in purchasing two new computers. The Board informed Mrs. Robinson to get prices on new computers and bring it before the Board.

**Correspondence:**

ARWA membership application for SWP

Ltr from The Mobile Personnel Board to Mr. Robinson and Council Members, re: Mr. Parker, Lift Station Mechanic special merit increase.

Ltr from The Mobile Personnel Board, dated 8/9/2019, re: Deadline for Bonus and/or Incentive Request Reminder.

79<sup>th</sup> Annual Report (2018 The Mobile County Merit System) from The Mobile Personnel Board.

Card from Saraland Area Chamber of Commerce, re: Membership Anniversary.

Copy of Saraland Water Comment Form, dated 8/15/2019, re: Marketing Opportunity.

There being no further business to come before the Board, Motion made by Mr. Haines to adjourn. Motion seconded by Mr. Mitchell. Meeting adjourned at 7:10 P.M.

ATTEST:

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RATIFIED AND APPROVED:

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