

**Regular Meeting
February 6, 2020**

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 not present.

Mr. Thronson opened the meeting with a prayer.

Committee Reports:

Mr. Haines reported since the last meeting repairs are being made on the tractor shed located on Jacintoport Boulevard. The new shop is being painted and cabinets are being installed. Truck #37 had a new water pump installed. Truck #33 the seat has been repaired.

Mr. Davis reported since the last meeting there have been 26 Alabama 811 locates worked for water and sewer. 35 work orders for water and 9 work orders for sewer have been worked.

Mr. Robinson reported since the last meeting a 2” water line on Graham Street and a 2” water line on Fortner Street have been repaired. A 2” water line was installed on Highway 158 across from Knapp Drive.

Old Business:

Mr. Mitchell opened the discussion on New/ Commercial/Residential Water and Sewer Taps and Inspection of Commercial Water Tap Connections. Mr. Bell reported this policy is complete and ready for approval. Mr. Thronson made a motion to adopt the policy as written. Mr. Davis seconded. Motion carried.

Mr. Mitchell opened the discussion on Kushla Sewer Billing and Collections Contract (Cherry Hill). Mr. Bell presented the corrected contract for review. Mr. Davis made a motion to approve the contract with the addition of a term limit. Mr. Thronson seconded. Motion carried.

Mr. Mitchell opened the discussion on repairs to Well # 1. Mr. Mitchell reported this item has been approved as a bond project. Mr. Hennis reported the invoice for pulling, videoing and the brush cleaning is \$24,013.80. This invoice included a report of the items in need of repair. Mr. Haines made a motion to accept the acknowledgement from Regions Trust for the expenditure of bond proceeds for Well #1 repair. Mr. Thronson seconded. Motion carried.

Mr. Mitchell opened the discussion on a water line located Highway 43 @ Sawmill Road. Mr. Mitchell reported this item has been approved as a bond project. Mr. Davis made a motion to accept the acknowledgement from Regions Trust for the expenditure of bond proceeds for the water line located Highway 43 @ Sawmill Road. Mr. Thronson seconded. Motion carried. Ms. Hall reported once the ALDOT permit is approved this project will be advertised for bid.

Mr. Mitchell opened the discussion on the survey results of Well #2. Mr. Bell reported since the last meeting the discussion was about the survey results of Well #2 in reference to the use of a customer's driveway to access Well #2. The property owner doesn't want our personnel using his driveway to access the Well. Mr. Hennis suggested creating a new driveway by placing some gravel coming off Hartley Road on the northwest side. The Board agrees with Mr. Hennis.

Mr. Mitchell opened the discussion on a cost of living increase. Mrs. Robinson stated Mr. Mitchell requested a pay scale comparison at the last meeting. Mrs. Robinson reported to be completely fair she compared rates from each jurisdiction since December of 2019. The comparison is on an entry level position for each classification. Mrs. Robinson recommends a 10% cost of living increase to equalize the pay rates. This would make our company more competitive when trying to maintain our current personnel and improve the ability to hire new personnel. Mr. Thronson made a motion to grant a 10% cost of living increase effective as soon as possible. Mr. Haines seconded. Motion carried.

New Business:

Mr. Mitchell introduced Matt Adams our CPA to present the P & L statement. The P & L will have some changes in order to improve the information provided. Each Board Member has a copy of the P & L statement in their folder. The payroll has been added on Quick books and will be direct deposited effective January 2020.

Mr. Mitchell opened the discussion on creating a Public Service Worker II/Sewer position. Mr. Davis reported Steve Williams would like to move up in his career, however there isn't currently a position available. Mr. Davis made a motion for Mr. Bell to request creation of a Public Service Worker II/Sewer position with the Mobile County Personnel Board. Mr. Robinson seconded. Motion carried.

Mr. Mitchell opened the discussion on Graham Street Lift Station. Mr. Hennis reported the pump at this location is cracked. Mr. Hennis is requesting permission to replace a 7 1/2 hp pump. Mr. Hennis has two prices. Mr. Thronson made a motion to grant permission to purchase a 7 1/2 hp pump. Mr. Davis seconded. Motion carried.

Mr. Mitchell opened the discussion to accept the CDBG grant. Mr. Bell received the agreement from Mrs. Stallman our grant petitioner. The contract is the same as before from the County for sewer improvement in Shelton Beach Estates. Mr. Davis made a motion to accept the grant and authorize Mr. Mitchell as Chairman to execute the subrecipient agreement. Mr. Haines seconded. Motion carried.

Mr. Mitchell opened the discussion on public outreach and updates. Ms. Hall and Mrs. Stallman have been compiling a list and the cost of projects to be posted on our Website for public awareness.

Mr. Mitchell opened the discussion on the request from the Saraland Chamber of Commerce for Economic Partners. Mr. Mitchell stated the Chamber is the organization that promotes new businesses entering the City of Saraland and the economic partners program assist in this program. Mr. Thronson made a motion to approve Silver Membership in the amount of \$1000.00. Mr. Davis seconded. Motion carried.

Mr. Mitchell opened the discussion on monthly testing at manholes of businesses feeding to lift stations with issues. Mr. Robinson would like to develop a check list of testing sites. Mr. Mitchell stated this is a very expensive task. ADEM does not pay for any testing, the company in question pays for all testing. Once a problem is detected Saraland Water and Sewer can request the company involved to have testing done and the report would be furnished without any expense to our company. The Board requested Ms. Hall come up with some suggestions to be presented at the next meeting.

Mr. Mitchell opened the discussion on questions to ask during an interview for outside and maintenance positions. Mr. Robinson added this to the agenda. Mr. Robinson feels that our new personnel should have more qualifications.

Invoices for Ratification:

Water Invoices:

McCrary & Williams, Invoice #20209829, dated 1/30/2020, in the amount of \$7,502.50, re: Engineering pending bond issue project approval.

Personnel Board for Mobile County, Alabama, Invoice #10987, dated 1/30/2020, in the amount of \$3,188.42, re: 2019-2020 Quarterly Personnel Board Expense.

STC, Inc., Invoice #1912827, dated 1/6/2020, in the amount of \$1,850.00, re: Labor & materials to install internet

Thompson Cat Rental, Invoice #SP100586771, dated 1/22/2020, in the amount of \$1,049.39, re: 18' water line on 158.

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

Sewer Invoices:

Alabama Pipe & Supply, Invoice #80348, dated 1/21/2020, in the amount of \$1,621.25, re: 60”-12” F Slab & manhole grate.

Data Flow Systems, Invoice #58814-SE, dated 1/7/2020, in the amount of \$7,122.00, re: WWTP SCADA system.

Hill Manufacturing Company, Inc., dated 1/8/2020, in the amount of \$1,575.14, re: 55- gallon sure Solv II-Floating.

Hydra Service Inc, Invoice #138752, dated 1/22/2020, in the amount of \$6,043.59, re: Bypass Hoses/fittings per quote 5347rev1.

McCrary & Williams, Invoice #20209806, dated 1/17/2020, in the amount of \$1,880.00, re: Construction Inspection Services for Sanitary Sewer Construction: Woodlands Phase 3.

McCrary & Williams, Invoice #20209802, dated 1/17/2020, in the amount of \$1,350.00, re: General Services Sewer.

Mission Communications, LLC, Invoice #1036614, dated 1/10/2020, in the amount of \$12,853.80, re: Annual Service.

J H Wright & Associates, Inc., Invoice #421222, dated 1/29/2020, in the amount of \$1,720.00, re: Service to Mission units: Charleston Ridge, Woodlands of Saraland, Willowwalk, Forrest, Spanish Trace, Weatherby and Exxon.

J H Wright & Associates, Inc., Invoice #421208, dated 1/29/2020, in the amount of \$2,495.00, re: Graham / Delisa / Learning Center Missions.

J H Wright & Associates, Inc., Invoice #421262, dated 1/30/2020, in the amount of \$1,775.00, re: Wilo Parts repair of pump or components

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

Report of Officers:

Utilities Director Report:

Mr. Hennis will be getting prices for repair of the roof located Telegraph Road Lift Station. Mr. Hennis stated the roof currently has a tarp.

Mr. Hennis will present the state bid list on trucks at the next meeting.

Engineer’s Report:

Ms. Hall nothing further to report.

Grant Petitioner Report:

Mrs. Stallman was not present.

Accounting Report:

Mr. Adams nothing further to report

Attorney's Report:

Mr. Bell nothing additional to report.

Correspondence:

Invoice to Aaron Oil from Chad Hennis, to Samuel Cunningham for sewer services, dated 1/17/2020.

Ltr from The Personnel Board for Mobile County, Alabama, acceptance of resignation of Lonnie Ard, dtd 1/17/2020.

Ltr to ADEM from Chad Hennis, Revised letter of Acceptance, dtd 1/17/2020.

There being no further business to come before the Board; Mr. Thronson made a motion to adjourn the meeting. Mr. Robinson seconded. Meeting adjourned at 6:50 P.M.

ATTEST:

RATIFIED AND APPROVED:
