

**Regular Meeting
April 16, 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. Ron Mitchell
Mr. O'Neil Robinson
Mr. Scooter Thronson

Absent

Mr. Jackie Haines

Mr. Raymond Bell of Maynard, Cooper & Gale Law Firm was present. Ms. Carah Hall of McCrory & Williams was not present. Ms. Cara Stallman our grant petitioner was not present.

Mr. Thronson opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last meeting there have been 110 Alabama 811 locates worked for water and sewer. 13 work orders for water and 0 work orders for sewer have been worked.

Mr. Robinson reported since the last meeting two ¾" residential services were installed one @ 980 Robert Williams Road and one @ 518 Simms Drive East. Three water lines were repaired one @ Bayou Oaks Drive (2"), Robert Williams Drive (¾") and Rosemont Drive (2").

Old Business:

Mr. Mitchell opened the discussion on a water line located Highway 43 @ Sawmill Road. Mr. Hennis reported receipt of a letter from our Engineer recommending the contract be awarded to Davis, Heating & Cooling the lowest qualified bidder that meets the specifications with a bid of \$153,727.00. Mr. Davis made a motion to accept the Engineer's recommendation for the bid of \$153,727.00 from Davis Heating and Cooling. Mr. Thronson seconded. Motion passed.

Mr. Mitchell opened the discussion on the grease inspection letter. Mr. Bell stated when we last met it was discussed coming up with a protocol for our staff to inspect and understand facilities that could dispense any kind of fats, oils, or greases. The discussion was how do we enter these locations. It was decided to develop a letter to be mailed to each customer notifying them we will be performing an inspection which will allow them to get their affairs in order; when we do come we will be inspecting what they have in place for their handling and disposal of fats, oils, or greases. One to insure they are doing proper disposal and two that the facilities they have are adequate. Then a representative will systematically visit locations to efficiently go in to see what they are putting out and what they have. We would then have what we would appreciate and then

what is appropriate. We expect for you to install one a little bigger drain or we like what you have, but we would want to make sure your manifest is kept better it doesn't look like you are dumping on the regularity that you should and then put them on notice following this initial run through that we will be coming back making these inspections. Mr. Thronson would like for our personnel to attend a class or get some training on this inspection process. Mr. Bell stated the Health Department is the other entity that is most interested in this process. They may have a standard operating procedure we could adopt. The Board approves the letter to be mailed.

Mr. Mitchell opened the discussion on 2019 CDBG engineering award. Mr. Mitchell received an email from Cara Stallman, she stated the engineering contract for the design of the Shelton Beach Estates Phase One Project is being executed. Cara Hall should begin the designing of the Project for Construction to begin late summer or early fall. Cara Hall will coordinate with Chad Hennis to do some preliminary investigating of the lines on International Boulevard and Stauffer Avenue.

Mr. Mitchell opened the discussion on a Janitorial Service Bid packet. Mr. Bell would like some input on the development of a bid packet to be advertised or delivered. Mr. Bell will get with Nicole Robinson to complete some details and finalize the packet. The Board authorized the completion of this bid packet.

Mr. Mitchell opened the discussion of a property purchase. Mr. Robinson discussed with Mr. Mitchell about this there is need to set our site on a storage tank on Celeste Road. Mr. Mitchell discussed with Chad and suggested checking into the property behind the Emergency Building across from the Fire Department.

Mr. Mitchell opened the discussion on a request by Mr. Bill Silver to run a sewer line to the property located at 5 Saraland Boulevard. Mr. Mitchell stated this is the location for the Saraland School System Bus Fleet and Mr. Silver requested we install a free sewer line to the property. Mr. Hennis reported he has discussed this with Mrs. Hall. Mr. Hennis estimated the cost at approximately \$30,000.00. This will include a bore under Highway 158 on the west side of Highway 43 and to run a 2" force main sewer line approximately ½ mile. If a larger line is installed it would require a case. Mrs. Hall estimated the cost at \$60,000.00. Mr. Hennis has received a bid from a company who has previously completed a bore on Pierce Street. Mr. Mitchell is in favor of doing a one-time benefit to the School System at no charge. Mr. Thronson made a motion to proceed with the installation of a 2' Sewer Line to 5 Saraland Boulevard and to let bids. Mr. Davis seconded. Motion passed.

Mr. Mitchell opened the discussion on Truck #83, 2001 Ford F150 and Truck #32 2004 Ford F250. Mr. Hennis has listed them on the same site we previously used to sell a generator located at the Sewer Plant.

Mr. Mitchell opened the discussion on a letter informing companies of the consequences of boring through our lines. Mr. Bell reported during a previous discussion the Board requested a letter be drafted and sent to the companies who perform digging or boring themselves and or hire contractors or subcontractors. This letter invites the companies to notify Saraland Water & Sewer prior to begin of work. This is also advising them there will be consequences. Mr. Bell will get

with Mr. Hennis to determine the list of companies to be notified. The Board would like the letter to be prepared by Mr. Bell on his companies' letterhead.

New Business:

Mr. Mitchell stated the first item listed is the P & L Statement and we do not have a P & L statement.

Mr. Mitchell opened the discussion on a new roof installed at the Old Telegraph Road Lift Station. Mr. Hennis reported the roof has been replaced by Floyd Morris Roofing at a cost of \$3150.00.

Invoices for Ratification:

Water Invoices:

McCrary & Williams, Invoice #20209912, dated 4/8/2020, in the amount of \$4,228.75, re: Engineering pending bond issue project approval.

Bama Boring & Contracting Inc., Invoice #845, dated 12/12/19, in the amount of \$7,287.24, re: Install 2 – 2” poly line under the Highway 158 – 1 water / 1 sewer for Crane Company.

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

Sewer Invoices:

Floyd Morris Roofing Inc, in the amount of \$3150.00, re: reroofing flat roof pumping station.

GreenSouth Solutions, Invoice #2071, dtd 3/31/2020, in the amount of \$4,999.23, re: sludge removal.

Mr. Davis made a motion to pool & pay. Mr. Thronson seconded. Motion passed.

Report of Officers:

Mr. Thronson discussed with Councilman Biggs about allowing Saraland Water & Sewer to have the ability to sign off on plumbing for contractors. Councilman Biggs replied he would bring this issue up at the next Council Meeting.

Mr. Mitchell's suggestion is to follow Governor Ivey's guidelines in relation to the Covid 19 situation, otherwise we will continue to meet in the manner done at this meeting.

Mr. Hennis requested the Board consider waiver of late fees for the billing month of April, 1, 2020. Mr. Thronson made a motion to waive late fees at the time discretion of Mr. Hennis and Mrs. McDuffie. Mr. Davis seconded the motion. Motion passed.

Mr. Hennis reported receipt of another call from Fairfield Inn – Township Suites about continuing issues with their Lift Station. Mr. Parker was sent out to video the Lift Station in question and furnished the video to them. Mr. Mitchell stated in his opinion the company used a plumber to install a Lift Station and they should have hired an Engineer; the issue will not be resolved until an Engineer is hired to correct the issue. Our Engineer has reviewed the issue and deemed it not to be a direct issue caused by Saraland Water & Sewer. Mr. Bell drafted a response based on a report provided by Mrs. Hall our Engineer of record that this is an engineering issue on their end. If the problem continues it could also affect Saraland Water & Sewer which could result in additional cost to their company.

Utilities Director Report:

Mr. Hennis reported at the last meeting Mr. Williams promotion was discussed and the update is that the position was approved as a Public Service Worker II.

Mr. Hennis reported we recently had an emergency water connection with Satsuma Water for 17 days. Mr. Hennis furnished a usage to Mrs. McDuffie to create an invoice. The invoice has been created and hand delivered.

Mr. Hennis reported Aaron Oil has received another high invoice, they have requested a meeting. Mr. Hennis, Mr. Mitchell, and Aaron Oil Company representatives will be meeting next week.

Engineer’s Report:

Ms. Hall is not present

Grant Petitioner Report:

Mrs. Stallman is not present.

Accounting Report:

Mr. Adams is not present

Attorney’s Report:

Mr. Bell nothing further to report

Correspondence:

City of Saraland public hearing preliminary/final plat – Rehm Estates Subdivision 505 Celeste Road, held April 14, 2020 6:00 p.m.

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 6:36 P.M.

ATTEST:

RATIFIED AND APPROVED:
