

**Regular Meeting
June 18, 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. Cara Stallman our grant petitioner was present.

Mr. Davis opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last meeting there have been 44 Alabama 811 locates worked for water and sewer. 9 work orders for water and 4 work orders for sewer have been worked.

Mr. Robinson reported since the last meeting a new ¾” residential service installed on Bayou Sara Avenue. A 4” check valve was replaced on Township Boulevard and repaired a sewer lateral on Pawnee Circle

Mr. Thronson reported a certificate of deposit at Trustmark Bank will mature on July 3, 2020. We will begin getting rates and terms next week. If the financial institutions cannot give a rate above 1.5%, we will deposit it in the money market account at the First.

Mr. Thronson received correspondence from an employee requesting leave without pay until August 12, 2020 due to Covid 19 concerns. Mrs. Robinson’s recommendation is to accept this request. Motion by Mr. Thronson to grant an extended leave without pay until August 12, 2020. Mr. Robinson seconded. Motion passed.

Old Business:

Mr. Mitchell opened the discussion on a water line located Highway 43 @ Sawmill Road. Mr. Vaughn signed the permit on Tuesday, June 16, 2020 and has returned the permit to Ms. Hall of McCrory & Williams to be sent to the State. This process takes approximately 30 days to complete.

Mr. Mitchell opened the discussion on the implementation of the Kiosk. Mr. Bell our attorney of record, due to a conflict of interest, recommended, the City of Saraland’s Attorney, to review the

contract. Mr. Ruten's reviewed the contract and requested many changes to be made. The contract was mailed to Chicago City Base for the requested changes. The contract should be completed by the next meeting.

Mrs. Robinson reported the computer has been ordered, received, and set up. The next step would be to have the IT person come in and set it up for transfers.

Mrs. Stallman our grant petitioner has created a website design to be uploaded, to make the public aware this payment option is coming soon.

Mr. Mitchell opened the discussion on Volkert Engineering. Mr. Mitchell reported at the last meeting Mr. Ray Miller made a presentation and a contract was involved. The Board requested Mr. Bell review the contract. Mr. Bell reported it was pleasure working with Volkert Engineering. Mr. Bell reviewed and requested some changes to restructure the contract. After some discussion Motion made by Mr. Thronson to accept Volkert Engineering as our Engineer of record and to authorize the Chairman to sign the agreement. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the discussion on Covid 19. No further discussion.

New Business:

Mr. Mitchell reported since the Board has hired a new CPA firm there will not be a P & L statement until July 2020.

Mr. Mitchell opened the discussion on an Office Assistant I position. Mrs. Robinson stated everyone is aware that there is a personnel shortage in the office at this time, however as previously stated if we attempt to train someone now it will dig a deeper hole. The current office personnel are doing what is necessary to maintain duties until full staff is available. Mrs. Robinson would like to address this at a future meeting. There will be a redistribution of duties once we are at full staff.

Invoices for Ratification:

Water Invoice:

Prichard, Dewberry & Hodges, P.C., Invoice #10260, dtd 5/31/2020, in the amount of \$11,000.00, re: Annual Audit 2018-2019.

Mr. Haines made a motion to pay the invoice as listed. Mr. Thronson seconded. Motion passed.

Sewer Invoices:

Data Flow Systems Inc, Invoice #81533, dtd 6/5/2020, in the amount of \$15,668.40, re: Scada System at the Sewer Plant Board approved on 6/6/2019 P.O. #S2454.

James W. Dean, Invoice #1, dtd 6/1/2020, in the amount of \$1,200.00, re: 12 hours @ \$100.00 an hour on pumps and electrical.

GreenSouth Solutions, Invoice #2140, dtd 5/31/2020, in the amount of \$3,667.72, re: sludge removal.

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

Report of Officers:

No reports.

Utilities Director Report:

Mr. Vaughn updated the Board on the progress at Well #4. The Well has been replaced and turned on, there was some rocks visible. The Well screen located at the bottom of the Well will need to be repaired.

Mr. Vaughn reported the Contractor replacing the 6” waterline located east side of Highway 43/Industrial Parkway has one side completed, they are having some difficulties with the other, they will return next week to continue work.

Mr. Vaughn is waiting on information from the fence company for an electric fence located at the Sewer Plant.

Mr. Vaughn reported American Tank will be onsite July 24th to drain, inspect and clean Tank #3.

Engineer’s Report:

No report.

Grant Petitioner Report:

Mrs. Stallman reported the pre-bid meeting on the Shelton Beach Estates Project was held on Wednesday, July 17, 2020. There was a total of five contractors which should make it competitive.

The bids will be opened on Thursday, July 25th @ 2:00 pm in the meeting room.

Accounting Report:

The CPA was not in attendance.

Attorney’s Report:

Mr. Bell reported the Janitorial Contract is ready for signature. Mrs. Robinson reported they will do the initial floor cleaning on June 27, 2020.

Correspondence:

Monthly ADEM Water Report May 2020

There being no further business to come before the Board; Mr. Haines made a motion to adjourn the meeting. Mr. Thronson seconded. Meeting adjourned at 6:22 P.M.

ATTEST:

RATIFIED AND APPROVED:
