

**Regular Meeting
February 18, 2021**

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. Jim Davis
Mr. Jackie Haines
Mr. Ron Mitchell
Mr. O'Neil Robinson
Mr. Scooter Thronson

Mr. Raymond Bell of Maynard, Cooper & Gale Law Firm was not present. Ms. Cara Stallman our grant petitioner was not present. Mr. Thomas Brymer of Volkert Engineering Firm was present.

Mr. Davis opened the meeting with a prayer.

Committee Reports:

No Committee Reports.

Old Business:

Mr. Mitchell opened the discussion on Utilities Director. Mr. Vaughn reported Mrs. Robinson has received the paperwork from the Mobile County Personnel Board.

Mr. Mitchell opened the discussion on Office Assistant I. Mr. Thronson reported a new Office Assistant I was hired.

Mr. Mitchell opened the discussion on The Frazier Lanier Company, 2016 Bond Series. Mr. Bob Young approached the podium for his presentation. Mr. Young reported the interest rates are lower than they have been in an exceptionally long time. They have been waiting to see if it would be beneficial to start a partial refunding of the 2016 issue to receive an interest cost savings. Mr. Young is requesting the Board allow his company to do the paperwork necessary, at no cost to the Board, which will take approximately 25 days to complete and if the savings at this time goes away the Bond will not be refunded. After some discussion. Mr. Davis made a motion to authorize Frazier Lanier Company to gather the information on the official statement which will be based on the interest rate at the current time. Mr. Thronson seconded. Motion passed.

Mr. Mitchell opened the discussion on a presentation from Jackson / Thornton. Mr. Mitchell spoke with Mr. Tom DeBell of Rivera Utilities and Mayor John Hammock from NE Montgomery which both highly recommend this company. This company does a study of applicable user rates for water and sewer. Mr. Jim Marshall will attend the next Board meeting with a presentation.

New Business:

Mr. Mitchell opened the discussion on the P & L Statement and an upgrade to our Online Quick Books. Leann with Avizo presented the Water & Sewer P & L statements to the Board. Leann also reported the new software and training would allow for real time cash balances. Invoices will be emailed for approval or disapproval through Bill.com for payment. The conversion, set-up and training fee are \$3595.00, the monthly fees would be \$140.00 in addition to the monthly CPA fee of \$995.00. Mr. Thronson made a motion to authorize the upgrade of QuickBooks to online and approve the fee schedule from the proposal presented by Avizo Group Inc. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the discussion on First Capital General Liability Insurance presented by Stacy Waldrop. Mr. Waldrop approached the podium for his presentation. Mr. Waldrop went over the reasons for the Insurance Policy increases. After some discussion motion by Mr. Robinson to accept the proposal from Mr. Waldrop of First Capital Liability Insurance. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the discussion on the Annual Saraland Area Chamber of Commerce sponsorship. Mr. Davis made a motion for a \$1000.00 sponsorship to the Saraland Area Chamber of Commerce. Mr. Thronson seconded. Motion passed.

Invoices for Ratification:

Water Invoices:

- Alabama 811, Invoice #121373, dated 1/31/2021, re: January – December 2021 locate request, in the amount of \$1,373.13.
- Consolidated Pipe, Invoice #3510833-000-000, dated 2/5/2021, re: 1 6” MJS, in the amount of \$1,550.00.

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

Sewer Invoices:

- Harris Electric, Invoice #3181, dated 2/11/2021, re: Oak Ridge Lane Lift Station troubleshoot & install new alternating relay in addition they tested the new float, in the amount of \$1,687.50.
- McCrory & Williams, Invoice # S7510-10-2076, dated 2/12/2021, re: Payment #3 Gulf Coast Underground LLC CDBG Project, in the amount of \$54,772.00.
- McFadden Engineering, Invoice #19-2494, dated 2/1/2021, re: WWTP Operations Support, in the amount of \$1,067.99.
- Volkert, Invoice # 00601096, dated 2/3/2021, re: General Engineering Sewer, in the amount of \$3,042.50.

- Volkert, Invoice #00201098, dated 2/3/2021, re: Sanitary Sewer Collection System Master Plan, in the amount of \$6,200.00.

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

Report of Officers:

Mr. Mitchell would like for Mrs. Robinson to review the current new account opening procedures. Mr. Mitchell would like to upgrade the procedure to allow property managers the ability to open new accounts with a business card as proof of authorization.

Mr. Davis reported the next Health & Safety meeting will be held tomorrow @ 11:00 a.m. during this meeting, some employee evaluations will be performed.

Interim Utilities Director Report:

Mr. Vaughn reported the centrifuge at the Waste-Water Treatment Plant had some blown capacitors. A company evaluated the repair and upgrade of the VFD, the estimate would be approximately \$12,000.00. This equipment is approximately 17 years old. Mr. Vaughn and Mr. Miller went online and found the capacitors @ \$15.00 each for a total cost of \$90.00 for (6). These were installed and the VFD was put back online.

Mr. Vaughn and Mr. Parker have been on-site as SIS cleaned (5) of our Lift Stations of grease, sand, and dirt some of which is caused by new Construction.

Mr. Vaughn has received an email from the State about widening of 158 by Wal-Mart, this will require moving of about 30' of water line back approximately 6' on the right of way.

Attorney's Report:

Mr. Bell was not in attendance.

Engineer's Report:

Mr. Brymer reported finalizing the specs for the Deer Run and Forest Avenue Lift Stations. Lift Station inspections are continuing, there are 38 total Lift Stations.

Grant Petitioner's Report:

Ms. Stallman was not in attendance.

Correspondence:

Well Source Data Report January 2021

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 6:55 P.M.

ATTEST:

RATIFIED AND APPROVED:
