

**Regular Meeting
November 19, 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

Absent

Mr. Jackie Haines
Mr. Ron Mitchell
Mr. O’Neil Robinson
Mr. Scooter Thronson

Mr. Jim Davis

Mr. Raymond Bell of Maynard, Cooper & Gale Law Firm was present. Ms. Cara Stallman our grant petitioner was present. Mr. Thomas Brymer of Volkert Engineering Firm was present.

Mr. Robinson opened the meeting with a prayer.

Committee Reports:

No Committee Reports

Old Business:

Mr. Mitchell opened the discussion on Utilities Director Position. Mr. Bell reported the Mobile County Personnel Board stated that Mr. Vaughn did not have the prerequisite experience for the job of Utility Director. The options presented are applying for the Superintendent position which he is qualified for or adjustment of the Utility Directors job description. The Board of Directors of the Mobile County Personnel Board would have to approve the adjustment of qualifications on the Utility Directors job description.

Mr. Mitchell opened the discussion on Office Assistant I. The list was received and none of the candidates were interested in the position. The next step would be requesting another list of candidates. The Boards instruction was to request another list of candidates from the Personnel Board.

Mr. Mitchell opened the discussion on Office Assistant II Promotional. Mr. Thronson made a motion to promote Mrs. Garrick to an Office Assistant II Position. Mr. Robinson seconded. Motion passed.

Mr. Mitchell opened the discussion on Sanitary Sewer Collection System Master Plan. Mr. Mitchell signed a letter to Regions Corporate Trust Fund to see if this is a Bond eligible project.

New Business:

Mr. Mitchell opened the discussion on the P & L Statement presentation. Leann with Avizo presented the Water & Sewer P & L statements to the Board.

Mr. Mitchell opened the discussion on Susan Graham, OAI, who is eligible for a 2 ½% merit increase (Grade 12 Step N). Mr. Robinson made a motion to grant a 2 ½% merit increase. Mr. Thronson seconded. Motion passed.

Mr. Mitchell opened the discussion on Nicole Robinson, Office Manager, who is eligible for a 2 ½% merit increase (Grade 14 Step T). Mr. Robinson made a motion to grant a 2 ½% merit increase. Mr. Thronson seconded. Motion passed.

Invoices for Ratification:

Water Invoices:

- A & B Electric, Invoice #21617, dtd 11/6/2020, in the amount of \$1,354.80, re: Repair Well pump starter at Well #4.
- Regions, Invoice #90850, dtd 11/10/2020, in the amount of \$3,000.00, re: Annual Fee. Bond Series 2016 BI #8137.

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

Sewer Invoices:

- SIS, Invoice #0091628-IN, in the amount of \$1,554.87, re: pumping two lift stations Circle K and Twin Lakes.
- TAW, Invoice #26203251, dtd 11/4/2020, in the amount of \$1,800.00, re: Deer Run Lift Station trouble shot no AC voltage.

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

Report of Officers:

Mr. Robinson inquired as to what would the remaining balance from the Christmas Float fund be used for. Mr. Thronson made a motion to split the remaining funds from the \$1000.00 allotment for the Christmas Float to be equally divided between the Food Banks in Saraland, (Methodist Church, Bayou Sara Church and One Meal). Mr. Haines seconded the motion. Motion passed.

Interim Utilities Director Report:

Mr. Vaughn reported Well #4 a new motor has been installed and the Well is back in service. Well #1 update the new motor has been shipped and when received will be installed. It should be up and running first of next week. Magna Tech is sending an electrician for installation of the motors. The Deer Run Lift Station generator head is bad, there are two options replace parts or purchase a new head assembly. There is not much of a price difference between the two options.

Attorney's Report:

Mr. Bell reported since the last meeting I have checked with the Personnel Board on how to abolish some vacant positions. Once a list is received the Personnel Board would be glad to remove these positions as requested.

Engineer's Report:

Mr. Brymer reported on the Deer Run and Forest Avenue Lift Station Generator Project that the updated pricing is almost completed. I will meet with Mr. Vaughn tomorrow to discuss some additional details.

Manhole rehab at the Sewer Treatment Plant tech specs and the front-end specs should be completed next week. It will then be sent to Mr. Bell for review.

Grant Petitioner's Report:

Ms. Stallman spoke with Ms. Hall and reported Gulf Coast Underground camera work in Shelton Beach Estates for the CDBG project has been done and the lining will begin in about a month. The Restore Acts will begin in 2022.

Correspondence:

Well Source Data Report October 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 6:19 P.M.

ATTEST:

RATIFIED AND APPROVED:
