

**Regular Meeting
December 15, 2022**

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

Absent

Mr. Jackie Haines
Mr. Scooter Thronson

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

Mr. Mitchell opened the meeting with a prayer.

Committee Reports:

Mr. Davis reported since the last Board Meeting 87 Alabama 811 located have been worked for water and sewer. Fourteen work orders have been completed for water and four for sewer.

Mr. Robinson reported since the last Board meeting a 6” water main was repaired on Audubon Drive, a 2” water main on Cherry Drive, 2” water main on Dale Street, and a water main on Villa Oaks Drive. A ¾” service was installed at 11 Bayou Oaks Drive, a 2” & ¾” water tap on Bethel Forest Drive, and an 8” and ¾” water tap on Cleveland Road.

Old Business:

Mr. Mitchell opened the discussion on Task Agreement 16 Norton Creek Sanitary Infiltration and Inflow Rehabilitation Project. Mr. Miller stated this task order is for the design of the Norton Creek I & I Project Construction Phase funded through the Restore Act Funds. The Board will contribute 10% of the funds as a match which is the design phase. Mr. Miller stated Volkert is confident that the pieces are in place and the Board will receive the funding. There are some requirements that have to be met, Volkert will do everything in their power to meet those requirements in the design phase, and once the plans are final, they will be reviewed by ADC & R. Then you will be authorized to advertise to receive bids and those construction funds would be available. They want everything in the Engineering Phase completed first. The development of these plans will take nine to twelve months. Mr. Davis made a motion to accept Task Agreement 16. Mr. Robinson seconded. Motion passed.

New Business:

Mr. Mitchell opened the discussion on low-income discount sewer allowance. The Board tasked Ms. McDuffie with verification of finding any special disability allowance. I spoke with Ms. Purvis of the City of Saraland, she is not aware of any special allowances for disability. However, the City of Saraland discount garbage allowance is \$2000.00. Saraland Water & Sewer current low-income discount sewer requirements are 65 or older/ or 100% disabled and less than \$1800.00 total household income per month. My request of the Board is to increase our allowance from \$1800.00 to \$2000.00 effective immediately. Mr. Mitchell recommends we increase this allowance. Mr. Robinson made a motion to increase allowance to \$2000.00. Mr. Davis seconded. Motion passed.

Mr. Mitchell opened the discussion on Badger Meter Upgrades. Ms. McDuffie informed the Board in our system we have approximately 4900 meters of this approximately 1400/29% are CE series and 3500/71% are SE/ME series. The meter transmitters have a guaranteed battery life of 10 years. The CE series 610 transmitters are 12 – 14 years old. There are two options continue with AMR (drive by read) or AMI (Cellular in office read). This discussion tabled.

Mr. Mitchell opened the discussion on late fee waiver with ACH Draft application. Mr. Mitchell would like to increase number of customers that pay by ACH Draft. Mr. Mitchell suggests a one-time waiver of late fee from the 16th – 20th of the month with sign up of ACH Draft for a 12 month period. Mr. Davis made a motion to accept as presented one-time waiver of late fee from the 16th-20th of the month with sign up of ACH Draft for a 12 month period, to begin February, 2023. Mr. Robinson seconded. Motion passed.

Invoices for Ratification:

Water Invoices:

- American Tank Maintenance, Invoice #7294, dtd 12/1/2022, re: maintenance program contract Tank #1, in the amount of \$11,780.00.
- American Tank Maintenance, Invoice #7304, dtd 12/1/20202, re: maintenance program contract Tank #2, in the amount of \$9,936.00.
- American Tank Maintenance, Invoice #7314, re: maintenance program contract Tank #3, in the amount of \$19,903.00.
- Consolidated Pipe & Supply, Invoice #350182, dtd 11/21/2022, re: stock supplies, in the amount of \$1,309.00.
- Magnatech Industrial Services, Invoice #135447-IN, dtd 10/31/2022, re: pump motor work Well #4, in the amount of \$2,550.00.
- Robertson, Andreoli & Covington, P.C., Invoice #7876, dtd 11/3/2022, re: 2020-2021 Annual Audit, in the amount of \$8,975.00.
- Toomey's Mardi Gras, Invoice #37917/631120, dtd 12/8/2022, re: Christmas Parade throws, in the amount of \$2,717.45.

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

Sewer Invoices:

- Precision Engineering, Invoice #2028892, dtd 8/23/2022, re: Scada System Sewer Plant Tech Support Due to Lightning Damage, in the amount of \$2,699.81.
- Volkert Inc., Invoice #00611130, dtd 12/9/2022, re: Saraland WWTP Expansion Study, in the amount of \$3,820.00.
- Volkert Inc., Invoice #02811129, dtd 12/9/2022, re: General Engineering Services Sewer, in the amount of \$1,451.25.
- Volkert Inc., Invoice #00311131, dtd 12/9/2022, re: Shelton Beach Estates CIPP – Phase II, in the amount of \$1,574.00.
- Volkert Inc., Invoice #00211132, dtd 12/9/2022, re: Calculated Capacity Increase for WWTF, in the amount of \$5,693.75.

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

Report of Officers:

No Officer reports.

Utilities Director:

Mr. Vaughn reported the new Orthodontist Office will be located next to the Hampton Inn on Shell Street.

Attorney’s Report:

Mr. Bell reported worked up the document for the Car Wash, all that remains is to determine how to deliver.

Engineer’s Report:

Mr. Miller of Volkert reported there was a good discussion between ADEM and the Saraland Water & Sewer Personnel about the calculated issues needed to iron out in the pursuit of the increase evaluation. There will be a fee and a model, which ties into the Plant Upgrade Study recommendation over the next 10-20 years.

Grant Petitioner’s Report:

Not present.

Correspondence:

Well Source Data Report November 2022
Stillwater Church Thank You card for the donation of \$1000.00
State of Alabama Emergency Management Agency Grant Reimbursement Check

There being no further business to come before the Board; Mr. Davis made a motion to adjourn the meeting. Meeting adjourned at 6:39 P.M.

ATTEST:

RATIFIED AND APPROVED:
