

**Regular Meeting
October 17, 2019**

Chairman Mr. Mitchell 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. Jackie Haines
Mr. Ron Mitchell
Mr. O'Neil Robinson
Mr. Scooter Thronson

Absent

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

Mr. Haines opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last Board Meeting there have been 59 Alabama 811 locates worked for water and sewer. 18 water work orders and 3 work orders for sewer was completed.

Mr. Mitchell reported since the last Board Meeting there has been a 2" and 3/4" water line repaired.

Mr. Haines reported since the last Board Meeting new chlorine injectors have been installed at Well #1.

Old Business:

Mr. Mitchell stated Mr. Donald Brooks was not in attendance.

Mr. Mitchell opened the discussion on New/ Commercial/Residential Water and Sewer Taps and Inspection of Commercial Water Tap Connections. Mr. Bell stated there are some areas that need to be addressed before this item will be complete for review and approval.

Mr. Mitchell opened the discussion on prices for by-pass pumps. Mr. Hennis has received three prices: Sunbelt, Jim House & Associates, and Hydro Services. Mr. Hennis stated Jim House & Associates was the only company that met the specifications at a price of \$39,932.00. Mr. Davis made a motion to accept the lowest bid that meets the specifications.

Mr. Thronson seconded. Motion carried.

Mr. Mitchell opened the discussion on Employee Policies and Procedures. Mrs. Robinson at the last meeting each Board Member was given a copy of Resolution 96-6-1 and attached was a draft to include not only Saraland Water but to also include Saraland Sewer. In October 2015 when the Board took over the Sewer the Board's understanding was that all the policies that currently apply to water employees would also apply to sewer employees. If the Board is in agreement and wants to adopt a new resolution to replace Resolution 96-6-1 then we can do that and I will have it ready at the next meeting, if the Board has any changes it wants to make let me know and I will be glad to do that. The other is the Drug Policy, a draft of the new policy which will be named Substance Abuse. The new policy is much more detailed and clarifies what we will allow and what the employee can and cannot expect, if the Board has any changes let me know and we will make the changes. The policies will be ready for signature at the next meeting.

Mr. Mitchell opened the discussion on new office computers. Mrs. Robinson presented each Board Member at the last Board Meeting with a list of the towers available for review and input. Mrs. Robinson is in favor of the Lenovo which has the most memory and storage. We will be initiating the new thumb print time clock and I would prefer installing the new system on the updated computer tower. Mr. Haines made a motion to approve purchase of 2 Lenovo Think Station P320 at the price of 1199.00 + tax. Mr. Davis seconded. Motion carried.

New Business:

Mr. Mitchell opened the discussion on the P & L statements. Matthew Adams presented the P & L statements to the Board for discussion and review.

Mr. Mitchell opened the discussion on replacement of sewer decanter at the Treatment Plant. Mr. Hennis has contacted Aqua Aerobics and they have responded that they will replace the decanter free of charge, excluding the shipping, labor cost, and the rental of a hydraulic crane.

Mr. Mitchell opened the discussion on the lining of sewer lines on Frances Street. Mr. Hennis has received three prices: Gulf Coast Underground, Suncoast and Granite In liner. Mr. Hennis stated Gulf Coast Underground was the lowest responsible bidder at a cost of \$22,936.00. Mr. Thronson made a motion to accept the lowest responsible bidder that meets the specifications. Mr. Haines seconded. Motion carried.

Mr. Mitchell opened the discussion on Well #3 lime feeder replacement. Mr. Hennis reported that we have been replacing lime feeders at each Well, due to age and availability of parts for repair. Mr. Hennis would like permission to purchase a lime feeder for Well #3. After some discussion this item was tabled.

Mr. Mitchell opened the discussion on additional keypad, internet and additional cameras in the Meeting Room. Mr. Hennis has received three prices to install internet and add additional cameras. Bids received from STC, Security 101 and AIS. Mr. Hennis stated one of the bidders

couldn't install internet, of the other two STC was the lowest responsible bidder. Mr. Thronson made a motion to accept the Utility Directors recommendation. Mr. Haines seconded. Motion carried.

Mr. Mitchell opened the discussion on Committee Assignments. Mr. Mitchell stated Committee Assignments will be as follows: Mr. Haines will have Buildings & Shops, Equipment, Vehicles, and Inventory. I will have Board Policy, the Utilities Director, Community Relations, and Legal Affairs. Mr. Thronson will have Office Employees, Customer Relations, Billing and Insurance. Mr. Robinson will have Wells, Tanks, Water Distribution, and New Services. Mr. Davis will have Outside Employees, Safety, Meter Reading and Alabama 1 Call. Mr. Davis made a motion to accept the appointments as assigned. Mr. Haines seconded. Motion carried.

Invoices for Ratification:

Water Invoices:

Aqua Products Inc, Inv#20191529, dated 10/9/19, in the amount of \$1,435.25, re: (2) Ball Style Dual Check Ejector and service / Installation.

Pace Analytical, dated 10/11/19, in the amount of \$3,398.17, re: Saraland CCR charge.

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

Sewer Invoices

Consolidated Pipe & Supply Inc., dated 10/9/19, in the amount of \$1562.00, re: Stock for Trucks.

McCrorry & Williams, Inv#20199683, dated 10/7/19, in the amount of \$1,800.00, re: WWTP Information Coordination and September 2019 Monthly Training and Coordination.

Mobile Roofing and Construction, dated 9/14/19, in the amount of \$6,500.00, re: removal and installation of roofing with 1year labor/materials and 25-year manufacturer warranty.

Greensouth Solutions LLC, dated 9/30/19, in the amount of \$3,726.86, re: sludge disposal.

SIS, dated 10/9/19, in the amount of \$1,217.97, re: clean 3 lift stations.

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

Report of Officers:

No reports.

Utilities Director Report:

Mr. Hennis reported at the Popeyes Lift Station, located on Highway 43, the top of the wet well has deteriorated. Mr. Hennis would like permission to purchase at a cost of \$1621.21 from Alabama Pipe and Supply. Mr. Davis made a motion to accept the Utilities Directors recommendation. Mr. Haines seconded. Motion carried.

Engineer's Report:

Ms. Hall reported the survey has been completed at Well #2, they are currently completing the report.
Mr. Mitchell would like a secondary letter in reference to the installation of Sewer in Hermitage Subdivision. Ms. Hall will draft the letter and include that this project is not financially feasible.

Grant Petitioner Report:

Mrs. Stallman nothing to report.

Accounting Report:

Mr. Adams nothing further to report

Attorney's Report:

Mr. Bell has contacted Mr. Ruten in reference to the progress on the Shell Street Property. There are no new developments on the AT & T claim.

Correspondence:

ADEM, notice Clean Water and Drinking Water SRF Program Update.
The Personnel Board for Mobile County, Alabama, Notice of Public Hearing Rule 1.2 Definitions, to be held October 15, 2019 @ 8:30 a.m.
The Personnel Board for Mobile County, Alabama, Notice of Public Hearing Rule 3.12 Resignation to be held October 15, 2019 @ 8:30 a.m.
The Personnel Board for Mobile County, Alabama, Adoption of Mobile County Personnel Board Policy #171: College Educational Incentive Pay Policy-City of Creola Employees.
The Personnel Board for Mobile County, Alabama, Resignation of Dalton Smith approval.
Saraland Water and Sewer Training summary September 2019.

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 6:38 P.M.

ATTEST:

RATIFIED AND APPROVED:
