

Regular Meeting
March 5, 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 the Saraland Water and Sewer Service Maintenance Building with the following Board Members present:

Present:
Mr. Ron Mitchell
Mr. James Davis
Mr. Scooter Thronson
Mr. Jackie Haines
Mr. H. O'Neil Robinson

Absent:

Mr. Davis opened the meeting with prayer.

Committee Reports:

Mr. Haines reported that since the last board meeting the building at Well #1 has been painted along with rotten boards replaced and some tin has been repaired.

Mr. Thronson reported that the office is running very well, he informed the Board he has talked with Ms. Hodges (auditor) and items will be discussed in future meeting.

Mr. Robinson reported that since the last board meeting, the screens at Well #4 have been cleaned, two (2) angle stops on service lines have been replaced. A six-inch (6") sewer lateral has been repaired (damaged by bored phone cable) and a sewer line located at 1719 Spanish Trace Drive has been repaired.

Mr. Davis reported that since the last board meeting, there have been fifteen (15) 811 locates worked for water and sewer, along with eighteen (18) work orders for water and two (2) work order for sewer.

Old Business:

Mr. Mitchell asked for an update of Well #1 repairs, Mr. Hennis informed the Board that the repairs have been completed and the invoice has been paid with the Bond Money.

Mr. Mitchell asked Ms. Hall for an update on the water line on Highway 43 at Sawmill Road, Ms. Hall informed the Board that the reviews from ALDOT have been received and she is addressing them but have not resubmit them. Ms. Hall informed the board also that next week the bid will be advertised (Board Members had a copy of the ad in their folder). The mandatory prebid's will be March 25, 2020 with the opening of the bids date April 2, 2020 (both actions will be at 10:00am).

Mr. Mitchell asked about the Public Service Worker II/Sewer, Mr. Hennis reported to the Board that he is waiting on the list from The Mobile County Personnel Board to be sent.

Mr. Mitchell started the discussion of the Promotional Office Assistant III position, Mrs. Robinson informed the Board that one employee has applied for the position and the Personnel Board has sent the notification to her, the promotional applicant is Ms. Graham. Mr. Davis made motion to grant Ms. Graham the Promotional Office Assistant III position. Mr. Thronson second the motion. Motion passed.

Mr. Mitchell asked for update on the letter to the companies in Saraland (with grease traps) informing them of the procedures Saraland Water and Sewer Service will initiate with grease inspections. Mr. Hennis informed the Board that at this moment the letter is not drafted, but he is working with Mr. Bell to follow through on this matter. Mr. Haines and Ms. Stallman are working on this information to be placed on the web page.

Mr. Mitchell starts the discussion of the sewer issue at Fairfield Inn. Ms. Hall reported to the Board her conversation she had with Mr. Duke. After further discussion, it was agreed for Mr. Hennis to pump the line out and then video the line to get more information. Report at next Board Meeting.

Mr. Mitchell asked Ms. Hall for her conclusion of the quotes for the Maintenance Program for the Wells, Ms. Hall informed the Board the quote from Layne, A Granite Company is good. Mr. Davis motion for Saraland Water and Sewer Service use Layne, A Granite Company for the maintenance program for all the Wells. Mr. Thronson seconded the motion. Motion passed.

New Business:

Mr. Mitchell asked Mr. Waldrop, First Capital Ins. Agency, Inc., to address the Board regarding the general liability, property, and workman's comp insurance. After further discussion Mr. Waldrop explained the reason for the increase in the premium because of the frequency of claims that were made. Mr. Thronson made motion that Saraland Water and Sewer Service accepts the policy renewal quote from First Capital Ins. Agency. Mr. Haines second the motion. Motion passed.

Mr. Mitchell asked Mr. Adams to give his monthly P&L to the Board.

Mr. Mitchell asked about the Janitorial service item on the agenda, Mrs. Robinson then informed the Board of herself needing guidance from Mr. Bell, (do we bid the job out or can we receive proposals), Mrs. Robinson does have messages left for Mr. Bell on this item.

Mr. Mitchell began the discussion of Ready.gov, he believes that this site has a lot of information pertaining to disasters and emergencies and should be place on our website. The Board agreed.

Mr. Mitchell asked Mrs. Robinson to address the board on the promotional Office Assistant II listed on the agenda. Mrs. Robinson discussed with the Board (earlier in the year, to fill vacant position in the office) that with the Office Assistant III position filled, she would like to open the Promotional Office Assistant II position. Mr. Thronson made motion for Mrs. Robinson to make requisition to open the Promotional Office Assistant II position. Mr. Davis second the motion. Motion passed.

Mr. Mitchell asked Mr. Hennis to discuss the next item on the agenda of replacing the carpet in the office. Mr. Hennis did tell the Board that the carpet does need to be replaced, he would like to replace it with tile. After further discussion, the Board would like for Mr. Hennis to get prices of new flooring and bring it to the next Board meeting.

Mr. Mitchell asked Mr. Hennis to discuss the (2) two 20 Hp mixer motors for North Tank, Mr. Hennis discuss with the Board the need of removing this motor and sent it for repairs, but would like permission from the Board to have two more as back up. Mr. Thronson made motion to repair one of the two 20 Hp motors and have Mr. Hennis to supply prices at the next Board meeting for new and repaired 20Hp motors. Mr. Davis second the motion. Motion passed.

INVOICES FOR RATIFICATION:

WATER: Hill Trucking Co., inv#31939, dated 2/20/2020, in the amount of \$2,058.79, re: A-Base limestone delivered to Hartley Road. First Capital Ins., inv#7155, dated 2/14/2020, in the amount of \$78,453.00, re: general liability, property & workman's comp. insurance, renewal. Ipromoteu, inv#1709826TRC, dated 2/19/2020, in the amount of \$2,251.76, re: bill stock (blank bills). Mr. Thronson made motion for the invoice to be pulled and paid. Mr. Haines seconded. Motion passed.

INVOICES FOR RATIFICATION:

SEWER: Jim House & Associates, LLC., inv#13410, dated 2/21/2020, in the amount of \$8,357.00, re: repair Flygt NP3153.181-463. Harris Electric, inv#2684, dated 2/13/2020, in the amount of \$1,543.72, re: installation of 480-volt three phase circuit isolated to disconnect. Mr. Haines made motion for the invoices to be pulled and paid. Mr. Thronson seconded. Motion passed.

Report of Offices:

Mr. Mitchell informed the Board of the meeting himself and Mr. Hennis had with Aaron Oil. After further discussion Mr. Thronson made motion to accept Aaron Oil's payment for \$2,674.71. Mr. Davis second the motion. Motion passed.

Mr. Davis reported of the environmental safety meeting next Friday at 11.15am. Mr. Mitchell added further discussion to this matter by stating for the Board to consider hiring an actual company that will come to us and hold these safety meetings.

Mr. Hennis reported on the situation that occurred at Spanish Drive the previous weekend and steps he is taking to correct it. Mr. Hennis also added that the bypass pump is still at the Mignonette Lift station and when the water is all pumped out the motor will be replaced.

Correspondence:

There being no further business to come before the Board, Motion made by Mr. Thronson to adjourn.
Motion seconded by Mr. Robinson. Meeting adjourned at 7:05 P.M.

ATTEST:

RATIFIED AND APPROVED:
