

**Regular Meeting
October 21, 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. Jackie Haines	Mr. Davis
Mr. Ron Mitchell	
Mr. Scooter Thronson	
Mr. O'Neil Robinson	

Mr. Raymond Bell of Maynard, Cooper & Gale Law Firm was not 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:

Mr. Robinson reported since the last Board Meeting a 2” water main leak at Hummingbird Drive and Bayou Avenues was repaired.

Old Business:

Mr. Mitchell opened the discussion on Chickasaw Water request. Mr. Brymer presented the Board with a couple of handouts. The current storage capacity of 3.75 million gallons and 2.88 million gallons per day maximum capacity. Based on additional data provided of gallons pumped from 2020-2021 the average water pumped is 1.37 million to 1.42 million gallons. Based off the maximum pumping capacity you are currently using 48% of capability. There has not been any additional communication from the City of Chickasaw.

Mr. Mitchell opened the discussion on an Antenna rental agreement on the Shelton Beach Road Tank. This will appear on the next Agenda.

Mr. Mitchell opened the discussion of the Payment App. Mr. Mitchell introduced Courtney to demonstrate the App and give the scheduled date to go live. Courtney went over the process. The App will include the account balance and the ability to make payments. The App is scheduled to go live next Friday, October 19, 2021.

New Business:

Mr. Mitchell introduced Mr. James Thomason of Accelerated Accounting to address the Board. Mr. Thomason found a leak under his 3600 square foot building. Mr. Thomason is requesting an adjustment of the sewer portion over a four-month period in the amount of \$644.89. Mr. Thronson made a motion to follow the existing sewer adjustment policy. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the Election of Officers. Mr. Haines made a motion to open nominations. Motion dies for lack of a second. Elections of Officers will be on the next agenda.

Mr. Mitchell introduced our CPA to present P & L statement. The CPA presented each Board Member a P & L statement to review.

Mr. Mitchell opened the discussion on the sale of the Dump Truck. Mr. Thronson made a motion to list the sale of the dump truck on the .gov site with a minimum of \$83,000.00. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the discussion on the renewal of Mr. Bell's Contract. Mr. Thronson made a motion to renew Mr. Bell's contract with a 10% increase. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the discussion of the Bayou Sara Baptist Food Bank. Mr. Robinson made a motion to contribute \$1000.00 to the Bayou Sara Food Bank. Mr. Thronson seconded. Motion passed.

Mr. Mitchell opened the discussion on the Bid for the Deer Run and Forrest Avenue Generators. Mr. Brymer reported the only bid received on September 29th from Energy Systems Southeast in the amount of \$71,457.00 for one 80 KW and one 50KW generator. The grant will pay for 75% of the cost. Mr. Thronson made a motion to accept the bid from Energy Systems Southeast in the amount of \$71,457.00. Mr. Haines seconded. Motion passed.

Mr. Mitchell opened the discussion of the late fee policy. The current late fee policy states if payment has not been received in the office during regular business hours by the 15th of each month a penalty of 10% is assessed to each account, with an outstanding balance. The post office has sent a notification that there is a delay in mail delivery. Due to all the forms of payment accepted in our office, we would like to include this information on our website. The Board gives permission to include this notification on our website.

Mr. Mitchell opened the discussion on Deborah Hodges 2019-2020 Audit. Ms. Hodges presented each Board Member a draft copy of the Audit. Ms. Hodges complemented the office staff; they are always pleasant to work with. Also, I would like to complement Avizo Group these books were so much better than prior Audits. Ms. Hodges discussed the contents of the 2019-2020 Audit and made recommendations to the Board for consideration. Mr. Thronson made a motion to accept the 2019-2020 Audit completed by Prichard, Dewberry, and Hodges. Mr. Haines seconded. Motion passed

Invoices for Ratification:

Sewer Invoices:

Volkert Engineering, Invoice #01409097, dtd 10/11/2021, re: General Engineering - Sewer, in the amount of \$6,740.00.

Volkert Engineering, Invoice #01009098, dtd 10/11/2021, re: Sanitary Sewer Collection System Master Plan, in the amount of \$13,272.00.

Volkert Engineering, Invoice #01109113, dtd 10/11/2021, re: Manhole Rehabilitation at Saraland WWTP, in the amount \$1,490.00.

Volkert Engineering, Invoice #00309099, dtd 10/11/2021, re: NPDES Permit Renewal, in the amount of \$3,160.00.

McFadden, Invoice #19-2652, dtd 10/4/2021, re: monthly Grade IV Wastewater Operator, in the amount of \$1,981.25.

SIS, Invoice 01-18503-IN, dtd 10/12/2021, re: Vacuum up overflow waste at WWTP, in the amount of \$1,035.82.

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

Report of Officers

No Report of Officers.

Assistant Superintendent:

The roof installation at the office was completed over the weekend. They will place the gutters tomorrow.

Attorney's Report:

Not present.

Engineer's Report:

Mr. Brymer reported at the last meeting the MPDS application was submitted to ADEM for the WWTP. ADEM was considering making modeling requirements, yesterday it was confirmed they will not make this requirement.

Grant Petitioner's Report:

Ms. Stallman gave two updates: (1) The Portal has Project #517 The Norton Creek Saraland Sewer Project. (2) There is HMGP money available, application for the next three priority generators to be submitted to Mobile County for another \$100,000.00

Correspondence:

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 6:51 P.M.

ATTEST:

RATIFIED AND APPROVED:
